

# PERSONNEL BOARD

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



**SPECIAL MEETING**  
**Thursday, July 20, 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 July 13, 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](mailto: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](mailto:personnel_board@ci.richmond.ca.us). Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, July 20, 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, July 20,2023. 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](mailto: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 MANAGER'S CONFERENCE ROOM  
450 CIVIC CENTER PLAZA  
RICHMOND, CA 94804**

**July 13, 2023  
MINUTES**

The Special Meeting started at approximately 6:19 p.m.

**1. ROLL CALL**

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

Absent: Vernetta Buckner, Vice Chair

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

- a. Special Meeting of June 29, 2023

**SPEAKERS:**

None

Board Member Front made a motion to approve the minutes of June 29, 2023. Chair Wirsig seconded the motion. Minutes were approved by the following vote: YEA: P. Front, L. Wirsig, K. Worthy. NAY: None. ABSENT: V. Buckner.

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: Email received and read.

Gregory Everetts: SEIU President informed the Board that the union has no opposition nor discrepancies with the job descriptions presented.

**6. CONSENT AGENDA**

***Audio recordings of Personnel Board Meetings are available at:***

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

- None

## 7. NEW BUSINESS

- a. Approve the revised job descriptions per the Segal classification and compensation study adopted by the city council.

### **SPEAKERS:**

- Cordell Hindler: Stated he reviewed the classification and has no objections and asked the board to consider the classification presented by staff so that it can be sent to the City Council agenda.

Interim Human Resources Director Sharrone Taylor presented the fourth batch of job descriptions per the Segal classification and compensation study. The batch of job specifications presented represents about 60% of the total job descriptions. Some of the job descriptions are with the unions and are still in the meet and confer process.

Board Member Front requested confirmation that the batch of job descriptions presented will go through a small further review for the driver's license requirement.

Ms. Taylor confirmed that the City does have legal counsel assisting to make sure that there is inclusive language that will encompass what is needed to make sure that the ones that require driving have the requirement and the ones that do not will not have it. Furthermore, there will be some language added that you have a reliable form of transportation for those that may have to go out into the field every now and then. The task should be completed by the end of the process.

Board Member Worthy inquired about the education requirement in the job descriptions referring to the last meeting she was present at and in general with all job descriptions.

Interim HR Director, Sharrone Taylor, spoke specifically about the Payroll Manager position that was presented at the last meeting Board Member Worthy attended. Payroll Manager still stands as is with the education requirement because the board did not approve the revision of the education requirement. Ms. Taylor informed the board that each position was reviewed along with the market and other city and county agencies to ensure the job descriptions come forth with what the industry standard is.

Board Member Worthy requested the job descriptions that do not have an education requirement from the batch presented.

Ms. Taylor responded that most positions are from SEIU 1021 and are entry level or may require some experience. Some are tenure based on service experience that may require a high school diploma or GED equivalent. Some may have two years of higher education as a desirable.

***Audio recordings of Personnel Board Meetings are available at:***  
**<http://www.ci.richmond.ca.us/index.aspx?NID=1090>**

Chair Wirsig requested clarification on the difference between Permit Tech I and II. Chair Wirsig noted that there is no certificate required for Permit Tech I. He also noted that Permit Technicians do not determine approval of permits.

Interim HR Director, Sharrone Taylor informed the board that Permit Technicians are front line, working the front desk of the building department. They help customers and should be able to answer basic questions regarding the permitting process. Flexibility stratified position, as in this case I and II, is considered almost like journey-level progression. Permit Tech I is usually entry level coming in with minimal experience but moving to a II requires a little bit more experience, or certification may be desirable. Ms. Taylor will request from the department more of what the Permit Technician duties entail.

Chair Wirsig inquired who falls in line after Permit Technician.

Ms. Taylor took note and will get the requested information to the Board.

Board Member Worthy made a motion to approve the revised job descriptions per the Segal classification and compensation study adopted by the city council. Board member Front seconded the motion. The revised job descriptions per the Segal classification and compensation study were approved by the following vote: YEA: P. Front, L. Wirsig, K. Worthy. NAY: None. ABSENT: V. Buckner.

**6. UNFINISHED BUSINESS**

- None

**7. REVIEW OF SUBPOENA(S)**

- None

**8. CONSIDERATION OF PROBLEMS AND REPORTS**

- None

**9. ADJOURNMENT OF SPECIAL MEETING**

Meeting adjourned at 6:37 p.m.

## Rozma Paiz

---

**From:** Cordell Hindler  
**Sent:** Wednesday, July 12, 2023 5:17 PM  
**To:** Personnel Board  
**Subject:** Public Comments

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 Submitting The Following Items to Be Placed on the October 26th Agenda:

1. Approve Revision To Job Description for Community & Economic Development Specialist I/II
2. Approve The Revision/Retitle Of Community Development Finance Manager to Economic Development Finance Manager

I AM Bringing The Items Forward Because I Had Look into the City Of Redwood City, And The Economic Development Specialist I/II Reports to The Housing Leadership Manager.

And Also Reports to the Deputy City Manager

Sincerely  
Cordell



# STAFF REPORT

## **PERSONNEL BOARD**

**DATE:** July 20, 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 fifth batch of job description changes for your approval. The job descriptions are as follows (retitles and new titles notated):

SEIU Local 1021 General Employees:

- Business Services Specialist (retitled from Job Developer)
- Buyer I
- Buyer II
- Code Enforcement Officer I

# Personnel Board Staff Report

- Code Enforcement Officer II
- Communications Call Taker
- Equipment Mechanic I
- Equipment Mechanic II
- Equipment Mechanic, Senior (retitled from Equipment Mechanic IV)
- Equipment Parts Specialist
- Equipment Parts Storekeeper
- Jailer
- Librarian I
- Librarian II
- Library Assistant I
- Library Assistant II
- Senior Building Inspector
- Senior Library Assistant
- Volunteer Tutor-Learner Coordinator
- Workforce Specialist I (retitled from Employment Program Specialist I)
- Workforce Specialist II (retitled from Employment Program Specialist II)

## Local 21 Mid-Management Bargaining Unit:

- Custodial Maintenance Supervisor
- Electrical Supervisor
- Infrastructure Administrator (retitled from Engineering & Infrastructure Administrator)
- Plan Checking Engineer
- Senior Accountant

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.

**ANALYSTS:** Sharrone Taylor, Interim Human Resources Director  
Catherine Selkirk, Human Resources Manager  
Jessica Somera, Senior Personnel Analyst

Personnel Board  
Staff Report

Kristi Florence, Personnel Analyst  
Nicole Williams, Personnel Analyst

**Attachments:**

Attachment A: SEIU Local 1021 Job Descriptions

Attachment B: Local 21 Mid-Management Job Descriptions

**SEIU Local 1021**

**General**

**Employees**

**Bargaining Unit**



## Classification Specification

<b>Classification Title</b>	Business Services Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-Exempt

### GENERAL SUMMARY

Provides outreach and assistance to businesses in targeted industries offering a full range of business services to meet talent needs.

### DISTINGUISHING CHARACTERISTICS

This position's main focus is to recruit local and regional businesses to conduct hiring and employment presentations at the RichmondWorks Career Center with the end result providing Richmond residents with gainful and substantial employment. This position differs from the Employment Program Specialist which maintains a regular case load of job seekers.

### 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.*

- Contacts new businesses/employers to provide welcome information and orient them to one-stop center services, and provides follow up. Manage new business opportunities through all stages of the on-boarding cycle. Cold calling will be required.
- Conducts analysis, and develops a comprehensive service strategy, including linkages to appropriate partners and community resources.
- Markets business services such as wage reimbursement, job training, job posting and advertising, and candidate prescreening and referral.
- Provides recommendations for employer services or projects, and assists in the planning and implementation of special projects and/or employer services.
- Assists in the coordination and facilitation of job fairs. Contacts employers to recruit their participation in job fairs, contacts vendors to secure donations, and participates in job fairs, trade shows, and related events.
- Works closely with Workforce Coordinators to place customers in unsubsidized employment.

## Classification Specification

<b>Classification Title</b>	Business Services Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Maintains and develops good relationships with customers through personal contact, events, meetings, via telephone, and other methods of communication.
- 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.*

- 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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree in Business, Social Services, or a related field
- Three (3) to five (5) years of professional or technical experience in developing employment opportunities for job seekers, or a business service representative for a local, state, or federal agency
- 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

<b>Classification Title</b>	Business Services Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Issues relating to culturally, economically, and ethnically disadvantaged individuals
- Business trends and employment and industrial conditions
- Principles and techniques of individual appraisal, including interviewing, occupational testing, and evaluation of personal traits

#### Skill in:

- Handling controversial or sensitive matters
- Organization and time management

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Develop and maintain the confidence of disadvantaged persons, local and regional employers, community organizations, other employees, and others contacted in the course of the work
- Observe and evaluate personal characteristics, physical capacities, education, work background, aptitudes, and interests of clients, and interpret these factors in terms of their occupational significance

### 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

<b>Classification Title</b>	Business Services Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Exposures	Seldom or Never	Sometimes	Frequently or Often
Other	X		
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, CA

Class Code: PR-237  
Established: 12/23/75  
Bargaining Unit: General Local 790  
FLSA: Non-Exempt  
Revised: 10/27/05

## **JOB DEVELOPER**

### **DEFINITION**

Under direction solicits employment, on-the-job training, and work experience opportunities for disadvantaged job seekers; contacts, interviews, and maintains continuing liaison with representatives of industry, retail concerns, unions, government, and similar sources of job opportunities; and does related work as required.

### **CLASS CHARACTERISTICS**

This position's main focus is to recruit local and regional businesses to conduct hiring and employment presentations at the RichmondWorks Career Center with the end result providing Richmond residents with gainful and substantial employment. This position differs from the Employment Program Specialist which maintains a regular case load of job seekers.

### **EXAMPLES OF DUTIES (Illustrative Only)**

1. Develops employment for job seekers who are considered to be severely disadvantaged because of racial discrimination, poor education, impoverishment or other social or economic reasons; develops strategies for overcoming employment barriers, such as low educational level, low skill level, legal constraints, age, care of other family members including children, lack of transportation, or a language barrier.
2. Contacts, interviews, and maintains continuing liaison with employers in the industrial, commercial, and governmental fields to develop employment, on-the-job training, and work experience opportunities for disadvantaged job seekers.
3. Acts as an advocate for job clients in matters directly related to his/her employability; represents clients in their relationship with other agencies, encourages them in their progress, schedules appointments, secures child care, intercedes with creditors to prevent wage attachments which could cause the client to lose a job, secures transportation, arranges to keep in close personal touch with the client before and after job entry, and helps the client resolve problems which threaten continued employment.

4. Arranges for supportive services for clients, such as dental and medical care, counseling, and other professional assistance, with appropriate staff.
5. Maintains records on clients' progress, supportive services, and job referrals.

### **QUALIFICATIONS**

#### **Knowledge of:**

issues relating to culturally, economically, and ethnically disadvantaged individuals;

business trends and employment and industrial conditions, in terms of skills, abilities, and personal qualifications needed and the training required;

principles and techniques of individual appraisal, including interviewing, occupational testing, and evaluation of personal traits.

#### **Ability to:**

deal effectively with a wide variety of employers, including persuading them to adopt a certain point of view, and handle controversial or delicate employment or training matters skillfully;

develop and maintain the confidence of disadvantaged persons, local and regional employers, community organizations, other employees, and others contacted in the course of the work;

observe and evaluate personal characteristics, physical capacities, education, work background, aptitudes, and interests of clients, and interpret these factors in terms of their occupational significance; and

speak and write clearly and effectively.

#### **Education:**

Possession of a Bachelor's degree from an accredited college or university with major coursework in business, social services or a related field of work. Additional professional or technical level case management experience may be substituted on a year-for-year basis for the required college education.

#### **Experience:**

Two (2) years of professional or technical experience in developing employment opportunities for job seekers or a business service representative for a local, state or federal agency.

**Licenses/Certifications:**

Possession of a valid California driver's license or have access to another form of reliable personal transportation.

Possession of a Business Service Representative Certification is desirable.

**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 may required sufficient mobility to attend meetings and make site visits.

Accommodation may be made for some of the above qualifications for individuals requiring and requesting such accommodation.



## Classification Specification

<b>Classification Title</b>	Buyer I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a wide range of technical purchasing and expediting duties for City departments.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Buyer series and is flexibly staffed with Buyer II. Incumbents in this class perform the more routine purchasing and expediting duties while learning City policies and procedures and the various commodities and suppliers.

### 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.*

- Analyzes requisitions to verify completeness and determine the type of materials, supplies, or equipment required. Confers with the requesting department to ensure information is correct and order parameters are understood.
- Obtains quotes, and prepares formal specifications and bid packages as required. Analyzes bids, recommends award, and prepares necessary documentation.
- Ensures that the City contractors carry proper insurance limits and proper endorsements as required by contract provisions.
- Oversees the administration of the City's CAL-Card program. Coordinates account setups and training, card issuance and cancellation, and oversees account maintenance.
- Maintains the vendor database in the City's Enterprise Resource Planning (ERP) System which includes taxpayer identification number and social security number verification with the Internal Revenue Service (IRS).
- Provides contract administration oversight to all City-wide-issued contracts, and serves as department liaison for contract administration.

## Classification Specification

<b>Classification Title</b>	Buyer I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Places orders, and negotiates with vendors as required. Expedites purchase orders and works with departments to reconcile invoices and to solve delivery, quality, and other problems that arise.
- Develops and implements City-wide training and assistance to support and direct departments in the implementation of purchasing policies and procedures.
- Monitors developments in the purchasing field, and recommends improvements to policies and procedures.
- 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 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
- Three (3) to five (5) years of experience in inventory control, purchasing support, or other related work. Experience in a public agency setting is desirable
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

## Classification Specification

<b>Classification Title</b>	Buyer I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Required Licenses or Certifications

- California driver's license is an ongoing requirement
- Certified Professional Public Buyer (CPPB), Certified Professional Procurement Officer (CPPO), or Certified Procurement Manager (CPM) is desirable

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Purchasing principles and practices, including competitive bidding procedures
- Applicable federal, state, and local laws and regulations
- Standard price and purchasing reference sources for materials and supplies
- Principles of business administration and economics as applied to the purchasing function

#### Skill in:

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

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Analyze and relate requisitions to current and future needs of operating departments
- Read and interpret purchase requests, plans, drawings, and specifications
- Buy effectively regarding quantity, quality, and price
- Make accurate arithmetic calculations
- Maintain accurate records and files
- Prepare clear, accurate, and concise reports, specifications, correspondence, and other written material

### 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

<b>Classification Title</b>	Buyer I
<b>Job Code</b>	
<b>FLSA Status</b>	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.
- **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

<b>Classification Title</b>	Buyer I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT



## Classification Specification

<b>Classification Title</b>	Buyer II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs a wide range of technical purchasing and expediting duties for City departments.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Buyer series and is flexibly staffed with Buyer I. Incumbents in this class are competent to perform a wide range of technical purchasing and expediting duties.

### 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.*

- Analyzes requisitions to verify completeness, and determine the type of materials, supplies, or equipment required. Confers with the requesting department to ensure information is correct, and order parameters are understood.
- Obtains quotes, and prepares formal specifications and bid packages as required. Analyzes bids, recommends award, and prepares necessary documentation.
- Ensures that the City contractors carry proper insurance limits and proper endorsements as required by contract provisions.
- Oversees the administration of the City's CAL-Card program. Coordinates account setups and training, card issuance and cancellation, and oversees account maintenance.
- Maintains the vendor database in the City's Enterprise Resource System (ERP) which includes taxpayer identification number and social security number verification with the Internal Revenue Service (IRS).
- Provides contract administration oversight to all City-wide-issued contracts, and serves as department liaison for contract administration.

## Classification Specification

<b>Classification Title</b>	Buyer II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Places orders, and negotiates with vendors as required. Expedites purchase orders, and works with departments to reconcile invoices, and to solve delivery, quality, and other problems that arise.
- Develops and implements City-wide training and assistance to support and direct departments in the implementation of purchasing policies and procedures.
- Monitors developments in the purchasing field, and recommends improvements to policies and procedures. Shall work to meet industry-standard response times.
- 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 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
- Two (2) years of experience in purchasing and expediting a variety of materials, supplies, and equipment, which has included developing formal specifications and sources of supply. Experience in a public setting is desirable

## Classification Specification

<b>Classification Title</b>	Buyer II
<b>Job Code</b>	
<b>FLSA Status</b>	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
- Certified Professional Public Buyer (CPPB), Certified Professional Procurement Officer (CPPO), or Certified Procurement Manager (CPM) is desirable.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Purchasing principles and practices, including competitive bidding procedures
- Applicable federal, state, and local laws and regulations
- Standard price and purchasing reference sources for materials and supplies
- Principles of business administration and economics as applied to the purchasing function
- Project management principles

#### Skill in:

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

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Analyze and relate requisitions to current and future needs of operating departments
- Read and interpret purchase requests, plans, drawings, and specifications
- Buy effectively regarding quantity, quality, and price
- Make accurate arithmetic calculations
- Maintain accurate records and files
- Prepare clear, accurate, and concise reports, specifications, correspondence, and other written material

## Classification Specification

<b>Classification Title</b>	Buyer II
<b>Job Code</b>	
<b>FLSA Status</b>	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 relatively free from unpleasant environmental conditions or hazards.

## Classification Specification

<b>Classification Title</b>	Buyer II
<b>Job Code</b>	
<b>FLSA Status</b>	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

**BUYER I/II**

**DEFINITION**

Under general supervision, purchases and expedites a variety of materials, supplies and equipment for use by all City departments; performs related work as assigned.

**CLASS CHARACTERISTICS**

Buyer I is the entry-level class in this professional purchasing series. Initially under close supervision, incumbents perform the more routine purchasing and expediting duties while learning City policies and procedures and the various commodities and suppliers. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Buyer II, and incumbents may advance to the higher level after successfully completing a one-year probationary period and gaining two additional years of experience and demonstrating proficiency which meets the qualifications for the higher-level class.

Buyer II is the journey-level class in this series, fully competent to perform a wide range of technical purchasing and expediting duties. This class is distinguished from Senior Buyer in that the latter supervises all phases of the purchasing function.

**EXAMPLES OF DUTIES** – (Illustrative Only)

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

1. Analyzes requisitions to verify completeness and accuracy and to determine the type of materials, supplies or equipment required; confers with the requesting department to ensure that information is correct, that order parameters are understood and to provide information regarding products and suppliers.
2. Obtains verbal or written price quotations or prepares formal specifications and bid packages as required; prepares Council agenda information for the formal bid processes; analyzes bids, recommends award, and prepares necessary documentation.
3. Interviews salespersons, visits manufacturers and vendors, attends demonstrations, and obtains samples and literature from potential suppliers; explains purchasing policies and procedures to potential vendors; obtains comparative data regarding price, quality, quantity and availability of materials, supplies and equipment.

4. Places orders and negotiates with vendors as required if changes in purchase terms are required; expedites purchase orders, determining the reason for delivery or other problems and following up as necessary; works with using departments to reconcile invoices and to solve delivery, quality and other problems that arise.
5. Ensures that the City contractors carry proper insurance limits and proper endorsements as required by contract provisions.
6. Assists with the auction and disposal of surplus equipment, materials and supplies.
7. Oversees administration of the City of Richmond's credit card program and conducts audits to assure compliance.
8. Maintains Vendor Database in the City's ERP System which includes TIN/SSN verification with the IRS
9. Provides contract administration oversight to all Citywide issued contracts and serve as department liaison for contract administration.
10. Develops and implements Citywide training and assistance to support and direct departments in the implementation of purchasing policies and procedures.
11. Monitors developments in the purchasing field and recommends improvements to policies and procedures.

### **MINIMUM QUALIFICATIONS**

Knowledge of: Purchasing principles and practices, including competitive bidding procedures; applicable federal, state and local laws and regulations; standard price and purchasing reference sources for materials and supplies; and principles of business administration and economics as applied to the purchasing function and standard office practices and procedures.

Skill in: Analyzing and relating requisitions to current and future needs of operating departments; reading and interpreting purchase requests, plans, drawings and specifications; buying effectively with regard to quantity, quality and price; making accurate arithmetic calculations; maintaining accurate records and files; preparing clear, accurate, and concise reports, specifications, correspondence and other written materials; translating user requirements into appropriate specifications; organizing work, setting priorities and making sound independent decisions; and establishing and maintaining effective working relationships with those contacted in the course of the work.

### **EDUCATION AND EXPERIENCE**

Buyer I: High school graduate or the equivalent (i.e., G.E.D.) and four (4) years of responsible experience in stores and inventory control, purchasing support or other work which will have provided the knowledge and skills outlined above. Experience in a public agency setting is desirable

**CITY OF RICHMOND, CA**  
**BUYER I/II**  
**PAGE 3**

Buyer II: In addition to the above, two (2) years of experience in purchasing and expediting a variety of materials, supplies and equipment, which has included developing formal specifications and sources of supply.

Licensing and Certification:

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

Certified Professional Public Buyer (CPPB), Certified Professional Procurement Officer (CPPO), or Certified Procurement Manager (CPM) preferred.

Physical Demands:

Those which are typical to office settings and compatible with the requirements for attending meetings during the day or evening.



## Classification Specification

<b>Classification Title</b>	Code Enforcement Officer I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Under general supervision, performs public education, investigation, and enforcement work in the office and the field to ensure compliance with the City Municipal Code, and ordinances and resolutions; prepares and presents related notices, reports and administrative hearing documents; performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Code Enforcement Officer series and is flexibly staffed with Code Enforcement Officer II. Positions assigned to this class perform the more routine and standardized tasks. However, as experience is acquired, the incumbent will perform tasks of increasing responsibility. Employees at this level must develop and demonstrate the required job knowledge and skills to progress to the Code Enforcement Officer II level.

### 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 checks to uncover possible violations of a variety of City codes and ordinances, and resolutions including zoning, nuisance, property maintenance and housing.
- Investigates complaints of violations of City codes, ordinances, regulations, permits, and resolutions; issues letters to property owners and occupants notifying them of violation; as appropriate, affixes a notice of violation on the property to abate public nuisances; and conducts follow-up investigations to ensure compliance with applicable codes, ordinances, regulations, and resolutions.
- Works closely with property owners, occupants, businesses, and community groups to enhance and preserve the quality of neighborhoods through public relations, and educational and code enforcement activities.
- Coordinates inspections and dispositions of cases with various City departments, including police and fire, county agencies, and other local agencies, including utilities.

## Classification Specification

<b>Classification Title</b>	Code Enforcement Officer I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Responds to citizen complaints regarding code violations; exercises appropriate judgment in prioritizing calls; and investigates and resolves problems, and provides information to public by phone, email, and in person regarding code regulations.
- Assists the City Attorney's office in preparing cases for court action; and issues citations for violations as provided by the Municipal Code.
- Prepares, obtains, and posts inspection and abatement warrants, and oversees abatement, including private property vehicle abatement inspections.
- Routinely prepares reports, recommendations, and correspondence, with some requiring lengthy research.
- Testifies in court as necessary on behalf of the City.
- Organizes and maintains manual and computerized records of investigations, hearings, and related activities.
- Inputs and retrieves a variety of information using a computer terminal.
- Utilizes various police systems according to established protocols, including communicating on the police radio system, and accessing sensitive information in the California Law Enforcement Telecommunications System (CLETS), and through the Police Department's computer aided dispatch (CAD) and data/case management systems.
- Conducts cannabis, alcohol, tobacco, and taxi permit inspections
- 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 significant in terms of time, money, or public/employee relations.

## Classification Specification

<b>Classification Title</b>	Code Enforcement Officer I
<b>Job Code</b>	
<b>FLSA Status</b>	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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High school diploma or GED equivalent, and thirty (30) semester or forty-five (45) quarter units in planning, architecture, criminal justice, public or business administration, or a related field; and
- Two (2) years of experience working with the public and in the interpretation of rules, laws, or procedures. Experience may be substituted for education on a year-for-year basis

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement
- Certification as a Certified Code Enforcement Officer (CCEO) by the California Association of Code Enforcement Officers (CACEO) at time of appointment, or prior to completion of probation, is required. Probation may be extended up to six (6) months to obtain certification. Current maintenance of the CCEO certification is an ongoing requirement.

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Codes, ordinances, resolutions, laws, and regulations pertaining to code abatement
- Safe and efficient work practices as they relate to code enforcement
- General City services and the municipal organizational structure relevant to code enforcement
- Modern office practices and equipment, including computers and applicable software
- Principles of records maintenance and report preparation
- Working in a diverse community

#### Skill in:

- Organization and time management
- Customer service

#### Ability to:

## Classification Specification

<b>Classification Title</b>	Code Enforcement Officer I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Maintain and update records, logs, and reports
- Exercise sound and impartial judgment in the investigation and enforcement of code violations
- Interpret and apply state and local policies, procedures, laws, and regulations
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Demonstrate customer service when responding to inquiries, complaints, and requests
- Issue citations, and obtain various types of inspection warrants and court documents
- Learn and apply principles, practices, methods, and techniques of code violation investigation, and enforcement to facts observed with impartiality and efficiency
- Learn City codes, ordinances, laws, and regulations pertaining to code abatement and enforcement
- Learn, interpret, and apply state and local policies, procedures, laws, and regulations; learn general City services and the municipal organizational structure as they relate to code enforcement
- Learn court procedures, including, but not limited to, citation issuance and obtaining various types of inspection warrants and court documents
- Operate photography equipment under various conditions
- Operate a variety of office equipment, including computer equipment

### 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

<b>Classification Title</b>	Code Enforcement Officer I
<b>Job Code</b>	
<b>FLSA Status</b>	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.*

- Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and light lifting. Exposure to dust, noise, cold, heat, odors, outdoors, confined space, electrical and mechanical hazards, and chemicals and controlled substances. Required to walk on unpaved, cluttered, or rough surfaces or construction zones. In some instances, there may be exposure to unsafe or hazardous conditions. Position is required to carry oleoresin capsicum (OC) spray, commonly known as pepper spray.
- **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:**



## Classification Specification

<b>Classification Title</b>	Code Enforcement Officer II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Under general supervision, performs public education, investigation and enforcement work in the office and the field to ensure compliance with the City Municipal Code, ordinances and resolutions; prepares and presents related notices, reports and administrative hearing documents; performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Code Enforcement Officer series and it is flexibly staffed with Code Enforcement Officer I. It is distinguished from the entry-level class in that incumbents at this level must possess technical expertise, responsibility to perform journey-level work with minimal supervision, and responsibility to provide training and technical expertise to Code Enforcement Officer I incumbents. A Code Enforcement Officer II is able to address new or unusual situations that arise, with minimal instruction, and is fully aware of the operating procedures and policies of the work unit.

### 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 checks to uncover possible violations of a variety of City codes and ordinances, and resolutions including zoning, nuisance, property maintenance and housing.
- Investigates complaints of violations of City codes, ordinances, regulations, permits, and resolutions; issues letters to property owners and occupants notifying them of violation; as appropriate, affixes a notice of violation on the property to abate public nuisances; and conducts follow-up investigations to ensure compliance with applicable codes, ordinances, regulations, and resolutions.
- Works closely with property owners, occupants, businesses, and community groups to enhance and preserve the quality of neighborhoods through public relations, and educational and code enforcement activities.

## Classification Specification

<b>Classification Title</b>	Code Enforcement Officer II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Coordinates inspections with various City departments, including police and fire, county agencies, and other local agencies, including utilities.
- Responds to citizen complaints regarding code violations; exercises appropriate judgment in prioritizing calls; and investigates and resolves complex problems, and provides information to public by phone, email, and in person regarding code regulations.
- Assists in determining appropriate disposition of outstanding cases after consulting with the City Attorney's Office, outside legal representatives, building, fire, and planning personnel; assists the City Attorney's Office in preparing cases for court action; and issues citations for violations as provided by the Municipal Code.
- Prepares, obtains, and posts inspection and abatement warrants, and oversees abatement, including private property vehicle abatement inspections.
- Prepares reports, recommendations, and correspondence, with some requiring lengthy and detailed research.
- Testifies in court as necessary on behalf of the City.
- Organizes and maintains manual and computerized records of investigations, hearings, and related activities.
- Inputs and retrieves a variety of information using a computer terminal.
- Analyzes and makes recommendations on policy development.
- Utilizes various police systems according to established protocols, including communicating on the police radio system, and accessing sensitive information in the California Law Enforcement Telecommunications System (CLETS), and through the Police Department's computer aided dispatch (CAD) and data/case management systems.
- Conducts cannabis, alcohol, tobacco, and taxi permit inspections.
- Performs related work as required.

### **SUPERVISORY RESPONSIBILITIES**

- Position requires the occasional direction of peers and may oversee work quality, training, instructing, 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.*

## Classification Specification

<b>Classification Title</b>	Code Enforcement Officer II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- 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 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, and equivalent to an Associate's degree in Planning, Architecture, Criminal Justice, Environmental Studies, Public or Business Administration, or a related field
- Three (3) years of experience working with the public and in the interpretation of rules, laws, or procedures of which one (1) year must be in code inspection and enforcement experience. Experience may be substituted for education on a year-for-year basis up to two (2) years of general experience

#### Required Licenses or Certifications

- California driver's license is an ongoing requirement
- Current certification as a Certified Code Enforcement Officer (CCEO) by the California Association of Code Enforcement Officers (CACEO) is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Codes, ordinances, resolutions, laws, and regulations pertaining to code abatement
- Safe and efficient work practices as they relate to code enforcement
- General City services and the municipal organizational structure relevant to code enforcement
- Modern office practices and equipment, including computers and applicable software
- Principles of records maintenance and report preparation
- Working in a diverse community

## Classification Specification

<b>Classification Title</b>	Code Enforcement Officer II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

**Skill in:**

- Organization and time management
- Customer service

**Ability to:**

- Maintain and update records, logs, and reports
- Exercise sound and impartial judgment in the investigation and enforcement of code violations
- Interpret and apply state and local policies, procedures, laws, and regulations
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Demonstrate customer service when responding to inquiries, complaints, and requests
- Issue citations, and obtain various types of inspection warrants and court documents
- Learn and apply principles, practices, methods, and techniques of code violation investigation, and enforcement to facts observed with impartiality and efficiency
- Learn City codes, ordinances, laws, and regulations pertaining to code abatement and enforcement
- Learn, interpret, and apply state and local policies, procedures, laws, and regulations; learn general City services and the municipal organizational structure as they relate to code enforcement
- Learn court procedures, including, but not limited to, citation issuance and obtaining various types of inspection warrants and court documents
- Operate photography equipment under various conditions
- Operate a variety of office equipment, including computer equipment

**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

<b>Classification Title</b>	Code Enforcement Officer II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Confined space		X	
Vehicle			X
Warehouse environment		X	
Shop environment	X		
Other			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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.*

- Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and light lifting. Exposure to dust, noise, cold, heat, odors, outdoors, confined space, electrical and mechanical hazards, and chemicals and controlled substances. Required to walk on unpaved, cluttered, or rough surfaces or construction zones. In some instances, there may be exposure to unsafe or hazardous conditions. Position is required to carry oleoresin capsicum (OC) spray, commonly known as pepper spray.
- **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:**

**CODE ENFORCEMENT OFFICER I/II**

**DEFINITION**

Under general supervision, to perform technical office and field work in enforcement codes and ordinances and public education; to assist in processing and presenting related notices, reports and public hearing documents; to do related work as required.

**CLASS CHARACTERISTICS**

Code Enforcement Officer I: This is the entry-level class in the code compliance series. Positions assigned to this class perform the more routine and standardized tasks. Assignments are performed within the procedural framework established by higher-level employees. However, as experience is acquired, the incumbent will perform tasks of increasing responsibility. Promotion to Code Enforcement Officer II shall be by departmental review and examination.

Code Enforcement Officer II: This is the journey-level class, and incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

**EXAMPLES OF DUTIES** – (Illustrative Only)

Depending upon assignment, duties may include, but are not limited to, the following:

1. Conducts field checks to uncover possible violations of a variety of City codes and ordinances, including zoning, nuisance, property maintenance and housing.
2. Investigates possible violations; contacts responsible individuals in person and in writing; performs follow-up investigations to see that remedial action has been taken and to insure compliance.
3. Works closely with homeowners, businesses and community groups to enhance and preserve the quality of neighborhoods through public relations, educational and code enforcement activities.
4. Coordinates inspections and dispositions of cases with various City departments, including police and fire, county agencies and other local agencies, including utilities.

**CITY OF RICHMOND  
CODE ENFORCEMENT OFFICER I/II  
PAGE 2**

5. Responds to citizen complaints regarding code violations; exercises appropriate judgment in prioritizing calls; investigates and resolves problems and provides information to public by phone and in person regarding code regulations.
6. Assists in determining appropriate disposition of outstanding cases after consulting with the City Attorney, building and planning personnel; assists the City Attorney's office in preparing cases for court action; issues citations for infractions as provided by the Municipal Code.
7. Routinely prepares reports, recommendations and correspondence; some requiring lengthy research.
8. Organizes and maintains manual and computerized records of investigations, hearings and related activities.
9. Inputs and retrieves a variety of information using a computer terminal.
10. Analyzes and makes recommendations on policy development.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of: Basic codes, ordinances, laws and regulations pertaining to code abatement; safe and efficient work practices as they relate to code enforcement; modern office procedures and methods; basic computer knowledge regarding word processing and data bases; basic principles of records maintenance and report preparation; working in a diverse community.

Ability to: Learn and apply principles, practices, methods and techniques of code violation investigation and enforcement to facts observed with impartiality and efficiency; learn City codes, ordinances, laws and regulations pertaining to code abatement; learn, interpret and apply State and local policies, procedures, laws and regulations; learn general City services and the municipal organizational structure as they relate to code enforcement; learn court procedures, including, but not limited to, citation issuance and obtaining various types of inspection warrants and court documents; maintain and update records, logs and reports; operate photography equipment under various conditions; operate a variety of office equipment, including computer equipment; respond to inquiries, complaints and requests for service in a fair, tactful and timely manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Code Enforcement Officer I: Equivalent to high school diploma and thirty (30) semester or forty-five (45) quarter units in planning, architecture, criminal justice, public or business administration or a related field

**And**

two (2) years of experience working with the public and in the interpretation of rules, laws or procedures. Experience may be substituted for education on a year-for-year basis.

**CITY OF RICHMOND  
CODE ENFORCEMENT OFFICER I/II  
PAGE 3**

Code Enforcement Officer II: Equivalent to high school diploma and equivalent to an Associate of Arts degree in planning, criminal justice, environmental studies, public or business administration or a related field

**And**

three (3) years of experience working with the public and in the interpretation of rules, laws or procedures of which one (1) year must be in code inspection and enforcement experience. Experience may be substituted for education on a year-for-year basis up to two (2) years of general experience.

**LICENSE/CERTIFICATION**

Code Enforcement Officer I: Possession of a valid California Driver License is an on-going requirement.

Code Enforcement Officer II: Possession of a valid California Driver License is an on-going requirement.

The acquiring of a California Association of Code Enforcement Officers (CACEO) designation as a Certified Code Enforcement Officer at the time of appointment or prior to the completion of the probationary period is required.

**PHYSICAL DEMANDS**

Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and light lifting. Exposure to dust, noise, cold, heat, outdoors, confined workspace, electrical and mechanical hazards and chemicals. In some instances, there may be exposure to high crime areas in the community.



## Classification Specification

<b>Classification Title</b>	Communications Call Taker
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Receives emergency and non-emergency calls by telephone from the public for police, fire, and other public safety assistance. Obtains essential information from callers and enters information into a computer-aided dispatch (CAD) system. Prepares and maintains records and logs, and assists with special projects.

### DISTINGUISHING CHARACTERISTICS

The Communications Call Taker receives on-the-job training in the techniques and methods of answering emergency and non-emergency telephone calls, questions callers and inputs information into CAD. Incumbents are taught how to use communication equipment and handle emergency situations that require independent judgment and discretion. The Communications Call Taker position is distinguished from the Communications Dispatcher I/II in that while receiving calls, the Communications Call Taker only inputs information into CAD, which is then relayed to dispatchers. In addition, this classification may perform additional duties to support the Communications Center. The Communications Dispatcher I/II primarily receives calls and dispatches emergency police, fire and other public safety resources.

### 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.*

- Receives emergency and non-emergency calls, complaints, and inquiries from the public requesting fire, police, or other public safety assistance.
- Gathers vital information from callers. Summarizes essential information and enters information into computer-aided dispatch (CAD) system with a keyboard.
- Provides information to the public, including emergency medical instructions and information regarding agencies to contact for services not provided by the City.
- Prepares and maintains a variety of documents, reports, records, and logs.
- Manages inventory of radio equipment, distributes radios, and provides instructions on proper use of equipment.

## Classification Specification

<b>Classification Title</b>	Communications Call Taker
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Scans and distributes messages received from CAD, and updates the CAD system with residential and commercial alerts and other information.
- Contacts other agencies such as public utilities, tow companies, alarm companies, hospitals, crisis centers, and other fire and police agencies to coordinate public safety and mutual aid operations.
- Required to work various shifts associated with a 24-hour, 365-day operation and wear a uniform.
- 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 no fiscal responsibility.

### **MINIMUM QUALIFICATIONS**

#### **Required Education and Experience**

- High School diploma or GED equivalent
- Up to one (1) year of related experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

## Classification Specification

<b>Classification Title</b>	Communications Call Taker
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Required Licenses or Certifications

- Required to satisfactorily complete a CA POST certified 120-hour Basic Complaint/Dispatch, Emergency Medical Dispatch (EMD), Cardiopulmonary resuscitation (CPR) and California Law Enforcement Tele Communications System (CLETS) certifications are required within one year or when the City is reasonably able to enroll the employee in certification program(s).

### Desirable Qualifications

- Ability to speak non-English languages, e.g., Spanish

### Additional Requirements

- Ability to type accurately at a rate of 30 net words per minute from printed copy
- 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:

- Modern office practices and equipment, including applicable software
- Main streets and geographical areas of the City of Richmond and surrounding communities
- Basic clerical procedures, including grammar and spelling
- Telephone etiquette

### Skill in:

- Organization and time management
- Accurate and efficient typing

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Receive information from the public, accurately summarize critical facts, and quickly enter information into CAD using a keyboard
- Learn and memorize various codes, including radio codes, penal codes, vehicle codes, etc.
- Work under pressure, exercise good judgment, and make sound decisions in emergency situations
- Interpret written instructions, policies, procedures, and rules

## Classification Specification

<b>Classification Title</b>	Communications Call Taker
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Follow written and oral instructions
- Prepare clear and accurate records 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			
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.*

## Classification Specification

<b>Classification Title</b>	Communications Call Taker
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards. Must have vision sufficient to read printed materials, hearing and speech sufficient to exchange information over the telephone, and manual dexterity for extensive use of computer terminal and a keyboard to input data.
- **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-702  
ESTABLISHED: 10/22/09  
GROUP: Local 1021  
FLSA: Non-Exempt

## **COMMUNICATIONS CALL TAKER**

### **DEFINITION**

Under general supervision, receives emergency and non-emergency calls by telephone from the public for police, fire and other public safety assistance; obtains essential information from callers and enters information into a computer-aided dispatch (CAD) system; prepares and maintains records and logs; assists with special projects; and performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Communications Call Taker receives on-the-job training in the techniques and methods of answering emergency and non-emergency telephone calls, questions callers and inputs information into CAD. Incumbents are taught how to use communication equipment and handle emergency situations that require independent judgment and discretion. The Communications Call Taker position is distinguished from the Communications Dispatcher I/II in that while receiving calls, the Communications Call Taker only inputs information into CAD, which is then relayed to dispatchers. In addition, this classification may perform additional duties to support the Communications Center. The Communications Dispatcher I/II primarily receives calls and dispatches emergency police, fire and other public safety resources.

### **EXAMPLES OF DUTIES** - (Illustrative Only)

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

1. Receives emergency and non-emergency calls, complaints, and inquires from the public requesting fire, police or other public safety assistance.
2. Gathers vital information from callers; summarizes essential information and enters information into computer-aided dispatch systems with a keyboard.
3. Provides information to the public including emergency medical instructions and information regarding agencies to contact for services not provided by the City.
4. Operates a variety of communications equipment including computerized data communications terminals and keyboards, telephones, and a 60-button console.
5. Prepares and maintains a variety of documents, reports, records and logs.

CITY OF RICHMOND, CA  
**COMMUNICATIONS CALL TAKER**

Page 2 of 3

6. Manages inventory of radio equipment, distributes radios, and provides instructions on proper use of equipment.
7. Scans and distributes messages received from CAD, and updates the CAD system with residential and commercial alerts and other information.
8. Contacts other agencies such as public utilities, tow companies, alarm companies, hospitals, crisis centers, and other fire and police agencies to coordinate public safety and mutual aide operations.
9. Operates a 24-hour digital recording system, retrieves tapes from archive; copies audio files for court presentation, quality assurance reviews, police investigations, and trainings.
10. Assists with special projects and trainings.
11. May be required to work shifts, weekends and holidays as assigned.
12. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

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

**Thorough Knowledge of:**

Main streets and geographical areas of the City of Richmond and surrounding communities.

Basic clerical procedures including grammar and spelling.

Telephone etiquette and procedures.

**Ability to:**

Receive information from the public, accurately summarize critical facts, and quickly enter information into CAD using a keyboard.

Learn and memorize geographical features and streets within the City of Richmond, San Pablo, El Cerrito and Kensington.

Learn and memorize various codes including radio codes, penal codes, vehicle codes, etc.

Work under pressure, exercise good judgment, make sound decisions in emergency situations, and know when to refer a situation to higher authority.

Communicate clearly and concisely in English, both orally and in writing.

Interpret written instructions, policies, procedures, rules and other material used in performing duties; provide information to others.

React quickly, efficiently, tactfully and courteously when handling various calls for assistance from a diverse public.

Follow written and oral instructions.

Prepare records and reports and type 40 net words per minute.

### **EDUCATION AND EXPERIENCE**

High school diploma or equivalent and the ability to type accurately at a rate of 40 net words per minute from printed copy (proof of typing speed will be required).

Bilingual desired, but not required.

### **OTHER REQUIREMENTS**

Physical Demands: Must have vision sufficient to read printed materials, hearing and speech sufficient to exchange information over the telephone, and manual dexterity for extensive use of computer terminal and a keyboard to input data.

Background Investigation: Incumbent must pass a thorough background investigation, which may include a polygraph and a medical examination.



## Classification Specification

<b>Classification Title</b>	Equipment Mechanic I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Services and performs mechanical repairs on City vehicles and a wide variety of motorized equipment. Performs tire repairs, good housekeeping, and safety practices in the work areas.

### DISTINGUISHING CHARACTERISTICS

This is the entry level in the Equipment Mechanic class series. Incumbents in this class are assigned a variety of routine heavy manual labor tasks and may be assigned a variety of routine automotive mechanical tasks of a specific or limited nature. Once the more routine and repetitious assignments are learned, continuous supervision may not be necessary.

### 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.*

- Uses hand, power, and pneumatic tools and equipment. Assists in the repair of automotive equipment, and operates pumps, compressors, and other portable or mobile equipment.
- Responds to service complaints.
- Maintains records of work performed, and completes simple reports.
- Repairs, mounts, and balances vehicle tires of various types and sizes, including large truck and construction equipment tires.
- Maintains tire, fuel, oil, and other inventory and service records.
- Responds to emergency service calls, and makes minor repairs to equipment in the field as needed.
- May perform minor repairs and preventive maintenance to equipment when assigned.
- Performs related work as required.

## Classification Specification

<b>Classification Title</b>	Equipment Mechanic I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

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

#### Required Licenses or Certifications

- Possession of a Class B California driver's license is required prior to completion of the probationary period, and thereafter

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Safe work practices relating to the use of hand power tools, motors, engines, compressors, pumps, and trucks
- Traffic and safety regulations

## Classification Specification

<b>Classification Title</b>	Equipment Mechanic I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Automotive systems and equipment; methods, tools, and materials used in mechanical repairs; and safe work practices relating to use of hand and power tools, motors, compressors, and other mechanical equipment

### Skill in:

- Organization and time management

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written directions, including the ability to read and comprehend service manuals and diagrams
- Maintain and repair automotive and other equipment
- Observe safe work practices
- Maintain simple 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			
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

<b>Classification Title</b>	Equipment Mechanic I
<b>Job Code</b>	
<b>FLSA Status</b>	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 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:**

## **EQUIPMENT MECHANIC I**

### **DEFINITION**

Under supervision, services and performs mechanical repairs on City vehicles and a wide variety of motorized equipment, cleans and maintains work areas; and does related work as required.

### **CLASS CHARACTERISTICS**

Incumbents in this class are assigned a variety of routine heavy manual laboring tasks requiring the strength and the stamina to work standing up for long periods of time and to lift heavy objects such as heavy equipment tires. Once the more routine and repetitious assignments are learned, continuous supervision may not be necessary. Incumbents in this class may be assigned a variety of routine automotive mechanical tasks of a specific or limited nature.

### **EXAMPLES OF DUTIES**

1. Fuels, lubricates and performs scheduled preventive maintenance on automobiles, trucks, loaders, graders and other City vehicles and mechanical equipment; performs routine safety checks on vehicles and equipment.
2. Installs and charges batteries; makes brake adjustments; replaces headlamps, fan belts, filters, hoses and other parts.
3. Picks up and delivers vehicles and equipment in the course of performing repair functions.
4. Obtains mechanical parts and supplies required to perform repair work.
5. Cleans and washes vehicles and other equipment.
6. Keeps office and work facilities in a clean, orderly condition.
7. Assist Mechanic III/IV and Combo Mechanic as required.

### **MINIMUM QUALIFICATIONS**

Ability to: perform heavy manual laboring tasks requiring the strength and the stamina to work standing up for long periods of time and to lift heavy objects such as heavy

**CITY OF RICHMOND, CA  
EQUIPMENT MECHANIC I  
PAGE 2**

equipment tires; use and maintain hand tools, small air and gasoline powered tools and equipment in a safe and efficient manner, follow oral instructions, and written directions, including the ability to read and comprehend service manuals and diagrams; drive vehicles under 9,900 pounds gross vehicular weight in a safe and efficient manner; maintain and repair automotive and other equipment, observing safe work practices, and maintain simple records.

**LICENSE/CERTIFICATION**

Possession of a valid Class "B" California Driver License prior to completion of the probationary period and thereafter.



## Classification Specification

<b>Classification Title</b>	Equipment Mechanic II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Services and performs mechanical repairs on City vehicles and a wide variety of motorized equipment. Performs tire repairs, good housekeeping, and safety practices in the work areas.

### DISTINGUISHING CHARACTERISTICS

This is the journey level in the Equipment Mechanic class series. Incumbents in this class are assigned a variety of skilled, semi-skilled and heavy manual labor tasks in maintaining a variety of routine automotive mechanical tasks of a specific or limited nature. This position is distinguished in that work generally requires some understanding of automotive repair, and incumbents are expected to perform work without constant supervision.

### 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.*

- Uses hand, power, and pneumatic tools and equipment. Assists in the repair of automotive equipment, and operates pumps, compressors, and other portable or mobile equipment.
- Responds to service complaints.
- Maintains records of work performed, and completes simple reports.
- Repairs, mounts, and balances vehicle tires of various types and sizes, including large truck and construction equipment tires.
- Maintains tire, fuel, oil, and other inventory and service records.
- Responds to emergency service calls, and makes minor repairs to equipment in the field as needed.
- May perform repairs and preventive maintenance to equipment when assigned.
- Performs related work as required.

## Classification Specification

<b>Classification Title</b>	Equipment Mechanic II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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
- One (1) to three (3) years of related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California Class B 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
- Safe work practices relating to the use of hand power tools, motors, engines, compressors, pumps, and trucks
- Traffic and safety regulations

## Classification Specification

<b>Classification Title</b>	Equipment Mechanic II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Automotive systems and equipment; methods, tools and materials used in mechanical repairs; and safe work practices relating to use of hand and power tools, motors, compressors, and other mechanical equipment

### Skill in:

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

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written directions, including the ability to read and comprehend service manuals and diagrams
- Maintain and repair automotive and other equipment
- Observe safe work practices
- Maintain simple 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			
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

<b>Classification Title</b>	Equipment Mechanic II
<b>Job Code</b>	
<b>FLSA Status</b>	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 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:**

## **EQUIPMENT MECHANIC II**

### **DEFINITION**

Under supervision, performs a variety of skilled, semi-skilled and heavy manual laboring tasks servicing and performing mechanical repairs on City vehicles and a wide variety of motorized equipment; and does related work as required.

### **CLASS CHARACTERISTICS**

Incumbents in this class are assigned a variety of skilled, semi-skilled and heavy manual laboring tasks in maintaining a variety of routine automotive mechanical tasks of a specific or limited nature, requiring the strength and the stamina to work standing up for long periods of time and to lift heavy objects such as heavy equipment tires, transmissions, etc. The work generally requires some understanding of automotive repair, and incumbents are expected to perform work without constant supervision.

### **EXAMPLES OF DUTIES**

1. Uses hand, power, and pneumatic tools and equipment; assists in the repair of automotive equipment, and operates pumps, compressors, and other portable or mobile equipment.
2. Responds to service complaints.
3. Maintains records of work performed and completes simple reports.
4. May perform minor repairs and preventive maintenance to equipment when assigned.
5. Repairs, mounts and balances vehicle tires on various types and sizes, including large truck and construction equipment tires.
6. Maintains tire, fuel, oil and other inventory and service records.
7. Responds to emergency services call and makes minor repairs to equipment in the field as needed.

### **MINIMUM QUALIFICATIONS**

General Knowledge of: safe work practices relating to the use of hand power tools, motors, engines, compressors, pumps, and trucks; traffic and safety regulations.

**CITY OF RICHMOND, CA  
EQUIPMENT MECHANIC II  
PAGE 2**

Some Knowledge of: automotive systems and equipment; methods, tools and materials used in mechanical repairs; safe work practices relating to use of hand and power tools, motors, compressors, and other mechanical equipment.

Ability to: perform heavy manual laboring tasks requiring the strength and the stamina to work standing up for long periods of time and to lift heavy objects such as heavy equipment tires; understand and follow directions and oral instructions; maintain simple written records; operate equipment in a safe and efficient manner; maintain and repair automotive and other equipment, observing safe work practices; and perform heavy work in awkward positions.

**EDUCATION/EXPERIENCE**

Any combination of training and/or experience which demonstrates possession of the knowledge and abilities to perform automotive equipment repairs as described above, and a minimum of one year of experience in the servicing of automotive equipment.

**LICENSE/CERTIFICATION**

Possession of a valid Class "B" California Driver License prior to completion of the probationary period and thereafter.



## Classification Specification

<b>Classification Title</b>	Equipment Mechanic, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Under supervision, services and performs mechanical repairs on City vehicles and a wide variety of motorized equipment; performs tire repairs; and performs good housekeeping and safety practices in the work areas. Services and repairs fleet vehicles and electronic devices, and documents work performed. Does related work as required.

### DISTINGUISHING CHARACTERISTICS

Incumbents in this class are assigned to a variety of mechanical tasks of a specific or limited nature. More complex mechanical and diagnostic problems are referred to the journey class, the Combination Equipment Mechanic.

### 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.*

- Fuels, lubricates, and performs scheduled preventive maintenance on automobiles, trucks, loaders, graders, and other City vehicles and mechanical equipment. Performs routine safety checks on vehicles and equipment.
- Makes repairs to fleet vehicles, including electrical, wheel and brake, steering and suspension, and HVAC.
- Performs pickups and deliveries of vehicles and equipment.
- Obtains mechanical parts and supplies required to perform repair work.
- Responds to emergency service calls and makes minor repairs to equipment in the field, as needed.
- Cleans and washes vehicles and other equipment.
- Maintains tire, fuel, oil, and other inventory and service records.
- Guides and assists lower-level staff in service and repair duties.
- Performs related work as required.

## Classification Specification

<b>Classification Title</b>	Equipment Mechanic, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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, including completion of an apprenticeship in automotive repair
- Three (3) to five (5) years of experience in vehicle maintenance and repair
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- Automatic Service Excellence (ASE) certification desirable
- California Class B 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
- Automotive electrical, fuel, and cooling systems
- Hydraulic pumps, hydraulic motors, and control valves
- Principles and practices of automotive service and repair

## Classification Specification

<b>Classification Title</b>	Equipment Mechanic, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

**Skill in:**

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

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Recognize and diagnose certain mechanical disorders
- Make repairs under adverse field conditions
- 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		
Moving mechanical parts			X

## Classification Specification

<b>Classification Title</b>	Equipment Mechanic, Senior
<b>Job Code</b>	
<b>FLSA Status</b>	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 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:**

## **EQUIPMENT MECHANIC IV**

### **DEFINITION:**

Under supervision, services and performs mechanical repairs on City vehicles and a wide variety of motorized equipment; performs tire repairs; performs good housekeeping and safety practices in the work areas; and does related work as required.

### **CLASS CHARACTERISTICS:**

Incumbents in this class are assigned a variety of mechanical tasks of a specific or limited nature. More complex mechanical and diagnostic problems are referred to the journey class, the Combination Equipment Mechanic.

### **EXAMPLES OF DUTIES:**

1. Fuels, lubricates and performs scheduled preventive maintenance on automobiles, trucks, loaders, graders and other City vehicles and mechanical equipment; performs routine safety checks on vehicles and equipment.
2. Repairs, mounts and balances vehicle tires on various types and sizes, including large truck and construction equipment tires.
3. Installs and charges batteries; makes brake adjustments; replaces headlamps, fan belts, filters, hoses and other parts.
4. Picks up and delivers vehicles and equipment in the course of performing repair functions.
5. Obtains mechanical parts and supplies required to perform repair work.
6. Responds to emergency services call; makes minor repairs to equipment in the field, as needed.
7. Cleans and washes vehicles and other equipment.
8. Maintains tire, fuel, oil and other inventory and service records.

9. Keeps office and work facilities in a clean, orderly condition.
10. Installation of a variety of equipment such as police sedan light bars/ clusters, mobile radios, mobile data terminals, gun racks, etc.
11. Performs and certifies mandated smog checks.
12. Performs BIT inspections.
13. Performs brake, exhaust, fuel, engine, water-fuel pump, intake and exhaust gasket, and ignition system repairs.
14. Repairs and maintains a wide range of mechanical equipment including, but not limited to, power mowers, three-wheeled motor scooters, compressors, gas or diesel generators, and passenger vehicles.

### **MINIMUM QUALIFICATIONS**

**General Knowledge of:** Tune-up instruments, front-end alignment equipment, and power and hand tools used in the repair and reconditioning of automotive equipment; automotive electrical, fuel and cooling systems; hydraulic pumps, hydraulic motors and control valves.

**Ability to:** Recognize and diagnose certain mechanical disorders; improvise and make repairs under adverse field conditions; carry out oral and written directions.

**Experience/Education:** Equivalent to one (1) year of experience as a Mechanic I and completion of specified training classes as determined by the Equipment Supervisor.

**License Required:** Possession of a valid Class "B" California Driver's License prior to completion of the probationary period and thereafter.



## Classification Specification

<b>Classification Title</b>	Equipment Parts Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Orders parts and supplies for City vehicles and equipment, receives and processes invoices, maintains and controls inventory, and stocks and shelves all parts in storerooms.

### DISTINGUISHING CHARACTERISTICS

This class is responsible for the control of parts and supplies for City equipment and may be assigned to any division within the Public Works Department. The incumbent reports to the Superintendent in the assigned Public Works division.

### 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.*

- Orders parts for City vehicles and maintains inventory of parts.
- Picks up and delivers parts and/or vehicles to and/or from vendors.
- Disposes of hazardous materials properly and safely.
- Researches parts and supply catalogues, and contacts vendors to obtain information on product availability and prices.
- Receives and reviews requisitions for accuracy; allocates parts and supplies to proper budget account.
- Maintains records of invoices and purchases.
- Maintains supply catalogues and filing system for City equipment.
- Consults with Superintendent and division management; recommends most suitable products; and provides input on needed parts and supplies for annual budget preparation.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

## Classification Specification

<b>Classification Title</b>	Equipment Parts Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	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 moderate fiscal responsibility. May be responsible for the billing, collection, and/or accounting of funds. May be responsible for the handling and balancing of cash.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- Three (3) to five (5) years of experience in inventory control
- 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 inventory management
- Hazardous material disposal protocol
- Various parts and supplies for automotive and mechanical equipment, and sources of supply
- Automotive and/or landscape terminology
- Practices and pricing methods associated with automotive, landscaping, and mechanical parts
- Stock recordkeeping systems

## Classification Specification

<b>Classification Title</b>	Equipment Parts Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Basic methods, techniques, and tools used in landscaping gardening and park maintenance
- Various parts and supplies for landscaping, mechanical, and playground equipment

### Skill in:

- Organization and time management

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain complete and accurate records
- Follow oral and written instruction

### 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

<b>Classification Title</b>	Equipment Parts Specialist
<b>Job Code</b>	
<b>FLSA Status</b>	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 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: SM-816  
Established: 07/16/68  
Revised: 03/25/04  
Group: Local 790  
FLSA: Non-Exempt

## **EQUIPMENT PARTS SPECIALIST**

### **DEFINITION:**

Under direction, purchases parts and supplies for a wide variety of automotive and mechanical equipment; picks up, receives, delivers, controls and disposes of parts and supplies; and does related work as required.

### **CLASS CHARACTERISTICS:**

This is a one-position class responsible for the control of parts and supplies for City equipment. The incumbent reports to the Equipment Supervisor in the Equipment Services Division of Public Services.

### **EXAMPLES OF DUTIES:**

1. Purchases, stores and issues automotive and mechanical parts and supplies. Investigates supply sources; checks and negotiates prices; receives stock and checks for damage and quantity; stores stock according to established procedure; maintains and controls inventory; issues stock on the basis of requisition forms; and posts stock records.
2. Picks up and delivers parts and supplies.
3. Receives and reviews requisitions for accuracy; charges out parts and supplies to proper budget account.
4. Consults with the Senior Equipment Parts Specialist and division management; recommends most suitable products; provides input on needed parts and supplies for annual budget preparation.
5. Utilizes Equipment Maintenance System (EMS) software, and the City's Software Applications and Procedures (SAP) program.
6. Maintains supply catalogues and filing system for City equipment.

**MINIMUM QUALIFICATIONS**

**Thorough Knowledge of:** Various parts and supplies for automotive and mechanical equipment and sources of supply; automotive terminology; practices and pricing methods associated with automotive and mechanical parts; and supplies techniques of receiving, storing, issuing parts and supplies.

**Skill in:** The use of the City's personal computers and various software applications associated with the requisitioning, purchasing and tracking of parts and supplies.

**Ability to:** Keep accurate records; utilize the City's personal computers and software applications, including the computer system for tracking, requisitioning, and purchasing associated with parts and supplies; follow oral and written directions; maintain effective working relationships with other employees.

**Education/Experience:** Equivalent to graduation from high school AND three (3) years of full-time experience in purchasing parts and supplies for automotive and mechanical equipment.

**License Required:** Possession of a valid California Driver's License at time of appointment and thereafter.



## Classification Specification

<b>Classification Title</b>	Equipment Parts Storekeeper
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Under general supervision, operates a storeroom including the requisitioning, receipt, issuance, storage and inventory of materials, supplies, parts, and equipment for all automotive, fire truck, and construction equipment. Maintains accurate records of supplies received and issued.

### DISTINGUISHING CHARACTERISTICS

Positions in this class operate an automotive storeroom including responsibility for ordering automotive parts and supplies and establishing and maintaining proper stock levels. The work performed by positions in this class requires substantial physical effort and heavy lifting. The incumbent reports to the Equipment Supervisor in the Equipment Services Division of Public Works.

### 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.*

- Operates an automotive storeroom, including ordering, receiving, storing, and issuing supplies and equipment. Establishes reorder and stocking levels.
- Researches parts and supply catalogues and contacts vendors to obtain information on product availability and prices.
- Prepares requisitions for supplies and equipment to keep adequate stock on hand. Orders or requisitions certain standard items directly from approved vendors, distributors, and suppliers including special items as requested.
- Receives and inspects parts and supplies for conformity with specifications of the purchase order or requisition. Checks items for damage, notifies vendor of unacceptable items, and marks discrepancies on invoices.
- Accepts delivery of supplies, and records items received in the Fleet Management Information System. Stores items received on shelves, in bins, or locked outside storage areas.

## Classification Specification

<b>Classification Title</b>	Equipment Parts Storekeeper
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Maintains a computerized-inventory record of all parts and supplies showing items received, issued, and standard stock levels via the Fleet Management Information System.
- Fills requests for supplies and equipment. Describes items in stock and suggests substitutes.
- Picks up and delivers City vehicles to and from local vendors in conjunction with parts acquisition or identification.
- Inspects new vehicles for part numbers, cross references manufacturer and vendor numbers, and inputs data into Fleet Management Information System.
- Operates a forklift or other light equipment to move heavy items.
- Picks up special emergency orders from local vendors.
- Coordinates the paperwork and disposal of waste material.
- 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 full-time experience in purchasing parts and supplies in an automotive or truck parts store or warehouse

## Classification Specification

<b>Classification Title</b>	Equipment Parts Storekeeper
<b>Job Code</b>	
<b>FLSA Status</b>	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
- Possession of, or ability to obtain within six (6) months of appointment, a valid Forklift Certificate

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Automotive terms, parts, parts manuals, supplies, and material descriptions
- Storekeeping and warehousing methods and procedures
- Receiving, storing, and issuing supplies
- Equipment and materials, including inventory control
- Safety practices in lifting and storing of parts and materials

#### Skill in:

- Organization and time management

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Read, understand, and maintain records of storekeeping operations, requisitions, and purchase orders
- Plan and utilize efficient storage layout of a storeroom according to an established system
- Make simple arithmetic computations; add, subtract, multiply, and divide whole numbers and fractions
- Maintain perpetual inventory records to insure adequate stock

### 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

## Classification Specification

<b>Classification Title</b>	Equipment Parts Storekeeper
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment			X
Shop environment		X	
Other			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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	X	
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )		X	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:**

**Class Code: SM-896**  
Established: 6/28/12  
FLSA: Non-Exempt  
Group: Local 1021

## **EQUIPMENT PARTS STOREKEEPER**

### **DEFINITION**

Under general supervision, operates a storeroom; orders parts and supplies to maintain adequate stock levels; receives, stores, and issues supplies and equipment for all automotive, fire truck and construction equipment; maintains accurate records of supplies received and issued; and does other related work as required.

### **CLASS CHARACTERISTICS**

Positions in this class operate an automotive storeroom including responsibility for ordering automotive parts and supplies and establishing and maintaining proper stock levels. The work performed by positions in this class requires substantial physical effort. The incumbent reports to the Equipment Supervisor in the Equipment Services Division of Public Works.

### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

1. Operates an automotive storeroom including ordering, receiving, storing, and issuing supplies and equipment; establishes reorder and stocking levels.
2. Prepares requisitions for supplies and equipment to keep adequate stock on hand; orders or requisitions special items as requested; orders certain standard items directly from approved vendors.
3. Places orders with vendors, distributors and suppliers; receives and inspects parts and supplies for proper quantity; checks items for damage and notifies vendor of unacceptable items; marks discrepancies on invoices; accepts delivery of supplies and records items received in the Fleet Management Information System.
4. Researches parts and supply catalogues and contacts vendors to obtain information on product availability and prices.
5. Stores items received on shelves, in bins, or locked outside storage areas.

## **EQUIPMENT PARTS STOREKEEPER**

### **PAGE 2**

6. Fills requests for supplies and equipment; describes items in stock and suggests substitutes.
7. Maintains a computerized inventory record of all parts and supplies showing items received, issued, and standard stock levels via the Fleet Management Information System.
8. Inspects new vehicles for part numbers, cross reference manufacturer and vendor numbers and inputs data into Fleet Management Information System.
9. Operates a forklift or other light equipment to move heavy items.
10. Picks up and delivers city vehicles to and from local vendors in conjunction with parts acquisition or identification.
11. Picks up special emergency orders from local vendors.
12. Coordinates the paperwork and disposal of waste material.

### **MINIMUM QUALIFICATIONS**

#### General Knowledge of

Automotive terms, parts manuals, parts, supplies and material descriptions, storekeeping and warehousing methods and procedures, receiving, storing, and issuing supplies, equipment and materials, including inventory control. Safety practices in lifting and storing of parts and materials.

#### Ability to

Read, understand, and maintain records of storekeeping operations; requisitions and purchase orders.

Plan and utilize efficient storage layout of a storeroom according to an established system.

Make simple arithmetic computations; add, subtract, multiply, and divide whole numbers and fractions.

Maintain perpetual inventory records to insure adequate stock.

**EQUIPMENT PARTS STOREKEEPER**  
**PAGE 3**

Safely lift and move heavy items.

Maintain effective working relationships with other employees.

Experience

Equivalent to graduation from high school AND two (2) years of full-time experience in purchasing parts and supplies in an automotive or truck parts store or warehouse. Vocational training in the automotive field is desirable but not required.

License

Possession of a valid Class C California Driver's License at the time of appointment and thereafter.

Possession or ability to obtain within six (6) months of appointment a valid Forklift Certificate.



## Classification Specification

<b>Classification Title</b>	Jailer
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Under general supervision, operates the City Jail on an assigned shift, and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

Incumbents in this class are non-sworn, unarmed, uniformed personnel. They perform a wide range of duties involving the processing and custody of prisoners in the City jail. Jailers are expected to handle most problems arising in the jail with little supervision. Contacts with jail prisoners range from routine to difficult. Work in the jail involves holidays, weekends and shifts. Physical stamina and strength are required since incumbent is constantly standing, walking or handling materials.

### 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.*

- Processes prisoners for custody in the jail; books on charges of arrest; fingerprints and photographs prisoners; types arrest reports; receives and maintains personal property of prisoners; maintains jail turnover schedule; initiates record and warrant checks; notifies concerned sections that a person is in custody; and prepares and processes other routine arrest documents.
- Assigns and escorts male and female prisoners to and from cells for the purpose of custody, release, telephone calls, attorney and family visits, interrogation, and other authorized reasons.
- Transports individuals to and from the County Jail or another area agency as necessary.
- Cares for prisoners' needs, including securing medical attention; heating and serving prepared meals; providing bedding and clothing; receiving clothing, reading materials, and other personal property delivered to prisoners; securing janitorial and maintenance services as needed.

## Classification Specification

<b>Classification Title</b>	Jailer
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Processes prisoners for release by checking bail bonds, misdemeanor citations, and other release or transfer documents for correct prisoner identification and proper authorization.
- Inspects prisoners and facilities to assure safekeeping of prisoners and proper functioning of jail.
- Performs skin and pat-down searches before and after visits to attorney's room, and whenever a prisoner is suspected of possessing any contraband.
- Required to work various shifts associated with a 24-hour, 365-day operation and wear a uniform.
- 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
- Some work experience which indicates possession of the abilities listed
- 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

<b>Classification Title</b>	Jailer
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Additional Requirements

- Applicants considered for appointment 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:

- Modern office practices and equipment, including applicable software

#### Skill in:

- Attention to details

#### Ability to:

- Prepare and maintain accurate records of jail activities
- Follow oral and written instructions
- Make detailed observations, and accurately remember facts
- Communicate effectively with persons in custody, the public, and City personnel
- Learn the rules and regulations for operating the City Jail
- Learn to touch type at the rate of twenty (20) net words per minute prior to the probationary period termination date

### 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

<b>Classification Title</b>	Jailer
<b>Job Code</b>	
<b>FLSA Status</b>	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.
- **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:**

JAILER

DEFINITION

Under general supervision, operates the City jail on an assigned shift, and does related duties as assigned.

CLASS CHARACTERISTICS

Incumbents in this class are non-sworn, unarmed, uniformed personnel. They perform a wide range of duties involving the processing and custody of prisoners in the City jail. Jailers are expected to handle most problems arising in the jail with little supervision. They are responsible for providing functional supervision to other non-sworn personnel assigned to the jail. Contacts with jail prisoners range from routine to difficult. Work in the jail involves holidays, weekends and shifts. Physical stamina and strength are required since the incumbent is constantly standing, walking or handling materials.

Because the Jailers routinely perform strip searches of male prisoners, positions in this class are filled by males only.

EXAMPLES OF DUTIES

1. Processes prisoners for custody in the jail; books on charges of arrest; fingerprints and photographs prisoners; types arrest reports; receives and maintains personal property of prisoners; maintains jail turnover schedule; initiates record and warrant checks; notifies concerned sections that person is in custody; and prepares and processes other routine arrest documents.
2. Assigns and escorts male and female prisoners to and from cells for the purpose of custody, release, telephone calls, attorney and family visits, interrogation, and other authorized reasons.
3. Cares for prisoners' needs including securing medical attention; heating and serving prepared meals; providing bedding and clothing; receiving clothing, reading materials and other personal property delivered to prisoners; securing janitorial and maintenance services as needed.
4. Processes prisoners for release by checking bail bonds, misdemeanor citations, and other release or transfer documents for correct prisoner identification and proper authorization.
5. Inspects prisoners and facilities to assure safekeeping of prisoners and proper functioning of jail.

- 6. Performs skin and pat-down searches before and after visits to attorney's room, and whenever a prisoner is suspected of possessing any contraband.**

**MINIMUM QUALIFICATIONS**

**Ability to:**

**Prepare and maintain accurate records of jail activities.**

**Follow directions that are well outlined.**

**Make detailed observations and accurately remember facts.**

**Communicate effectively with persons in custody, the public, and City personnel.**

**Learn the rules and regulations for operating the City Jail.**

**Learn to touch type at the rate of twenty net words per minute prior to the probationary period termination date.**

**Education/Experience**

**Equivalent to graduation from high school or possession of a G.E.D. Certificate AND some work experience which indicates possession of the abilities listed.**



## Classification Specification

<b>Classification Title</b>	Librarian I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Provides professional library reference services to the public; selects materials for and maintains assigned sections of the collection; supervises branch library, coordinating with library associate, and provides work direction as needed to assigned library aides; maintains and updates library website and social media accounts, including streaming video of library programs; creates programs for adult library patrons; catalogs materials, including original cataloging as needed; and identifies grant opportunities, and assists in the application process.

### DISTINGUISHING CHARACTERISTICS

This is the entry-level position in the Librarian series. Incumbents are responsible for performing professional library work in the areas of reference, technical, outreach, children's, and adult services.

### 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 library patrons in locating materials, and answers various reference questions.
- Provides Reference and Reader's Advisory services to the public.
- Creates, manages, and downloads bibliographic and authority records using a cataloging utility such as OCLC.
- Advises patrons on the use of technology pertaining to public internet access, electronic databases, and other digital resources available at the library.
- Plans and implements library programs and activities.
- Prepares publicity and performs community outreach in support of a library program or event.
- Oversees the selection and acquisition of materials (both print and digital) for the assigned collection development areas.

## Classification Specification

<b>Classification Title</b>	Librarian I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Maintains assigned sections, and regularly performs inventory, adding and deleting items as needed to optimize the library's collection.
- Develops content for and manages the library's social media accounts, promotional items, and programming-related materials.
- Applies to and maintains documentation for various library grants.
- Creates book displays, book lists, and Reference and Reader's Advisory lists of library materials.
- Assists in the identification, management and reporting of a variety of funding sources including library related grants.
- May work nights and weekends.
- 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**

- Master's degree from an accredited college or university in Library and Information Science, or a related field
- One (1) to three (3) years of library experience is desirable
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

## Classification Specification

<b>Classification Title</b>	Librarian I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Required Licenses or Certifications

- California driver's license is an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- MARC cataloging, AACR2 and RDA cataloging standards, and Library of Congress subject headings
- Metadata creation and subject analysis
- Available reference resources, including those specific to the City
- Interests and needs of the City's diverse population of readers
- Principles and methodologies of copywriting and editing
- Modern office practices and equipment, including applicable software
- Social media platforms and best practices

#### Skill in:

- Organization and time management
- Customer service

#### Ability to:

- Read reviews, and recommend works for acquisition
- Assess unreviewed materials, and determine suitability for acquisition
- Track expenditures, and work within budget
- Use various resources to locate applicable information or recommendations
- Conduct Reference and Reader's Advisory interviews with members of the public
- Maintain documentation and recordkeeping for various library grant applications
- 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		

## Classification Specification

<b>Classification Title</b>	Librarian I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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:**

## LIBRARIAN I

### DEFINITION

Under general supervision, performs readers advisory and reference work; performs professional library work in the selection and cataloging of books and materials; assists in the operation of library facilities; is responsible for the development and maintenance of assigned area of library materials collection; and does other related work as required.

### CLASS CHARACTERISTICS

This is the entry level professional librarian class. Incumbents are responsible for performing general professional library work in the areas of reference, technical, outreach, children's and adult services. The Librarian I may be responsible for providing functional supervision to assigned library staff. The Librarian I class differs from Librarian II class in that the latter is normally responsible for supervising and training assigned personnel, and assumes a greater responsibility for assisting in the planning, development, and implementation of library programs and activities.

### EXAMPLES OF DUTIES

1. Instructs patrons in the use of reference materials; answers difficult reference questions; assists patrons in selecting books and non-book materials; and serves as reader's advisor by giving patrons assistance in making effective use of books, materials, and library facilities.
2. Classifies and catalogs books, pamphlets, films, phonorecords, and other library materials; revises documents, pamphlet and magazine files as necessary; receives documents, pamphlets and other materials sent to the library, and selects subject headings and cross reference headings.
3. Reads and evaluates book reviews, bibliographies, publishers' lists and other sources as a guide to making recommendations for the selection and acquisition of library materials; assumes responsibility for collection development and maintenance; participates on the book selection committee.
4. Receives and verifies requests from patrons and library extension units for materials and information on varied subjects; performs reference work by searching for information, compiling book lists and selecting books, pamphlets and other materials.
5. Provides functional supervision to full and part-time clerical, technical, paraprofessional and professional personnel in the performance of Library work; may assist or participate in the training of personnel.
6. Selects, prepares, and tells stories for appropriate audiences.

- 7. Assists supervisor in the planning, direction, and implementation of library programs.**
- 8. Prepares bibliographies; writes annotations of library materials; and maintains special indexes.**
- 9. Attends and participates in staff meetings; participates in library public relations, systems and outreach activities.**

**MINIMUM QUALIFICATIONS**

**General Knowledge of**

**The principles and practices of librarianship including cataloging, bibliography, reference, children's and outreach services.**

**Ability to**

**Make decisions regarding the operation of a particular section of the library on the basis of professional principles and techniques involved in the operation of a modern library system.**

**Plan and organize work effectively including the ability to identify work to be done, establish priorities and hold to self-imposed schedules in accomplishing required tasks; capacity to adjust to change, work pressures or difficult situations without undue stress.**

**Communicate effectively, including the ability to explain decisions, procedures and practices of the library system to individuals with differing educational levels, backgrounds and interests in such a way that understanding is assured; ability to present ideas and written material in a clear, concise and accurate manner.**

**Establish and maintain effective cooperative relationship with the public and other staff members.**

**Locate and evaluate information on library materials and recommend materials for purchase.**

**Train and provide direction to library personnel by explaining work requirements and the mechanics of specific tasks clearly and accurately.**

**License Required**

**A valid California Driver License may be required for some positions.**

**Education**

**Any combination of experience and training equivalent to completion of a Masters Degree in Library Science from an accredited Library School.**



## Classification Specification

<b>Classification Title</b>	Librarian II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Provides professional library services to the public through books, magazines, media, and electronic resources, databases, and educational and recreational programs; selects materials for and maintains assigned sections of the collection; supervises branch library, coordinating with library associate, and provides work direction as needed to assigned library aides; maintains and updates library website and social media accounts, including streaming video of library programs; creates programs for library patrons; catalogs materials, including original cataloging as needed; and identifies grant opportunities, and assists in the application process.

### DISTINGUISHING CHARACTERISTICS

This is the journey-level position in the Librarian series. Incumbents have greater responsibility in the supervision and training of personnel, and more responsibility for assisting in the planning, development, and implementation of library programs than the Librarian I. Incumbents may focus on one function of library services such as adult services, children's services, circulation, collection development, or mobile services.

### 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 library patrons in locating materials, and answers various reference questions.
- Provides Reference and Reader's Advisory services to the public.
- Creates, manages, and downloads bibliographic and authority records using a cataloging utility such as OCLC.
- Advises patrons on the use of technology pertaining to public internet access, electronic databases, and other digital resources available at the library.
- Plans and implements library programs and activities.

## Classification Specification

<b>Classification Title</b>	Librarian II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Assists in the identification, preparation, and submission of a variety of funding sources including library related grants and supports the administration of grant funds.
- Prepares publicity and performs community outreach in support of a library program or event.
- Oversees the selection and acquisition of materials (both print and digital) for the assigned collection development areas.
- Maintains assigned sections, and regularly performs inventory, adding and deleting items as needed to optimize the library's collection.
- Develops content for and manages the library's social media accounts, promotional items, and programming-related materials.
- Applies to and maintains documentation for various Library grants.
- Creates book displays, book lists, and Reference and Reader's Advisory lists of Library materials.
- Recruits and cultivates a staff of library volunteers.
- May be required to work nights and weekends.
- 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.

## Classification Specification

<b>Classification Title</b>	Librarian II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Master's degree from an accredited college or university in Library and Information Science, or a related field
- Two (2) to four (4) years of experience as a librarian
- 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

- Must be willing to work evenings and weekends

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- MARC cataloging, AACR2 and RDA cataloging standards, and Library of Congress subject headings
- Metadata creation and subject analysis
- Archival practices and procedures for a library's history collection
- Processing, appraising, storing, and cataloging important documents, ephemera, and records
- The library's collections
- Library circulation operational procedures
- The community being served, and its special interests and needs
- Available programming for various ages and interest groups
- Reference resources, including those specific to the City
- Interests and needs of the City's diverse population of readers
- Principles and methodologies of copywriting and editing
- Modern office practices and equipment, including applicable software
- Social media platforms and best practices

#### Skill in:

- Organization and time management
- Customer service

#### Ability to:

## Classification Specification

<b>Classification Title</b>	Librarian II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Provide excellent and consistent customer service to library patrons
- Use various resources to locate applicable information or recommendations
- Conduct Reference and Reader's Advisory interviews with members of the public
- Maintain documentation and recordkeeping for various library grant applications
- Read reviews, and recommend works for acquisition
- Track expenditures, and work within budget
- Convert library materials to contemporary formats
- Assess feedback, and evaluate the success of various programs
- Adapt programs to educate and meet the needs of the specific community being served
- Administer and plan the activities for various library services provided to the community
- Select, assess, and coordinate sites for the library's mobile services unit
- Recognize and encourage the contributions of volunteer staff
- 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		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	

## Classification Specification

<b>Classification Title</b>	Librarian II
<b>Job Code</b>	
<b>FLSA Status</b>	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 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:**

## LIBRARIAN II

### DEFINITION

Under general supervision, performs readers advisory and reference work; performs professional library work in the selection and cataloging of books and materials; assists in the planning, development and implementation of library programs and operation of library facilities; is responsible for the development and maintenance of assigned area of library materials collection; and does related work as required.

### CLASS CHARACTERISTICS

This is the journeyman level professional librarian class. Incumbents are responsible for performing skilled professional library work in the areas of reference, technical processing, outreach, children's and adult services. The Librarian II is responsible for supervising and training assigned personnel. The Librarian II class differs from Librarian I in that the former has greater responsibility in the supervision and training of personnel, and more responsibility for assisting in the planning, development, and implementation of library programs. The Librarian II differs from the Supervising Librarian class in that the latter is responsible for the overall operation of one of the major library services (children's technical processing, reference and extension services).

### EXAMPLES OF DUTIES

1. Instructs patrons in the use of reference materials; answers difficult reference questions; assists patrons in selecting books and non-book materials; and serves as reader's advisor by giving patrons assistance in making effective use of books, materials and library facilities.
2. Classifies and catalogs books, pamphlets, films, phonorecords and other library materials; revises documents, pamphlet and magazine files as necessary; receives documents, pamphlets and other materials sent to the library and selects subject headings and cross reference headings.
3. Reads and evaluates book reviews, bibliographies, publishers' lists and other sources as a guide to making recommendations for the selection and acquisition of library materials; assumes responsibility for collection development and maintenance; participates on the book selection committee.
4. Receives and verifies requests from patrons and library extension units for materials and information on varied subjects; performs reference work by searching for information, compiling book lists and selecting books, pamphlets and other materials.
5. Supervises and trains assigned library personnel.
6. Assists in the planning, direction, and implementation of library programs and activities; initiates, implements and conducts innovative library programs; offers suggestions for development of library services to the community; serves as a resource person.
7. Selects, prepares and tells stories for appropriate audiences.
8. Prepares bibliographies; writes annotations of library materials; and maintains special indexes.

9. Attends and participates in staff meetings; participates in library public relations, systems and outreach activities.

### MINIMUM QUALIFICATIONS

#### General Knowledge of

The principles and practices of librarianship including cataloging, bibliography, reference, children's and outreach services.

#### Skill in

Making decisions regarding the operation of a particular section of the library on the basis of professional principles and techniques involved in the operation of a modern library system.

Planning and organizing work effectively including the ability to identify work to be done, establish priorities and hold to self-imposed schedules in accomplishing required tasks; capacity to adjust to change, work pressures or difficult situations without undue stress.

Communicating effectively, including the ability to explain decisions, procedures and practices of the library system to individuals with differing educational levels, backgrounds and interests in such a way that understanding is assured.

Presenting ideas and written material in a clear, concise and accurate manner.

Establishing and maintaining effective cooperative relationships with the public and other staff members.

Locating and evaluating information on library materials and recommending materials for purchase.

Supervise the work of one or more subordinates through planning, organizing, assigning, coordinating and reviewing the work; ability to motivate, train and evaluate, and work effectively with subordinates.

#### License Required

A valid California Driver License may be required for some positions.

#### Education/Experience

Any combination of experience and training equivalent to completion of a Masters Degree in Library Science from an accredited Library School, plus two years of professional library experience which demonstrates the application of the knowledges, skills, and abilities listed above.



## Classification Specification

<b>Classification Title</b>	Library Assistant I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Provides customer and circulation services to the public, including issuing library cards, checking materials in and out, collecting fines and fees, and answering circulation-related questions. Performs routine clerical tasks in the areas of circulation and acquisitions.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification of the Library Assistant series and is flexibly staffed with Library Assistant II. Initially under close supervision, incumbents learn library and City procedures. As experience is gained, there is greater independence of action within established guidelines.

### 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 excellent customer service, and assists patrons with borrowing and returning library materials, obtaining library cards, and submitting payments for accrued library fines and/or fees.
- Responds to and answers patron questions in-person or by phone.
- Receives and processes library materials, and assists with inventory tasks as assigned.
- Performs copy cataloging and classification procedures as instructed for library materials.
- Labels, organizes, and shelves library materials.
- Sorts and unpacks new library orders, and processes vendor invoices using the library's software system.
- Performs Circulation Desk administrative closing and opening procedures.
- Participates in department committees that provide input into the development of library policies and procedures.

## Classification Specification

<b>Classification Title</b>	Library Assistant I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Explains library circulation policies and procedures.
- Registers and issues library cards to patrons.
- Calculates and collects fines for lost books or audio-visual materials.
- Operates computer terminal and other standard and library office equipment.
- May be required to work nights and weekends.
- 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 general clerical, customer service, and/or computer experience is 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

#### **Additional Requirements**

- Must be willing to work evenings and weekends

## Classification Specification

<b>Classification Title</b>	Library Assistant I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Proper phone etiquette
- Library software systems
- Library policies and procedures, including materials processing, and shelf organization and maintenance
- Basic public desk etiquette, and methods of providing information
- Basic business arithmetic
- Standard office equipment, including a computer terminal

#### Skill in:

- Organization and time management

#### Ability to:

- Organize library materials in alphabetical and numerical order
- Perform basic cash handling and transactions
- Follow oral and written directions
- Multi-task and prioritize work
- Perform basic data entry and keyboarding
- Work collaboratively as part of a team
- Use discretion and independent judgment in decision-making
- Maintain clear and concise 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		

## Classification Specification

<b>Classification Title</b>	Library Assistant I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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:**



## Classification Specification

<b>Classification Title</b>	Library Assistant II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Provides customer and circulation services to the public, and performs a variety of duties in support of Librarians, including handling library materials, and providing item and data management for library collections.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification of the Library Assistant series and is flexibly staffed with Library Assistant I. Incumbents are fully competent to independently perform a variety of tasks with guidelines from which to make decisions, and the availability of supervision in non-routine circumstances. Incumbents are expected to refer technical reference or advisory service questions to appropriate professional staff. Specific duties, including the amount of typing, word processing, and the use of online platforms or personal computers, will vary with the area of library assignment. This class is distinguished from Senior Library Assistant, the working lead level of this class series.

### 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 excellent customer service, and assists patrons with borrowing and returning library materials, obtaining library cards, and submitting payments for accrued library fines and/or fees.
- Responds to and answers patron questions in-person or by phone.
- Receives and processes library materials, and assists with inventory tasks as assigned.
- Performs copy cataloging and classification procedures as instructed for library materials.
- Labels, organizes, and shelves library materials.
- Sorts and unpacks new library orders, and processes vendor invoices using the library's software system.
- Performs Circulation Desk administrative closing and opening procedures.

## Classification Specification

<b>Classification Title</b>	Library Assistant II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Participates in department committees that provide input into the development of library policies and procedures.
- Explains library circulation policies and procedures.
- Registers and issues library cards to patrons.
- Calculates and collects fines for lost books or audio-visual materials.
- Performs searching and input of cataloging copy in online bibliographic utility.
- Processes audio-visual materials, and verifies bibliographic information for books, periodicals, pamphlets, documents, films, videos, and other library materials using indices, catalog guides, local or national computerized databases preparatory to borrowing materials from other libraries for local patrons.
- Processes inter-library loans; records and balances daily receipts.
- Performs general clerical and typing work; orders and receives new library materials.
- Operates computer terminal and other standard and library office equipment.
- Assists in a variety of assigned special projects.
- May provide orientation and direction for new library support staff.
- May be required to work nights and weekends.
- 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.

## Classification Specification

<b>Classification Title</b>	Library Assistant II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent
- Two (2) years of library, office support, or experience dealing with the public
- 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

- Must be willing to work evenings and weekends

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Proper phone etiquette
- Library software systems
- Library policies and procedures, including materials processing, and shelf organization and maintenance
- Basic public desk etiquette, and methods of providing information
- Basic business arithmetic
- Standard office equipment, including a computer terminal

#### Skill in:

- Organization and time management
- Making accurate arithmetic computations to determine cash receipts and balances

#### Ability to:

- Interpret library procedures and operational manuals
- Organize library materials in alphabetical and numerical order
- Perform basic cash handling and transactions
- Follow oral and written directions
- Multi-task and prioritize work
- Perform basic data entry, keyboarding, and office support, including typing and filing
- Operate standard office equipment, projectors, and VCRs

## Classification Specification

<b>Classification Title</b>	Library Assistant II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Work collaboratively as part of a team
- Use discretion and independent judgment in decision-making
- Maintain clear and concise 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		
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

## Classification Specification

<b>Classification Title</b>	Library Assistant II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

*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:**

DRAFT

## LIBRARY ASSISTANT I/II

### DEFINITION

Under general supervision, performs routine to difficult library clerical and public contact work and maintenance of library files and materials; provides check-out, return, registration and cash handling services; performs related work as assigned.

### CLASS CHARACTERISTICS

Library Assistant I is the entry level class of this library support series. Initially under close supervision, incumbents learn library and City procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Library Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Library Assistant II is the journey level class of this series, fully competent to independently perform a variety of library office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Incumbents are expected to refer technical reference or advisory service questions to appropriate professional staff. Specific duties, including the amount of typing, word processing and the use of on-line or personal computers will vary with the area of library assignment. This class is distinguished from Senior Library Assistant which is the working lead level of this class series.

### EXAMPLES OF DUTIES

Sets up circulation desk and library computer system for daily activities; stamps date due slips and prepares cash drawer and desk supplies; checks library books and materials in and out utilizing a computerized on-line system; processes approved computer deletions of library materials; explains library circulation policies and procedures; registers and issues library cards to patrons; checks patron status to verify registration information; calculates and collects fines for lost or damaged books or audio-visual materials; performs searching and input of cataloging copy in on-line bibliographic utility; processes audio/visual materials and verifies bibliographic information for books, periodicals, pamphlets, documents, films, videos and other library materials using indices, catalog guides, local or national computerized databases preparatory to borrowing materials from other libraries for local patrons; processes inter-library loans; records and balances daily receipts; assists library paraprofessional and professional staff and refers difficult or unusual problems to appropriate supervisory or professional staff members; responds to patron requests for information and materials and refers questions of a more technical or reference nature to appropriate staff members; receives, verifies and releases materials for reserve requests; performs general clerical and typing work; orders and receives new library materials; contacts vendors regarding materials

## **LIBRARY ASSISTANT I/II**

### **PAGE 2**

ordered or faulty billings; unpacks and sorts daily book shipments and distributes as indicated; receives returned books and materials, examines items for damages, and provides needed mending; sorts and alphabetizes catalog cards, cross references, added copies, work slips and shelf lists; sorts returned materials for return to local shelves or for shipment to other library locations; operates computer terminal and other standard and library office equipment; packs computer terminals for repair/replacement; unpacks and sets up terminals and equipment; may prepare, correct and revise work schedules; may provide orientation and direction for new library support staff; prepares a variety of periodic and special library processing and activities reports for supervisory review; maintains records and files related to library services activities and projects; assists in a variety of assigned special projects and services.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

- General municipal library services, organization and functions
- Basic public desk etiquette and methods of providing information
- Basic business arithmetic
- Basic office practices and procedures
- Use of standard office equipment including a computer terminal

#### **Skill in:**

- Making accurate arithmetic computations to determine cash receipts and balances and related tasks
- Using sound judgment within established guidelines
- Interpreting library procedures and operational manuals
- Directing and instructing Library Aides, Pages and other library support staff
- Performing office support work, including typing and filing
- Following oral and written directions
- Operating standard office equipment including a typewriter, word processor and/or computer equipment, projector and VCR
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Typing at a rate of 30 net words per minute from printed copy

#### **Other Requirements:**

Must be willing to work evenings and weekends. Some positions in this class may require possession of a valid California Driver License.

#### **Education and Experience:**

**Library Assistant I:** Equivalent to graduation from high school.

**Library Assistant II:** In addition to the above, two years of library, office support or experience in dealing with the public.



## Classification Specification

<b>Classification Title</b>	Senior Building Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs highly-skilled and complex inspection work relating to construction, reconstruction, or rehabilitation for compliance with laws and ordinances. Performs field and office work in connection with the inspection of a variety of structures during various phases of construction, reconstruction, or alteration to assure conformance with approved plans and specifications.

### CLASS CHARACTERISTICS

Incumbents are generally assigned to conduct on site investigations of larger commercial/industrial projects and are usually responsible for one area of inspection specialty. Incumbents are responsible for the more difficult, responsible, and complex inspection situations, and are expected to exercise considerable independence and discretion on assignments. Incumbents will lead and train assigned building inspection staff.

### 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 site inspections, and reviews construction plans for code compliance.
- Issues written correction notices for defects in workmanship, materials, or equipment and documents records.
- Provides information to the public regarding building and structural requirements and zoning regulations, and provides technical information and advice relative to construction, installation, and repair methods.
- Estimates costs for proposed and existing projects.
- Provides technical and referral information to contractors and owners on construction and alteration methods and materials. Approves alternate methods or changes in plans as needed during construction or installation.
- Advises and interprets codes to lay persons, contractors, architects, and others as necessary.

## Classification Specification

<b>Classification Title</b>	Senior Building Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Maintains records and files of conducted inspections.
- Conducts final inspections of completed work, and gives approval to acceptable structures and installations.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Work requires occasional direction or assistance of entry-level building inspector or temporary building inspector 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.*

- 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.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- High School diploma or GED equivalent. At least two (2) years of relevant college-level coursework, or an Associate's degree from an accredited college or university is desirable
- Four (4) to six (6) years of journey-level experience in building, plumbing, electrical, or construction inspection work, at least two (2) years of which must have been as a Building Inspector. An Associate's or Bachelor's degree in architecture, engineering, construction management, building inspection technology, or related fields may be substituted for the non-inspection experience on a year-for-year basis

## Classification Specification

<b>Classification Title</b>	Senior Building Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

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

### Required Licenses or Certifications

- International Code Council (ICC) Combination Inspector Certification is required at time of hire. Certification must be maintained as an ongoing requirement
- Acquiring of ICC Plan Examiner Certification during the probationary period is required. Certification must be maintained as an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Modern office practices and equipment, including applicable software
- Principles, practices, techniques, and terminology relating to building inspection
- Building, electrical, mechanical, and plumbing construction methods and materials
- State and county laws, codes, and ordinances relating to building construction, rehabilitation, and zoning
- Types of building materials and the variations
- California Code of Regulations Title 24 (California Building Standards Code)
- Applicable provisions of the California Health and Safety Code, and the Richmond Municipal Code.

#### Skill in:

- Organization and time management
- Leadership
- Attention to detail
- Mathematics

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Interpret applicable codes, ordinances, and regulations enforceable by the City
- Make sound independent judgments in complex, difficult inspection work within established guidelines
- Detect deviations from plans, specifications, and standard installation practices
- Prepare work specifications in rehabilitation
- Estimate cost of materials and labor
- Read and interpret diagrams, plans, and specifications

## Classification Specification

<b>Classification Title</b>	Senior Building Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	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 outside work and occasional exposure to unpleasant environmental conditions and/or hazards.

## Classification Specification

<b>Classification Title</b>	Senior Building Inspector
<b>Job Code</b>	
<b>FLSA Status</b>	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

CLASS CODE: TE-308  
ESTABLISHED: 1952  
RETITLED/REVISED: 01/27/11  
FORMERLY: Bldg. Inspector III  
GROUP: Local 1021  
FLSA: Non-Exempt

## **SENIOR BUILDING INSPECTOR**

### **DEFINITION**

Under general supervision, performs highly skilled and complex inspection work relating to construction, reconstruction or rehabilitation for compliance with laws and ordinances; performs field and office work in connection with the inspection of a variety of structures during various phases of construction, reconstruction or alteration to assure conformance with approved plans and specifications; and performs other related work as required.

### **CLASS CHARACTERISTICS**

Incumbents are generally assigned to conduct on site investigations of larger commercial/industrial projects and are usually responsible for one area of inspection speciality. Incumbents are responsible for the more difficult, responsible and complex inspection situations and are expected to exercise considerable independence and discretion on assignments. Incumbents will lead and train assigned building inspection staff.

### **EXAMPLES OF DUTIES**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Performs work site inspections of work under permit in the City to enforce building, zoning, housing, plumbing, electrical, sanitation and related codes and regulations and to assure conformity with approved plans.
2. Conducts final inspections of completed work, giving approval to acceptable structures and installations.
3. Spot checks new construction projects for compliance with plans and specifications, appropriate building code and ordinance regulations, and the quality of workmanship and materials.
4. Issues written and verbal orders for correction of defects in workmanship, materials, or equipment.

CITY OF RICHMOND, CA  
**SENIOR BUILDING INSPECTOR**  
Page 2 of 3

5. Provides technical and referral information to contractors and owners on construction and alteration methods and materials and approves alternate methods or changes in plans as needed during actual construction or installation.
6. Prepares reports of conditions or violations, issues notification to owners and approves corrective action to be taken.
7. May assist in checking plans and specifications of proposed buildings or structures.
8. May inspect for fire damage or origin if technical assistance is requested by the Fire Department authorities.
9. Maintains records and files of inspections made.
10. Provides information to the public, over the phone or at the counter regarding building and structural requirements and zoning regulations and may provide technical information and advice relative to construction, installation and repair methods.
11. Advises and interprets codes to lay persons, contractors, architects and others as necessary; and provides a variety of information to the public and staff that requires mature judgment and a good knowledge and interpretation of applicable rules, regulations and procedures.
12. As assigned, makes studies and investigations of such problems as converting the use of a building; and prepares reports of findings and recommends departmental action.

**QUALIFICATIONS**

Knowledge of:

Principles, practices, techniques and terminology relating to building inspection; building, electrical, mechanical, and plumbing construction methods and materials; State and county laws, codes and ordinances relating to building construction, rehabilitation and zoning; types of building materials and the variations and their qualities; and Uniform Building Code.

Ability to:

Interpret applicable codes, ordinances and regulations enforceable by the City; apply technical knowledge of building trades work to the practical application; make sound independent judgments in complex, difficult inspection work within

established guidelines; detect deviations from plans, specifications and standard installation practices; prepare work specifications in rehabilitation; accurately estimate cost of materials and labor; read and interpret diagrams, plans, specifications; make arithmetic computations rapidly and accurately; maintain cooperative working relationships with engineers, architects, contractors and the general public; train other inspection staff as necessary.

### **EDUCATION AND EXPERIENCE**

Four years of journey level experience in building, plumbing, electrical, or construction inspection work, at least two years of which must have been as a Building Inspector. An Associate of Arts Degree or a Bachelor's Degree in either architecture, engineering, construction management, building inspection technology or related fields may be substituted for the non-inspection experience on a year-for-year basis.

### **LICENSE**

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

### **CERTIFICATE**

Possession of an International Code Council (ICC) Combination Inspector Certificate at the time of appointment and the acquiring of an ICC Plan Examiner Certification within the probationary one (1) year period is required.

### **WORKING CONDITIONS**

Office and inspection site environment. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and light lifting. Exposure to dust, noise, cold, heat, outdoors, confined work space, construction hazards, and chemicals.



## Classification Specification

<b>Classification Title</b>	Senior Library Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Provides direct service to library patrons; provides training, work direction, and ongoing support for staff in assigned area.

### DISTINGUISHING CHARACTERISTICS

This is the working lead class in the Library Assistant series. Incumbents provide work direction and review for assigned library support staff and are responsible for the handling of the more complex and difficult assignments. Successful performance of the work requires that incumbents exercise independent judgment in the application of library policies and performance of patron services; however, they are not expected to handle technical reference or advisory service questions. This class is distinguished from Library Associate in that the latter is a paraprofessional class with the primary assignments involving the more technical and/or specialized library support services.

### 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 patrons with various library services, including but not limited to, library card registration, borrowing and returning materials, collection of payment for fines or fees, requesting materials, and registering for programs.
- Responds to and answers patrons' questions about locating materials, library policies and procedures, using public computers and equipment, etc.
- Maintains and organizes library public spaces, straightens and organizes materials, and performs related housekeeping tasks.
- Monitors and replenishes supplies used in assigned service area.
- Assists librarians with the planning, coordinating, and execution of library programs offered throughout the year.
- Provides, posts, and distributes weekly public service schedules for the various library service areas.
- Conducts opening and closing procedures.

## Classification Specification

<b>Classification Title</b>	Senior Library Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Prepares staff schedules, and ensures appropriate staff coverage in each service location.
- Prepares monthly reports derived from statistical information gathered for all programs offered at all the Library's public service points of contact as well as outreach in the community.
- Conducts training, and provides coaching for new library staff members as needed.
- May be required to work nights and weekends.
- 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 moderate 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 support and customer service experience, including one (1) year of library experience equivalent to the City's Library Assistant II class
- 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

<b>Classification Title</b>	Senior Library Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### Additional Requirements

- Must be willing to work evenings and weekends

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Library policies, procedures, principles and practices
- Library databases and equipment
- Customer service
- Modern office practices and equipment, including applicable software
- Basic cash handling practices and procedures

#### Skill in:

- Organization and time management
- Customer service

#### Ability to:

- Utilize and navigate the library's online databases
- Perform internet and website searches
- Actively listen and communicate clearly with patrons and both internal and external customers at each of the public service points of contact
- Sort and shelve library materials using the Dewey Decimal system
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Demonstrate good judgment when encountering staff scheduling complexities or issues
- Perform simple cash transactions
- Anticipate staffing needs for each public service desk, the programs being provided, as well as the community being served

### 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

## Classification Specification

<b>Classification Title</b>	Senior Library Assistant
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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:**

SENIOR LIBRARY ASSISTANTDEFINITION

Under general supervision, provides lead direction to assigned library support staff; performs library clerical and public contact work, including check-out, return, and registration services; performs related work as assigned.

CLASS CHARACTERISTICS

This is the working lead class in the Library Assistant series. Incumbents provide work direction and review for assigned library support staff and are responsible for the handling of the more complex and difficult assignments. Successful performance of the work requires that incumbents exercise independent judgment in the application of library policies and performance of patron services, however, they are not expected to handle technical reference or advisory service questions. This class is distinguished from Library Associate in that the latter is a paraprofessional class with the primary assignments involving the more technical and/or specialized library support services.

EXAMPLES OF DUTIES

Assigns, directs and reviews the work of assigned Library Assistants, Library Aides, Pages and other support staff; resolves complex questions related to the daily work; orients and trains assigned staff in work procedures; may perform or provide direction for work scheduling; sets up circulation desk for daily activities; stamps date due slips, prepares cash drawer and desk supplies; checks library books and materials in and out utilizing a computerized on-line system; explains library circulation policies and procedures; registers and issues library cards to patrons; checks patron status to verify registration information; processes audio-visual materials and inter-library loans; calculates and collects fines for lost or damaged books or audio/visual materials; records and balances daily receipts; performs searching and input of cataloging copy in on-line bibliographic utility; assists library paraprofessional and professional staff and refers difficult or unusual problems to appropriate supervisory or professional staff members; responds to patron requests for information and materials and refers questions of a more technical or reference nature to appropriate staff members; under the direction of a Librarian, participates in the planning and conducting of library programs for children and adults; receives, verifies and releases materials for on-line reserve requests; orders and receives new library materials; contacts vendors regarding materials ordered or faulty billings; sorts and alphabetizes catalog cards, cross references, added copies, work slips and shelf lists; packs computer terminals for repair/replacement; unpacks and sets up terminals and equipment; performs general clerical and typing work; unpacks and sorts daily book shipments and distributes as indicated; receives returned books and materials, and examines items for damages; sorts returned materials for return to local shelves or for shipment to

other library locations; operates computer terminal and other standard and library office equipment; prepares a variety of periodic and special library processing and activities reports for supervisory review; maintains records and files related to library services activities and projects; assists in a variety of assigned special projects and services.

### QUALIFICATIONS

#### Knowledge of:

- General municipal library services, organization and functions
- General terminology, practices, processes, procedures and materials used in a modern library system
- Alphabetic and Dewey Decimal card filing systems
- Public desk etiquette, standard library clerical procedures and methods of providing information
- Basic business arithmetic
- Basic office practices and procedures
- Use of standard office equipment including a computer terminal
- Basic supervisory principles and practices

#### Skill in:

- Planning, assigning and reviewing the work of assigned staff
- Training staff in work procedures
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Making accurate arithmetic computations to determine fees, cash balances and related tasks
- Making sound independent judgments within established guidelines
- Interpreting library procedures and operational manuals
- Performing office support work, including typing and filing
- Typing accurately at a rate of 30 net words per minute from printed copy
- Operating standard office equipment including a typewriter, word processor and/or computer equipment

#### Other Requirements:

Must be willing to work evenings and weekends. Must possess a valid California driver's license.

#### Education and Experience

Equivalent to graduation from high school and three years of experience involving public information and administrative office support duties, including at least one year of library experience equivalent to the City's Library Assistant II class.



## Classification Specification

<b>Classification Title</b>	Volunteer Tutor-Learner Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Manages the basic tutoring activities of the literacy program. Assists with outreach efforts to recruit tutors and students for Literacy for Every Adult Program (LEAP) and does related work as required.

### DISTINGUISHING CHARACTERISTICS

This class of Volunteer Tutor Learner Coordinator ensures the City's literacy program volunteer program is managed effectively to ensure the delivery of tutoring services to Literacy for Every Adult Program (LEAP) participants. The Volunteer Tutor Learner Coordinator reports to the Literacy Program Manager and uses considerable independence in the coordination and oversight of the volunteer program.

### 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.*

- Administers staffing activities for the adult literacy program, including recruitment and interviewing, and assists with recruiting volunteer tutors and learners
- Conducts orientations, trainings, and workshops, and manages placement of volunteer tutoring staff within the literacy program.
- Provides guidance to volunteer staff to support positive initial contact between tutors and students.
- Creates recognition opportunities for volunteers to honor their participation and encourage long term volunteering commitment.
- Coordinates outreach efforts, and schedules meetings and events to promote the literacy program.
- Manages various administrative tasks, including scheduling and timesheet reporting.
- Performs related work as required.

## Classification Specification

<b>Classification Title</b>	Volunteer Tutor-Learner Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### 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

- Associate's degree from an accredited college or university
- One (1) to three (3) years of experience in the educational field working with adult learners
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- California driver's license may be an ongoing requirement

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Library literacy program, and the needs of its student population
- Institutional databases and research methods
- Modern office practices and equipment, including applicable software
- Staff scheduling practices and procedures
- Interviewing techniques
- Educational resources and learning materials for the adult literacy program

## Classification Specification

<b>Classification Title</b>	Volunteer Tutor-Learner Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Local community and its demographics

### Skill in:

- Organization and time management

### Ability to:

- Track monthly timesheets for staff volunteer hours and generate reports
- Speak publicly and conduct orientations, trainings and workshops
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Actively listen and conduct interviews

## 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

<b>Classification Title</b>	Volunteer Tutor-Learner Coordinator
<b>Job Code</b>	
<b>FLSA Status</b>	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 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:**

**VOLUNTEER TUTOR/LEARNER COORDINATOR**

**DEFINITION**

Under general supervision, manages the basic tutoring activities of the literacy program; and does related work as required.

**EXAMPLES OF DUTIES**

1. Assists in recruiting volunteer tutors and learners.
2. Assesses skill level of potential learners and assigns them to appropriate tutors.
3. Plans and organizes tutor trainings and workshops.
4. Consults with tutors to provide teaching methods, appropriate materials, suggestions for resolving tutoring problems, etc.
5. Arranges exit interviews for all learners and assists in their transition to other learning/employment opportunities.
6. Develops and coordinates support activities and programs for tutors and learners.
7. Monitors learner progress and maintain records on both tutors and learners.
8. Maintains community awareness and support of LEAP through presentations, workshops and other methods.
9. Prepares reports and statistical data as needed.
10. Assists in reviewing training and tutoring materials and curriculums.
11. Attends workshops and meetings.

**MINIMUM QUALIFICATIONS**

Knowledge of: practices, procedures and methodologies related to reading instruction including materials and resources and special needs of non-readers; principles and practices of recruiting, training and managing volunteers and learners.

**CITY OF RICHMOND  
VOLUNTEER TUTOR/LEARNER COORDINATOR  
PAGE 2**

**MINIMUM QUALIFICATIONS (CONTINUED)**

Ability to: develop working procedures; assign, review and coordinate the work of tutors and learners; prepare accurate reports and perform detailed work; coordinate training and workshops; assist volunteer tutors in planning their teaching and monitor their on-going work; be sensitive to the needs of adult learners; identify people who can work well together; promote community and interagency cooperation in support of LEAP's development; coordinate tutor and learner activities.

Skill in: interpersonal relations with people of diverse backgrounds; oral communication with individuals and with groups including making public presentations; written communication to prepare reports and correspondence.

**Education and Experience**

Any combination of education or experience equivalent to graduation from college and two (2) years experience which demonstrates possession of the knowledge, skills and abilities listed.

**AND**

Possession of a valid California Driver's License.



## Classification Specification

<b>Classification Title</b>	Workforce Specialist I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs case management activities from intake and assessment to job development and job placement. In compliance with Workforce Innovation and Opportunity Act (WIOA) and other federal and state grant regulations, tracks and supports program participants through formal training programs, on-the-job-training programs, job searches, and job placements.

### DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Workforce Specialist series and is flexibly staffed with Workforce Specialist II. Initially under close supervision, incumbents with basic client contract and program delivery skills learn policies and procedures related to employment training 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.*

- Administers the Workforce Innovation and Opportunity Act (WIOA) by determining eligibility, processing enrollment, and developing Individual Employment Plans for individual clients.
- Conducts intake interviews, performs assessments, and provides guidance and career counseling to assist clients in securing employment.
- Organizes and manages case files to effectively track and monitor clients' progress, and coordinates with all stakeholders to ensure successful outcomes.
- Troubleshoots problems or issues, advises clients, and provides encouragement to support clients in fulfilling program requirements.
- Coordinates with employers, job placement and training organizations, and other key stakeholders; conducts presentations, and builds relationships to support program objectives, and encourages community participation.
- Ensures compliance with and completes required reporting for grant-funded programs.

## Classification Specification

<b>Classification Title</b>	Workforce Specialist I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- May direct the work of support staff on a project day-to-day basis.
- 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 no fiscal responsibility.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Associate's degree or equivalent with major coursework in business, social services, or a related field
- One (1) to three (3) years of experience providing direct client services in a social service program, or providing office administrative support in an employment or vocational training setting. Additional college may substitute for the experience on a year-for-year basis. Additional professional/technical-level case management experience may be substituted on a year-for-year basis for the required college coursework
- 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

<b>Classification Title</b>	Workforce Specialist I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Community of Richmond and its demographics
- Workforce Innovative and Opportunity Act
- Workforce laws and regulations
- Applicable federal and state grant programs
- Labor market and in-demand occupations
- Principles, practices, and terminology related to employment training and placement programs
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Active listening
- Organization and time management
- Public speaking

#### Ability to:

- Perform case management for individuals from diverse backgrounds
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Conduct presentations and trainings
- Multi-task and prioritize work
- Maintain accurate and complete records
- Prepare clear and concise 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		

## Classification Specification

<b>Classification Title</b>	Workforce Specialist I
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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

<b>Classification Title</b>	Workforce Specialist II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

### GENERAL SUMMARY

Performs case management activities from intake and assessment to job development and job placement. In compliance with Workforce Innovation and Opportunity Act (WIOA) and other federal and state grant regulations, tracks and supports program participants through formal training programs, on-the-job-training programs, job searches, and job placements.

### DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Workforce Specialist series and is flexibly staffed with Workforce Specialist I. Incumbents independently provide varied and often sensitive assistance program support to clients within regulatory and procedural guidelines.

### 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.*

- Administers the Workforce Innovative and Opportunity Act by determining eligibility, processing enrollment, and developing Individual Employment Plans for individual clients.
- Conducts intake interviews, performs assessments, and provides guidance and career counseling to assist clients in securing employment.
- Organizes and manages case files to effectively track and monitor clients' progress, and coordinates with all stakeholders to ensure successful outcomes.
- Troubleshoots problems or issues, advises clients, and provides encouragement to support clients in fulfilling program requirements.
- Coordinates with employers, job placement and training organizations, and other key stakeholders; conducts presentations, and builds relationships to support program objectives, and encourages community participation.
- Ensures compliance with and completes required reporting for grant-funded programs.

## Classification Specification

<b>Classification Title</b>	Workforce Specialist II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

- Manages special employment and training projects.
- May direct the work of support staff on a project day-to-day basis.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

- Job requires occasional direction of semi-complex work.

### 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 moderate 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

- Associate's degree, or equivalent with major coursework in business, social services, or a related field. Additional professional/technical-level case management experience may be substituted for the required college coursework on a year-for-year basis.
- One year of experience in either providing direct client services in a social service program or providing office administrative support in an employment or vocational training setting. Additional college level education may be substituted for this experience on a year-for-year basis. In addition, requires two (2) years of experience in performing professional/technical level case management, and programmatic support to clients of employment and training programs at a level equivalent to the City's classification of Workforce Specialist I.

## Classification Specification

<b>Classification Title</b>	Workforce Specialist II
<b>Job Code</b>	
<b>FLSA Status</b>	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:

- Community of Richmond and its demographics
- Workforce Innovative and Opportunity Act
- Workforce laws and regulations
- Applicable federal and state grant programs
- Labor market and in-demand occupations
- Principles, practices, and terminology related to employment training and placement programs
- Modern office practices and equipment, including computers and applicable software

#### Skill in:

- Active listening
- Organization and time management
- Public speaking

#### Ability to:

- Perform case management for individuals from diverse backgrounds
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Conduct presentations and trainings
- Multi-task and prioritize work
- Maintain accurate and complete records
- Prepare clear and concise 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.*

## Classification Specification

<b>Classification Title</b>	Workforce Specialist II
<b>Job Code</b>	
<b>FLSA Status</b>	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

<b>Classification Title</b>	Workforce Specialist II
<b>Job Code</b>	
<b>FLSA Status</b>	Non-exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

## **EMPLOYMENT PROGRAM SPECIALIST I/II**

### **DEFINITION**

Under direction, performs the full range of case management activities from intake and assessment to job development and placement programs; performs related work as assigned.

### **CLASS CHARACTERISTICS**

Employment Program Specialist I is the entry-level class in this professional/technical support series. Initially under close supervision, incumbents with basic client contract and program delivery skills learn policies and procedures related to employment training programs. This class is alternately staffed with Employment Program Specialist II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher-level class.

Employment Program Specialist II is the experienced class in this professional/technical series, in which incumbents independently provide varied and often sensitive assistance program support to clients within regulatory and procedural guidelines. This class is distinguished from Senior Employment Program Specialist in that the latter has specific program administrative responsibilities in addition to direct client service provision responsibilities.

### **EXAMPLES OF DUTIES**

Essential:

1. Interviews potential clients, assesses their eligibility for specific employment and training programs; recommends program participation and/or refers them to an appropriate community resource if possible.
2. Conducts and makes presentations at client orientation sessions; explains JTPA and related programs resources and requirements; makes presentations to employers, communication and business groups and others.

**CITY OF RICHMOND  
EMPLOYMENT PROGRAM SPECIALIST I/II  
PAGE 2**

3. Administers or arranges for the administration of specific skills or aptitude tests; determines the type of vocational or pre-employment training required.
4. Confers with and works closely with program participants to solve problem, provides encouragement, ensure that program requirements are met and provide support.
5. Contacts potential employers and explains program services and requirements and enlist program participation; contacts potential training source; explains program requirements, provides technical assistance and makes site visits to vocational training organizations.
6. Follows-up on program participants at specified intervals to ascertain current employment status and program success.
7. Maintains accurate records and files; inputs client data into a computerized database system; prepares periodic and special reports as assigned.

**Important**

1. May direct the work of support staff on a project day-to-day basis.
2. Uses a variety of standard office equipment and may drive a City or personal vehicle to attend meetings and make site visits.

**MINIMUM QUALIFICATIONS**

Knowledge of: principles, practices and terminology related to employment training and placement programs; recordkeeping and report preparation methods; applicable laws, ordinances and regulations; computer applications related to the work; techniques for dealing with individuals from various socioeconomic groups; office administrative practices and procedures; basic supervisory principles and practices.

Skill in: providing effective client delivery services and staff support for employment training programs; analyzing technical programmatic and regulatory problems, and recommending effective courses of action; interpreting, explaining and applying ordinances, regulations, policies and procedures; directing the work of others on a project basis; maintaining accurate records and files; preparing clear and concise reports, correspondence and other written materials; establishing and maintaining effective working relationships with those contacted in the course of the work.

**CITY OF RICHMOND  
EMPLOYMENT PROGRAM SPECIALIST I/II  
PAGE 3**

Licenses and Certificates:

Specific positions may require possession of a valid California Driver' License.

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 make site visits and attend meetings.

Accommodation may be made available for individuals requiring and requesting such accommodation.

A typical way of gaining the knowledge and skills outlined above is:

Employment Program Specialist I: Equivalent to completion of two years of college with major coursework in business, social services, or a field related to the work and two years of experience in EITHER providing direct client services in a social service program OR providing office administrative support in an employment or vocational training setting. Additional college level education may be substituted for the experience on a year-for-year basis. Additional professional/technical level case management experience may be substituted on a year-for-year basis for the required college coursework.

Employment Program Specialist II: In addition to the above, two years of experience in performing professional/technical level case management and programmatic support to clients of employment and training programs at a level equivalent to the City class of Employment Program Specialist I. Additional professional/technical level case management experiencing may be substituted on a year-for-year basis for the required college coursework.

**EDUCATION/EXPERIENCE**

Any combination of training or experience equivalent to two years of college training, preferably with specialization in business or public administration, which would demonstrate possession of the knowledge, skills and abilities listed.

**IFPTE Local 21**  
**Mid-Management**  
**Bargaining Unit**



## Classification Specification

<b>Classification Title</b>	Custodial Maintenance Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Plans, assigns, supervises, and inspects the work of a shift of utility workers involved in the cleaning, maintenance, and general housekeeping operations in City-owned, maintained, or occupied buildings.

### DISTINGUISHING CHARACTERISTICS

The Custodial Maintenance Supervisor plans and manages all utility staff and activities. In addition to assigning work in the most effective manner, incumbents inspect work during a shift to ensure the effectiveness and efficiency of work performed. Incumbents also provide input into the use and procurement of equipment and supplies.

### 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, schedules, supervises, and assigns the work of custodial crews. Trains or provides for the training of staff in work procedures, and facilitates safety meetings. Recommends selection of staff, evaluates work, and administers discipline as required.
- Troubleshoots problems, resolves employee or public complaints, and provides technical assistance to staff as required.
- Inspects cleaning equipment, and ensures that it is properly maintained. Reports the need for replacement or repair.
- Compiles and computes cost analysis and comparison of labor, material, and equipment. Provides budget recommendations.
- Ensures that staff follow safe working procedures, including using the proper safety equipment.
- Reports the need for maintenance or repair of facilities to the appropriate supervisor.
- Corrects or reports any fire or safety hazards, and places barriers in public areas.

## Classification Specification

<b>Classification Title</b>	Custodial Maintenance Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Supervises special clean-up. Sets up of facilities for special meetings or projects occurring before, during, and after assigned shift.
- Requisitions or purchases required material, equipment, and supplies. Suggests alternative materials, and evaluates the effectiveness of new materials and equipment.
- Reports unauthorized persons and other security problems, and is responsible for facility security on assigned shift.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Maintains accurate records of work performed, employee timesheets, work orders, and other documentation.
- 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
- Three (3) to five (5) years of experience in custodial or janitorial experience, two (2) years of which include lead or supervisory experience

## Classification Specification

<b>Classification Title</b>	Custodial Maintenance Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	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 employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline
- Proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment
- Procedures for the preparation and use of cleaning materials
- Use and minor maintenance of hand and power tools and equipment used in custodial work
- Safety practices and equipment related to the work
- Shop mathematics
- Recordkeeping practices
- Basic budgetary principles and practices

#### Skill in:

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

#### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain accurate records of work performed
- Use initiative and independent judgment within established procedural guidelines
- Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities

### 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

<b>Classification Title</b>	Custodial Maintenance Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	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.
- **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.

## Classification Specification

<b>Classification Title</b>	Custodial Maintenance Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

**Date approved by the Personnel Board:**

**Date(s) Revised:**

DRAFT

**CUSTODIAL MAINTENANCE SUPERVISOR**

**DEFINITION**

Under general supervision of the Facilities Maintenance Superintendent, plans, assigns, supervises, and inspects the work of a shift of utility workers involved in the cleaning, maintenance and general housekeeping operations in City-owned, maintained or occupied buildings.

**CLASS CHARACTERISTICS**

The Custodial Maintenance Supervisor plans and manages all utility staff and activities. In addition to assigning work in the most effective manner, incumbents inspect work during a shift to ensure the effectiveness and efficiency of work performed. Incumbents also provide input into the use and procurement of equipment and supplies.

**EXAMPLES OF DUTIES:** (Illustrative Only)

1. Plans, schedules, supervises, and assigns the work of custodial crews during an assigned shift and at assigned multiple facilities or locations.
2. Trains or provides for the training of staff in work procedures; facilitates safety meetings.
3. Recommends selection of staff; evaluates work and administers discipline as required.
4. Inspects work in progress, and upon completion, ensures the quality and completeness of work performed.
5. Troubleshoots problems, resolves employee or public complaints and provides technical assistance to staff as required.
6. Inspects cleaning equipment and ensures that it is properly maintained; reports the need for replacement or repair.
7. Compiles and computes cost analysis and comparison of labor, material and equipment; provides budget recommendations.
8. Ensures that staff follow safe working procedures, including using the proper safety equipment.
9. Reports the need for maintenance or repair of facilities to the appropriate supervisor.
10. Corrects or reports any fire or safety hazards and places barriers in public areas.

**CITY OF RICHMOND, CA  
CUSTODIAL MAINTENANCE SUPERVISOR  
PAGE 2**

11. Supervises special clean-up; set up of facilities for special meetings or projects occurring before, during and after assigned shift.
12. Requisitions or purchases required material, equipment and supplies; suggests alternative materials and evaluates the effectiveness of new materials and equipment.
13. Reports unauthorized persons and other security problems; is responsible for facility security on assigned shift.
14. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team; maintains accurate records of work performed, employee timesheets, work orders and other documentation.
15. Uses standard office equipment; may drive a motor vehicle to work sites or obtain materials and supplies.

**MINIMUM QUALIFICATIONS**

Thorough Knowledge of: principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline; proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools and equipment; procedures for the preparation and use of cleaning materials; use and minor maintenance of hand and power tools and equipment used in custodial work; safety practices and equipment related to the work; shop mathematics; recordkeeping practices; techniques for dealing with employees and the public in person, over the telephone and by email; and basic budgetary principles and practices.

Skill in: planning, supervising, reviewing and evaluating the work of others; training others in work procedures; inspecting work and ensuring that quality standards are met; safely using hand tools and power equipment related to the work; maintaining accurate records of work performed; using initiative and independent judgment within established procedural guidelines; contributing effectively to the accomplishment of team or work unit goals, objectives and activities; and establishing and maintaining effective working relationships with those encountered in the course of the work.

Ability to: perform custodial and related work, including operating hand and power equipment; maintain stamina to stand and walk for extended periods of time; and have strength to lift and maneuver materials and equipment weighing up to 70 pounds with proper equipment, vision to read printed materials, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**LICENSING AND CERTIFICATION**

Possession of a valid California Driver's license at the time of appointment.

**EDUCATION AND EXPERIENCE**

Equivalent to graduation from high school AND four (4) years of custodial or janitorial experience, two (2) years of which include lead or supervisory experience.



## Classification Specification

<b>Classification Title</b>	Electrical Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Manages the day-to-day operations of the City's electric shop and is responsible for the supervision and direction of electrical shop staff. Participates in electrical/electronic work as required.

### DISTINGUISHING CHARACTERISTICS

This single position class leads the City's electric shop within the Public Works Department and reports to the Division Superintendent. The incumbent works with management and the public to repair, maintain, modify, and construct electrical and electronic systems/subsystems within 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.*

- Plans, organizes, coordinates, and supervises the work of journey-level electricians.
- Plans, organizes, and coordinates the maintenance, modification, and repair of the City's traffic signal and street light systems.
- Plans, organizes, coordinates, and supervises the maintenance, modification, and repair of electrical and electronic systems in City buildings and facilities.
- Develops and maintains the necessary equipment and inventory to meet the operational requirements of the electric shop.
- Provides technical support to the City's Engineering Division.
- Coordinates the preparation of the annual work program and budget.
- Reviews and approves timecards, payroll sheets, and overtime authorizations.
- Maintains and analyzes records for traffic signal and street light systems, and electrical and electronic systems in City buildings and facilities, and prepares reports as necessary.
- Performs related work as required.

## Classification Specification

<b>Classification Title</b>	Electrical Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### 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.
- 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 and completion of an accredited electrical apprenticeship program
- One (1) to three (3) years of experience as a journey-level electrician
- 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 an International Municipal Signal Association (IMSA) Level II certification within one (1) year of appointment

### REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

**Knowledge of:**

## Classification Specification

<b>Classification Title</b>	Electrical Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Modern office practices and equipment, including applicable software
- Standard electrical practices and principles of the National Electric Code (NEC) and Electrical Safety Orders (ESO) of the Division of Industrial Safety
- Maintenance, operation, and construction methods of traffic signal and street light systems, consistent with International Municipal Signal Association (IMSA) and California Department of Transportation (DOT) standard specifications
- Principles and practices of employee supervision and effective communication and motivation

**Skill in:**

- Leadership
- Organization and time management

**Ability to:**

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Exercise initiative and sound judgment
- Prepare and analyze reports, plans, schematics, and specifications
- Utilize computer applications related to traffic signal and street light systems, including standard PC software and database systems

### 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

<b>Classification Title</b>	Electrical Supervisor
<b>Job Code</b>	
<b>FLSA Status</b>	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 occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside 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.
- This position requires sufficient mobility to perform the work of a journey-level electrician on an as-needed basis. Incumbent may be required to crawl, climb ladders, bend and stoop, and stand for long periods of time.

**Date approved by the Personnel Board:**

**Date(s) Revised:**

CITY OF RICHMOND, CA

CLASS CODE: SC-735  
ESTABLISHED: 12/09/61  
REVISED: 02/22/01  
03/27/08  
GROUP: Local 21  
FLSA: Exempt

## **ELECTRICAL SUPERVISOR**

### **DEFINITION**

Under general supervision, manages the day-to-day operations of the City's electric shop; is responsible for the supervision and direction of electrical shop staff; and participates in electrical/electronic work as required.

### **CLASS CHARACTERISTICS**

This one (1) position class leads the City's electric shop within the Public Services Agency and reports to the Division Superintendent. The incumbent works with management and the public to repair, maintain, modify and construct electrical and electronic systems/subsystems within the City.

### **EXAMPLES OF DUTIES** - (Illustrative Only)

1. Plans, organizes, coordinates and supervises the work of journey level electricians.
2. Plans, organizes and coordinates the maintenance, modification and repair of the City's traffic signal and street light systems.
3. Plans, organizes, coordinates and supervises the maintenance, modification and repair of electrical and electronic systems in City buildings and facilities.
4. Develops and maintains the necessary equipment and inventory to meet the operational requirements of the electric shop.
5. Provides technical support to the City's Engineering Division.
6. Coordinates the preparation of the annual work program and budget.
7. Reviews and approves time cards, payroll sheets and overtime authorizations.

8. Maintains and analyzes records for traffic signal and street light systems, and electrical and electronic systems in City buildings and facilities, and prepares reports as necessary.

### **MINIMUM QUALIFICATIONS**

#### **Thorough Knowledge of:**

Standard electrical practices and principles of the National Electric Code (NEC) and Electrical Safety Orders (ESO) of the Division of Industrial Safety; maintenance, operation and construction methods of traffic signal and street light systems, consistent with International Municipal Signal Association (IMSA) and California Department of Transportation (DOT) standard specifications.

#### **Ability to:**

Plan, organize, coordinate, direct and supervise the full range of activities and services provided by electric shop staff, including understanding and effectively handling supervisory problems; exercise initiative and sound judgment; communicate effectively, in both oral and written form; prepare and analyze reports, plans, schematics and specifications as required; create and maintain effective relationships with others contacted in the course of the work; and utilize computer applications related to traffic signal and street light systems, including standard PC software and database systems.

### **LICENSE/CERTIFICATION**

1. Possession of a valid California Driver's license is an on-going requirement for this position.
2. Possession of an International Municipal Signal Association (IMSA) Level II certification within one (1) year of appointment.

### **EDUCATION AND EXPERIENCE**

High school diploma or its equivalent, completion of an accredited electrical apprenticeship program and two (2) years experience as a journey level electrician; **OR** five (5) years journey level experience as an electrician.

CITY OF RICHMOND, CA  
**ELECTRICAL SUPERVISOR**  
Page 3 of 3

Experience should include at least two (2) years experience working with traffic signal and street light systems, and one (1) year of supervisory experience.

**PHYSICAL DEMANDS**

This position requires sufficient mobility to perform the work of a journey level electrician on an as-needed basis and thus required that the incumbent be able to crawl, climb ladders, bend and stoop, and stand for long periods of time.



## Classification Specification

<b>Classification Title</b>	Infrastructure Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Provides professional process management; Computer-Aided Design and Drafting (CADD) management; engineering infrastructure management services; and other work related to the Engineering Division's digital and paper inventory of engineering infrastructure.

### DISTINGUISHING CHARACTERISTICS

This class has department level responsibility for the digital and paper inventory of engineering infrastructures. The incumbent is responsible for updating, maintaining, developing, archiving, and organizing all engineering infrastructure information; analyzing and recommending improvements to engineering infrastructure; recommending, coordinating, and implementing CADD standards; and supporting the Engineering Department staff as the CADD administrator.

### 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.*

- Utilizes computer technology including Geographic Information System (GIS), CADD, and third-party software to inventory engineering infrastructure; performs facilities mapping; models, analyzes, and recommends engineering infrastructure improvements; and drafts and collaborates on the design of engineering infrastructure improvements.
- Maintains the Engineering Division's map room in a clean and orderly fashion. Responsibilities include converting CADD files to engineering record documents; managing archival/scanning processes of engineering record documents; and researching, retrieving, and responding to requests for engineering record documents.
- Establishes and updates written procedures for engineering infrastructure digital and paper inventory. Develops, updates, implements, and enforces CADD Standards Manual; and provides technical CADD support and CADD software maintenance to the engineering staff.

## Classification Specification

<b>Classification Title</b>	Infrastructure Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Conducts field investigations and surveys; produces accurate field notes and translates information into electronic base maps and topographic maps for design and/or facilities mapping.
- Designs, drafts, and maps engineering infrastructures. Prepares alignments, cross sections, profiles, cut/fill quantities, and other graphical information for engineering staff to assess and make final design decisions; and manages plan production process including quality control.
- Maintains and updates the Public Works Department portion of the City's internal/external website along with updating related social media pages, as necessary.
- Manages consultant activities including contract specifications, budgeting, progress tracking, and deliverables; and assists in developing operation budgets related to the production of plans, annual CADD membership/licensing fees, and the Engineering Division's map room maintenance.
- Manages the engineering printing/plotting environment to include customizing plotting routines, writing pen table scripts, plotting batch scripts, ordering and maintaining plotter supplies, and troubleshooting.
- Provides database support to the source control program.
- Maintains the geometric network for sanitary sewer, storm water collection, and other engineering infrastructures (network and field attributes) including their network map books.
- Maintains responsibility for the integration of Closed Circuit Television (CCTV) software with GIS for sanitary sewer and storm water collection; and integration of sanitary sewer and storm water collection system modeling software with GIS.
- Consults and coordinates with the City's GIS Administrator on all matters pertaining to system-wide GIS functions.
- 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.*

## Classification Specification

<b>Classification Title</b>	Infrastructure Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- 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 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 from an accredited college or university with course work in Engineering, Computer Science, Physical Sciences or a related field.
- Six (6) years' experience in managing digital inventories of engineering infrastructures, CADD management, CADD design drafting, CADD support, and GIS. Experience should include managing engineering GIS and/or CADD related projects.
- 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:

- Principles, practices, methods, and techniques used in engineering, record drawing preparation, and CADD design drafting
- Equipment, tools, material, and supplies used in engineering support functions
- Mathematical principles and concepts of algebra, geometry, trigonometry, and their application to computer-based engineering
- Basic surveying, hydraulics, construction principles and practices as they relate to the design, mapping, and record documentation of engineering facilities

## Classification Specification

<b>Classification Title</b>	Infrastructure Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- GIS software and tools (ARCInfo, ArcView); CADD software and tools including plotting (AutoCAD); third party software (Mobile GIS, GPS workflow, CMMS, CCTV, and modeling software); web authoring tools; and project management software tools and applications
- Modern office practices and equipment, including applicable software

### Skill in:

- Organization and time management
- Problem-solving

### Ability to:

- Troubleshoot complex engineering mapping, design, and drafting issues
- Interpret maps, database diagrams, construction plans, and survey notes
- Construct data structures and queries for database analysis
- Operate proficiently using AutoCAD to draft and set standards, AutoCAD Civil 3D to design, and AutoCAD MAP 3D to map engineering infrastructures
- Train engineering staff on the proper departmental application of CADD systems
- Perform both technical research and moderately complex engineering calculations, and provide reliable advice on engineering problems
- Update organizational websites and social media sites
- Prepare engineering technical documentation such as departmental user guides and manuals
- Manage contractor activities including writing contract specifications, budgeting, progress tracking and reviewing deliverables
- 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	

## Classification Specification

<b>Classification Title</b>	Infrastructure Administrator
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
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 relatively free from unpleasant environmental conditions or hazards. Office Environment.
- **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-344  
ESTABLISHED: 07/27/10  
GROUP: MGMNT  
FLSA: NON-EXEMPT

## **ENGINEERING INFRASTRUCTURE ADMINISTRATOR**

### **DEFINITION**

Under direction of the Capital Projects Manager, provide professional process management; Computer-Aided Design and Drafting (CADD) management; engineering infrastructure management services; and other work related to the Engineering Department's digital and paper inventory of engineering infrastructure.

### **CLASS CHARACTERISTICS**

This class has department level responsibility for the digital and paper inventory of engineering infrastructures. The incumbent is responsible for updating, maintaining, developing, archiving, and organizing all engineering infrastructure information; analyzing and recommending improvements to engineering infrastructure; recommending, coordinating, and implementing CADD standards; and supporting the Engineering Department staff as the CADD administrator.

### **EXAMPLES OF DUTIES** - (Illustrative Only)

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

1. Use computer technology including GIS, CADD, and third party software to inventory engineering infrastructures; perform facilities mapping; model, analyze, and recommend engineering infrastructure improvements; and draft and design engineering infrastructure improvements.
2. Maintain the Engineering Department's map room in a clean and orderly fashion. Responsibilities include converting CADD files to engineering record documents; managing archival/scanning processes of engineering record documents; and researching, retrieving, and responding to requests for engineering record documents.
3. Establish and update written procedures for engineering infrastructure digital and paper inventory. Develop, update, implement, and enforce CADD Standards Manual; and provide technical CADD support and CADD software maintenance to the engineering staff.
4. Conduct field investigations and surveys; produce accurate field notes, and translate information into electronic base maps and topographic maps for design and/or facilities mapping.

5. Responsible for the design, drafting, and mapping of engineering infrastructure. Able to prepare alignments, cross sections, profiles, cut/fill quantities, and other graphical information for engineering staff to assess and make final design decisions; and manages plan production process including quality control.
6. Maintain and update the engineering portion of the City's internal/external website.
7. Manage consultant activities including contract specifications, budgeting, progress tracking, and deliverables; and assist in developing operation budgets related to the production of plans, annual CADD membership/licensing fees, and the Engineering Department's map room maintenance.
8. Manage the engineering printing/plotting environment to include customizing plotting routines, writing pen table scripts, plotting batch scripts, ordering and maintaining plotter supplies, and troubleshooting.
9. Provide database support to the source control program.
10. Maintain the geometric network for sanitary sewer, storm water collection, and other engineering infrastructures (network and field attributes) including their network mapbooks.
11. Integration of Closed Circuit Television (CCTV) software with GIS for sanitary sewer and storm water collection; and integration of sanitary sewer and storm water collection system modeling software with GIS.
12. Consult and coordinate with the City's GIS Administrator on all matters pertaining to system-wide GIS functions.

### **MINIMUM QUALIFICATIONS**

Thorough Knowledge of: Principles, practices, methods, and techniques used in engineering, record drawing preparation, and CADD design drafting; equipment tools, material, and supplies used in engineering support functions; mathematical principles and concepts of algebra, geometry, trigonometry, and their application to computer-based engineering; basic surveying, hydraulics, construction principles and practices as they relate to the design, mapping, and record documentation of engineering facilities; GIS software and tools (ARCInfo, ArcView); CADD software and tools including plotting (AutoCAD); third party software (Mobile GIS, GPS workflow, CMMS, CCTV, and modeling software); web authoring tools; and project management software tools and applications.

Ability to: Troubleshoot complex engineering mapping, design, and drafting issues; interpret maps, database diagrams, construction plans, and survey notes; construct data structures and queries for database analysis; operate proficiently using AutoCAD to draft and set standards, AutoCAD Civil 3D to design, and AutoCAD MAP 3D to map engineering infrastructures; train engineering staff on the proper departmental application of CADD systems; perform technical research, perform moderately complex engineering calculations, and provide reliable advice on engineering problems; update organizational websites; prepare engineering technical documentation such as departmental user guides and manuals; manage contractor activities including writing contract specifications, budgeting, progress tracking and reviewing deliverables; communicate orally and in writing; and establish and maintain cooperative and effective relationships with staff at all levels and others contacted in the course of work.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with major course work in Engineering, Computer Science, Physical Sciences or a related field. Six (6) years experience in managing digital inventories of engineering infrastructures, CADD management, CADD design drafting, CADD support, and GIS. Experience should include managing engineering GIS and/or CADD related projects. At least two (2) years of the six (6) years experience should be in local government.

License/Certification: Incumbent must possess a valid California Driver's License upon employment. License status must be maintained during the course of employment.

### **PHYSICAL REQUIREMENTS**

Vision sufficient to read computer screens and operating manuals; must be able to communicate effectively both orally and in writing with co-workers and external customers; must have flexibility to work standing for long periods of time, and capable of lifting heavy plan sets. This position emphasizes speech, hearing and vision.



## Classification Specification

<b>Classification Title</b>	Plan Checking Engineer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Reviews building plans for building code compliance, assists public with building code issues, and assists Planning staff and Building inspection staff with code issues.

### DISTINGUISHING CHARACTERISTICS

This class performs highly technical plan checking for all types of construction and occupancies. This position requires competency in reviewing building plans, specifications, and calculations from an engineering standpoint to ensure compliance with building and construction codes and regulations. The incumbent will use considerable independent judgment in performing duties.

### 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.*

- Oversees project submittal and review of construction drawings for compliance with the Building Standard Codes and referenced standards.
- Evaluates construction costs for permitting and ADA related compliance.
- Consults engineers and architects regarding structural, life and safety, accessibility, energy, and green building requirements.
- Conducts research and analysis on alternative methods and materials per project proposal.
- Prepares and reviews drafts of the technical provisions of ordinances, resolutions, and policy statements.
- Makes field inspections and prepares reports pertaining to structural engineering problems of building code enforcement.
- Performs related work as required.

### SUPERVISORY RESPONSIBILITIES

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

## Classification Specification

<b>Classification Title</b>	Plan Checking Engineer
<b>Job Code</b>	
<b>FLSA Status</b>	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 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

- Bachelor's degree in Structural or Civil Engineering
- Three (3) to five (5) years of experience in building design and plan review
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

#### Required Licenses or Certifications

- International Code Council (ICC) Plans Examiner Certification is required before the completion of the probationary period. Certification must be maintained as an ongoing requirement.
- 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
- California Code of Regulations Title 24 (California Building Standards Code)
- Applicable provisions of the Richmond Municipal Code
- Engineering principles and practices
- Construction related Accessibility regulations

## Classification Specification

<b>Classification Title</b>	Plan Checking Engineer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Building methods and practices

### Skill in:

- Mathematics
- Organization and time management
- Leadership

### Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Read and interpret construction drawings
- Make structural calculations necessary to determine the adherence of structural plans to code requirements
- Prepare reports, cost estimates, and analyses of engineering projects

### 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		

## Classification Specification

<b>Classification Title</b>	Plan Checking Engineer
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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 relatively free from unpleasant environmental conditions or hazards. Mostly an office environment with occasional jobsite visits or refinery facility assignment.
- **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-249  
Established: 8/15/88  
Revised: 4/1/56  
FLSA: EXEMPT

## PLAN CHECKING ENGINEER

### Definition

Under administrative direction of the Assistant City Engineer (Deputy Building Official), supervises and participates in the work of engineers, inspectors, and technical personnel in connection with reviews of development and building plans for compliance with the structural design and other requirements of local and state building codes and regulations, and does related work as required.

### Examples of Duties

1. Supervises review of subdivision maps and improvement plans.
2. Consults with subdividers, contractors, engineers and utility company representatives on problems relating to subdivision improvements and public works design and construction.
3. Supervises checking of the street improvements drawings submitted by property owners and contractors seeking permits to construct, curbs, gutters, sidewalks, driveways and street sections.
4. Prepares and reviews drafts of the technical provisions of ordinances, resolutions and policy statements.
5. Supervises and participates in the review of building plans submitted by architects, engineers, contractors and owners for compliance with structural design and other requirements of local and state building codes, ordinances and laws.
6. Checks plans to determine loading on roofs, walls and floors, size and spacing of beams, rafters and joists, amount and size of reinforcing in concrete members, type of structural connections, adequacy of design to meet earthquake, wind and other stresses.
7. Consults with architects, engineers and contractors regarding structural and safety requirements of building designs.
8. Evaluates construction costs for building permit proposes.

**PLAN CHECKING ENGINEER  
PAGE 2**

9. **Consults with Building Official and other personnel on interpretation of building codes and on complex building inspection problems.**
10. **Makes field inspections where a knowledge of structural engineering is essential and where special problems occur.**
11. **Keeps informed of new building construction methods and materials.**
12. **Prepares reports pertaining to structural engineering problems of building code enforcement.**

**Minimum Qualifications**

**Knowledge of:**

**Building methods and practices and the structural design requirements of buildings.**

**Ability to:**

**Read and interpret building plans and specifications; make structural calculations necessary to determine the adherence of structural plans to code requirements; direct and coordinate the work of other engineers and technicians; prepare reports, cost estimates and analyses of engineering projects; maintain effective working relationships.**

**Educational and Experience:**

**Education: Any combination of training and experience equivalent to graduation from a recognized college or university with a major in engineering or architecture.**

**AND**

**Experience: Four (4) years of responsible experience in structural aspects of building, and related development activities.**

**License: Registration as an Architect or Engineer in California.**



## Classification Specification

<b>Classification Title</b>	Senior Accountant
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

### GENERAL SUMMARY

Performs difficult and complex work in accounting and related aspects of financial management. Reviews and approves a variety of financial documents. Provides lead and technical direction to subordinate Accountants and clerks.

### DISTINGUISHING CHARACTERISTICS

This class is the highest classification in the Accountant series, performing the most complex and difficult accounting and analytical work. Incumbents are required to work at the advanced journey level, and provide lead direction to subordinate Accountants and support staff.

### 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 coordination, direction, guidance, and training to professional and clerical accounting staff, and reviews their work.
- Performs and reviews a variety of accounting activities, including payroll, accounts payable, insurance administration, general and subsidiary ledger accounting, financial reporting, cashiering, records retention, contracts, claims, and internal or external auditing.
- Prepares or oversees and can present on a variety of complex financial reports involving statistics, legal requirements, and fund accounting.
- Establishes and supervises the maintenance of capital improvement and other cost records.
- Supervises and coordinates external and internal auditing. Revises audit reports of agencies using funds under the City's control, and makes recommendations concerning the various recording and reporting systems.
- Maintains or oversees the maintenance of general and subsidiary ledgers to ensure that they are current, accurate, and adhere to prescribed work methods and directions.

## Classification Specification

<b>Classification Title</b>	Senior Accountant
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Responds to requests for information from departments and agencies.
- Provides accounting-related support to various internal City entities such as enterprise funds (e.g., Port), the Richmond Housing Authority, or other departments as assigned.
- Reviews accounting systems and procedures, and recommends changes to meet departmental and legal requirements.
- Assists in the development and implementation of departmental goals and objectives.
- Prepares technical and financial reports and correspondence, and collects supporting documents.
- Prepares a variety of complex analytical, statistical, and narrative reports, memorandums, and correspondence for dissemination to City Council and other internal or external entities as required by City administration and federal, state, and private agencies.
- Performs budget and financial analysis.
- 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 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.*

## Classification Specification

<b>Classification Title</b>	Senior Accountant
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

### MINIMUM QUALIFICATIONS

#### Required Education and Experience

- Bachelor's degree in Accounting or Finance
- Five (5) to seven (7) years of general accounting and financial reporting 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:

- Generally Accepted Accounting Principles, practices and methods
- Governmental fund accounting and budgeting
- Accounting and business law terminology
- Finance and accounting programs
- Auditing principles and theories
- Treasury operations, including cash management
- Basic principles of funding or income forecasting
- Modern office practices and equipment, including computers, spreadsheet and word processing applications and applicable software

#### Skill in:

- Multi-tasking
- Obtaining and analyzing complex accounting, fiscal, operating, functional, and other data
- Preparing clear and comprehensive financial analyses and reports
- Devising and supervising the installation of accounting methods, forms, and procedures
- Supervising and reviewing work of professional and clerical accounting staff
- Organization and time management
- Coordinating multiple projects

## Classification Specification

<b>Classification Title</b>	Senior Accountant
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

- Leadership

### Ability to:

- Communicate effectively, both orally and in writing
- Collect, organize, interpret, summarize, and analyze data
- Maintain accurate records and files
- Interpret and apply laws, regulations, policies, and procedures
- Develop financial reports to improve accounting and financial management for the department
- Establish and maintain effective working relationships
- Prepare financial statements and bank reconciliations
- Delegate tasks to staff
- Learn specific accounting information systems

### 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		

## Classification Specification

<b>Classification Title</b>	Senior Accountant
<b>Job Code</b>	
<b>FLSA Status</b>	Exempt

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:**

SENIOR ACCOUNTANT

DEFINITION

Under general direction, performs the difficult and complex work in accounting and related aspects of financial management; provides lead and technical direction to subordinate accountants and clerks and does other work as required.

CLASS CHARACTERISTICS

Incumbents of positions in this class are primarily responsible for the accounting, cost control and accounting systems functions. This is a working supervisor class; incumbents are required to work at the full journeyman level and provide lead direction to subordinate accountants and supervision to clerical personnel.

EXAMPLES OF DUTIES

1. Performs and reviews a variety of accounting activities including payroll, accounts payable, insurance administration, general and subsidiary ledger accounting, financial reporting, cashiering, records retention, contracts, claims, and internal-external auditing.
2. Provides lead direction and training to subordinate accountants; reviews performance of subordinates and submits recommendation to supervisor; supervises subordinates in such bookkeeping activities as recording disbursements, expenses and tax payments and maintaining accounting controls.
3. Reviews and analyzes accounting methods and procedures; suggests changes in accounting procedures.
4. Prepares a variety of complex reports involving statistics, legal requirements, fund accounting and data processing.
5. Establishes and supervises the maintenance of capital improvement and other cost records.
6. Supervises and coordinates external and internal auditing; reviews audit reports of agencies using funds under the City's control; makes recommendations concerning the various recording and reporting systems.
7. Answers requests of departments and agencies for information; follows up work assignments to see that deadlines are met, prepares correspondence.

MINIMUM QUALIFICATIONS

Thorough Knowledge of

Accounting principles, practices and methods.

General Knowledge of

Governmental fund accounting and budgeting.

Auditing techniques, principles and practices.

Modern office management and supervisory principles and practices.

Skill in

Obtaining and analyzing complex accounting, fiscal, operating, functional and other data.

Preparing clear and comprehensive financial analyses and reports.

Understanding and applying pertinent rules, regulations and laws.

Devising and supervising the installation of accounting methods, forms and procedures.

Establishing and maintaining effective work relationships with subordinates, associates and superiors.

Supervising and reviewing work of clerical accounting staff.

Education/Experience

Any combination of education, experience and training equivalent to graduation from an accredited four year college in a major that can be directly related to the knowledges and ability requirements, AND three years of professional accounting experience which would demonstrate the application of the knowledges and abilities listed as minimum qualifications.