

## CITY OF HUGHSON

### ACCOUNTING MANAGER

Added by resolution 05-24

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#### **DEFINITION:**

Under direction, plans, organizes and manages the day-to-day activities of complex accounting functions; oversees the work of staff and performs the more complex professional accounting duties in the areas of general ledger, accounts payable, accounts receivable, collections, cash reconciliation, utility billing, business licenses, payroll, fixed assets and purchasing; oversees the City's information systems; performs other related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Accounting Manager** is a mid-management level class in which the incumbent is expected to perform the full scope of professional accounting and supervisory duties. In the absence of the Director of Finance, this position assumes full responsibility for department activities. This classification is distinguished from the next higher classification of Director of Finance in that the latter is responsible for the overall management of the Department. FLSA status – exempt.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Director of Finance. Exercises direct and indirect supervision over information systems and technical and clerical accounting staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, organizes and manages the day-to-day activities of complex accounting functions; oversees the work of staff and performs the more complex professional accounting duties in the areas of general ledger, accounts payable, accounts receivable, collections, cash reconciliation, utility billing, business licenses, payroll, fixed assets and purchasing ; oversees the City's information systems.
- Recommends and assists in implementing goals, policies, procedures and objectives for the Department to ensure legal compliance and efficiency; implements approved policies and procedures; reviews and analyzes federal, state, and local regulations; reviews allocations of cost within the Department/Division.
- Participates in the preparation and administration of the Finance Department and Information Systems budgets; submits budget recommendations; monitors expenditures; reviews and inputs requests for budget transfers; assists with the budget data input and layout; complies, prepares and monitors the Finance and Information Systems Division's budget estimates from anticipated

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operation costs, cash collections, revenues and expenses; makes recommendations regarding staffing, equipment and facility needs.

- Assists in administering cash management; maintains appropriate cash levels for the City's daily operations; reviews reconciled bank statements and Treasurer's Reports; administers the City's Internet banking services.
- Assists in administering debt; ensures timely debt payments; maintains reserve fund requirements; processes property owner prepayments and early bond calls; ensures compliance for continuing disclosure; administers Assessment Districts.
- Assists in administering investments; reviews, analyzes and recommends investments; assists in the preparation of comprehensive annual reports; prepares and approves general ledger and subsidiary accounting entries; assists in the completion of the Comprehensive Annual Financial Report; prepares and presents City Manager Reports for Council meetings; prepares agreements for services and Requests for Proposals.
- Coordinates Transportation Development Act and Gas Tax audits; reviews audit schedules; provides materials and responds to auditor inquiries.
- Plans, organizes and supervises the collection and monitoring of City funds from tax revenues and various City permits and licenses; prepares analytical and statistical reports on operations and activities.
- Oversees all Information Systems work; provides training to City staff on the City's Financial Software; provides computer information support for utility billing meter reading software and hardware; resolves program issues; administers financial software server.
- Attends and participates in professional meetings to stay abreast of new trends and innovations in the field of accounting.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Accounting Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible professional accounting experience in the maintenance of financial, fiscal, and related statistical records, including supervisory responsibilities, and a bachelor's degree in accounting, finance, business or a related field.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB); principles and practices of municipal government accounting, auditing and budgeting; principles and practices of accounting, investments and debt administration; practices and operations of automated financial systems and technical accounting programs; principles and practice of information systems management, including meter reading equipment; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Examine and verify financial documents, reports and transactions; prepare a variety of budgets, financial statements, reports and analyses; analyze, post, balance and reconcile financial data, ledgers and accounts; administer cash management, debt and investments; oversee information systems programs and projects; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

- Operate standard office equipment including a computer and variety of word processing and software applications, including financial and accounting programs.

## CITY OF HUGHSON

### ACCOUNTING TECHNICIAN I/II

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#### DEFINITION:

Under general supervision, learns to perform and performs clerical and technical accounting activities, including billing and billing adjustment, financial record keeping and/or transactions, accounts payable and receivable, cashiering, and business licenses; performs a variety of customer service duties, which may include acting as the City's main receptionist or assisting utility customers; prepares staff reports as required; picks-up and sorts mail; deposits funds into the bank daily; performs other related duties as required.

#### DISTINGUISHING CHARACTERISTICS:

##### Accounting Technician I

The **Accounting Technician I** is the entry level class that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Accounting Technician II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

##### Accounting Technician II

The **Accounting Technician II** is the journey level class expected to perform the full scope of clerical and technical accounting and customer service activities, and related support duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Senior Accounting Technician in that the latter is responsible for performing the more complex duties, including payroll, budget reports and preparing general ledger, income statements, and balance sheets, and may provide lead direction and oversight.

#### SUPERVISION EXERCISED/RECEIVED:

##### Accounting Technician I

Receives immediate supervision from the Director of Finance. Incumbents in this position do not routinely exercise supervision.

##### Accounting Technician II

Receives general supervision from the Director of Finance. Incumbents in this position do not routinely exercise supervision.

## ACCOUNTING TECHNICIAN I/II

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Learns to perform and performs clerical and technical accounting activities, including billing and billing adjustment, financial record keeping and/or transactions, accounts payable and receivable, cashiering, and business licenses; performs a variety of customer service duties, which may include acting as the City's main receptionist or assisting utility customers; prepares staff reports as required; picks-up and sorts mail; deposits funds into the bank daily.
- Adjusts billing fees for water, sewer and refuse to reflect prorating and/or finance charges; enters and posts payments; sends various notices to customers; cuts off accounts for non-payment; gives a monthly list to Public Works for shot-offs with door hangers.
- Sets up accounts for water, sewer and refuse; prepares vacation turn-off/on for water, sewer and refuse customers; processes late payments; collects payments, including checks and cash; issues receipts; keeps track of payment arrangements and ensures they are kept; balances daily entries and runs reports.
- Acts as a liaison with Waste Management; logs complaints regarding missed pick-up and missing cans; reports complaints to Waste Management.
- Assigns and prepares purchase orders; acts as a liaison to vendors; assign purchase order numbers; order supplies.
- Oversees the rental of the Hughson Community Senior Center and the United Samaritan Foundation; ensures rental contracts are complete; accesses and collects fees; refunds damage deposits as appropriate; oversees the maintenance work orders for the two centers.
- Issues Home Occupation permits; prepares related staff letters; sends notices to neighbors; prepares a list of the conditions for the permit; receives City Council approval for issued permits; issues business licenses; posts new and renewal business license payments; assists with Building permits and Capital Improvement Development fees as needed.
- Prepares a variety of staff reports and warrant lists for City Council meetings; assists in preparing the City Council and Planning Commission agendas.
- Sorts, distributes, retrieves and takes mail to and from the post office; retrieves payments out of the drop box; serves on various committees and advisory boards.
- Performs accounts payable; monitors and keeps departments informed regarding the amount spent from various budgets; processes transfers to cover payable warrants; runs month end reports.
- Responds to inquiries in person or by phone; directs customers to the appropriate department; answers a variety of questions; calls appropriate staff to the counter to assist customers; enters miscellaneous receipts such as building permit fees, yard sale fees, police fees, and public records copy fees.
- Logs and follows-up on various citizen complaints; provides back-up support to all other Accounting Technicians.

## ACCOUNTING TECHNICIAN I/II

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Accounting Technician I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### **Accounting Technician I**

One year of general clerical accounting experience, and a high school diploma or equivalent, supplemented by course work in accounting, bookkeeping, or a related field.

#### **Accounting Technician II**

In addition to the above, one year of experience in general clerical accounting equivalent to that of an Accounting Technician I at the City of Hughson.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Accounting Technician I and II levels.)*

#### **Knowledge of:**

Modern principles and practices of financial record keeping, transaction codes, bookkeeping, utility billing and basic governmental accounting; cash handling techniques; business license ordinances and fees; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

## ACCOUNTING TECHNICIAN I/II

### **Ability to:**

Prepare, maintain and reconcile various financial, accounting and statistical records; keep accurate records; perform cashiering duties accurately; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and a variety of word processing, spreadsheet and software applications, including billing and financial systems.



## CITY OF HUGHSON

### CITY MANAGER/EXECUTIVE DIRECTOR RDA

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#### **DEFINITION:**

Under policy direction, serves as the Chief Executive Officer of the City and directs the activities and operations of all departments; advises and assists the City Council in the conduct of City business; provides administrative oversight to the operational and policy functions of City government; coordinates City business with various programs, officials and outside agencies; provides a variety of other responsible and complex administrative support to the City Council; serves as the Executive Director of the Redevelopment Agency; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **City Manager/Executive Director RDA** is the highest administrative management level position in the City and has responsibility for the administrative operation of all City departments, which may include developing, recommending and implementing policies, program planning, fiscal management, administration, and operations of all City functions and services. The incumbent is responsible for accomplishing the City's and the Redevelopment Agency's goals and objectives and for ensuring that the citizens are provided with desired and mandated services in an effective and cost efficient manner.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives policy direction from the City Council/RDA Board. Exercises direct and indirect supervision over all department heads and City staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts full responsibility for all City and Redevelopment Agency activities, programs and services, including directing the development and implementation of goals, objectives, policies and procedures; ensures that established goals and priorities are achieved.
- Provides advice and consultation to the City Council/RDA Board on the development and implementation of City and RDA programs and services.
- Directs and participates in the preparation and administration of the City budget; prepares and submits reports of finances and administrative activities to the City Council/RDA Board; keeps Council advised of financial conditions, program progress, and present and future needs of the City.
- Reviews and evaluates program service delivery methods and systems within the City and RDA, including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.

## CITY MANAGER/EXECUTIVE DIRECTOR RDA

- Coordinates the preparation of the agenda, along with the City Clerk, for the City Council/RDA; addresses the City Council on behalf of City staff; represents the City Council to employees, community groups, individual members of the public, and other governmental agencies; responds to the most difficult complaints and requests for information.
- Directs the implementation, maintenance and enforcement of City personnel policies and practices as prescribed by the City Council; selects, supervises, trains, and evaluates assigned staff.
- Confers with department heads and managers concerning administrative and operational problems, work plans, and strategic plans; makes appropriate decisions or recommendations; oversees the preparation and implementation of long-range plans for the City and RDA.
- Serves as a resource for the City Council, department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Performs all duties as prescribed by City Council actions; directs the preparation of plans and specifications for work which the City Council orders.
- Attends and participates in professional and community meetings as necessary; stays current on issues relative to public administration and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the City organization.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

The **City Manager/Executive Director RDA** must possess a minimum of a bachelor's degree from an accredited college or university as well as at least five years of working experience in municipal government, in a position of administrative, management and/or staff level responsibility. A master's degree is highly desirable.

## CITY MANAGER/EXECUTIVE DIRECTOR RDA

### **License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

### **Knowledge of:**

Principles and practices of municipal management; public administrative methods, procedures, organizations, and functions; current social, political, economic development, economic trends and operating characteristics of municipal government; principles and practices of municipal budgeting and finance; methods and techniques for goal setting and program evaluation; redevelopment guidelines and regulations; local and state legislative processes; principals of effective public relations and interrelationships with community groups and agencies, the private sector and other levels of government; principles and practices of personnel management and labor negotiations; methods and techniques of supervision, training and motivation; applicable federal and state laws, rules and regulations regarding local government operations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Serve as the Chief Executive Officer of a full-service City and the Executive Director of the Redevelopment Agency; provide effective leadership and coordinate the activities of a full-service municipal organization; develop and administer sound citywide goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; work with and coordinate the activities of administrative officials while encouraging their development as administrators; prepare clear and comprehensive written reports; serve effectively as the administrative agent of the City Council; represent the City Council and Redevelopment Agency Board to the general public and representatives of other agencies; facilitate group participation and consensus building; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer, and a variety of word processing and software applications.

## CITY OF HUGHSON

### CODE ENFORCEMENT OFFICER

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#### **DEFINITION:**

Under general supervision, performs residential, commercial and industrial site inspections and investigations to determine compliance with applicable federal, state and local codes, laws and regulations related to environmental codes, zoning, land use, health and safety, abandoned vehicles, blight, graffiti, and water waste; issues citations and notices of violation; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Code Enforcement Officer** is the journey level class in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents are responsible for performing the full range of inspection and code enforcement responsibilities involving codes and regulations in a broad range of areas, including zoning, building, fire, health and safety. The work requires independence and discretion in working with the public and in conducting field inspections, and involves a proactive implementation of applicable codes and regulations. This class is distinguished from the next higher classification of Director of Planning and Building in that the latter has overall responsibility for the Planning and Building Department and has supervisory duties.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Director of Planning and Building. Incumbents in this class do not routinely provide supervision.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs residential, commercial, industrial and site inspections; patrols the area looking for violations; receives complaints and determines existence and type of code violation; compiles, analyzes and evaluates findings of investigations and inspections; coordinates with property owners or their representatives and other regulatory agencies to take corrective action; verifies parcel address and other information necessary to conduct investigation and enforcement actions; performs follow-up inspections and investigation as required; ensures compliance with all applicable municipal codes and regulations; issues administrative citations for non-compliance.
- Interprets, applies and explains applicable municipal codes, zoning ordinances, building codes, vehicle codes, state housing, health and safety codes, relocation regulations, and other related laws, codes and regulations; advises property owners on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits.
- Maintains clear, concise and comprehensive records and reports related to enforcement activities; maintains an inspection log; composes and types correspondence, reports, forms and specialized

## CODE ENFORCEMENT OFFICER

documents, including abatement letters; prepares notices of violation and orders.

- Photographs violations; gathers evidence and prepares cases for court proceedings; produces photographs and records of violations for evidence; represents the City in court regarding non-compliance if required.
- Develops and implements public information and education programs to inform the public of code enforcement programs.
- Responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when making inspection, reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. Incumbents may frequently deal with irate members of the public. The nature of the work also requires the incumbent to drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Code Enforcement Officer**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of relevant experience that includes heavy public contact and the performance of code enforcement activities, and a high school diploma or equivalent.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a Code Enforcement Officer Certification issued by the California Code Association of Code Enforcement. Possession of a P.C. 832 is highly desirable.

## CODE ENFORCEMENT OFFICER

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

### **Knowledge of:**

Principles, practices and methods used in the enforcement of a variety of codes and regulations; methods and techniques used in enforcement and investigation; planning, zoning, building inspection, and safety laws and concepts; rules of evidence and court procedures; conflict resolution; CLETS Terminal for DMV registration records; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Inspect and analyze a variety of buildings and properties to identify code violations; appropriately apply codes and regulations to varying situations; effectively deal with angry and non-cooperative people; read and interpret maps, sketches, drawings, specifications, legal descriptions and technical manuals; perform mathematical calculations quickly and accurately; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; facilitate appropriate corrective action from property owners regarding violations; implement, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and a variety of word processing and software applications.

## CITY OF HUGHSON

### COMMUNITY DEVELOPMENT DIRECTOR

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#### **DEFINITION:**

Under administrative direction, plans, organizes, manages and provides administrative direction and oversight for all functions and activities of the Community Development Department. This includes planning, zoning, code enforcement, building administration and regulations, building and safety code compliance, streets, street lights, sidewalk and park maintenance, equipment and vehicle maintenance and procurement, storm drainage, water production and distribution, sewer collection, wastewater treatment, parks and facilities, recreation and parks requirements, buildings and grounds, environmental services, housing, and economic and community development. Also, coordinates activities with other City officials, departments, outside agencies, organizations, and the public; manages the design and review of all engineering and building functions within the City and coordinates activities with the contract City Engineer and Building Inspector. Lastly, provides highly responsible and complex professional assistance and support to the City Manager, Planning Commission, Parks, Recreation and Entertainment Commission and City Council, and its committees, in areas of expertise and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Community Development Director** is part of the department head level class which oversees all functions and operations of the traditional Planning, Building, Public Works, Utilities and Parks and Recreation Departments and is responsible for administering parks, public works, utilities, housing, economic and community development programs and projects. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for administering all City operations.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, with legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, profession, technical consultants and administrative support staff through subordinate levels of supervision.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Confers with developers, land owners, engineers, architects, a variety of agencies and the general public in acquiring information and coordinating planning, development and zoning matters; provide information, advice and assistance regarding City development requirements and policies.
- Directs, manages, and coordinates the planning and zoning, building regulation, environmental services, parks and recreation, buildings and grounds, housing, and CDBG programs.
- Accepts full responsibility for all public works and utilities activities and services, including the management of street, sidewalk and park maintenance, equipment and vehicle maintenance and procurement, storm drainage, water production and distribution, sewer collection, wastewater treatment, parks and facilities; coordinates activities with other City officials, departments, outside agencies, and the public.
- Coordinates activities with the City Engineer and other consultants; reviews a variety of plans; develops and implements the departments' capital improvement program and budget; directs the preparation of plans, specifications, cost estimates and contract documents; oversees the administration of contracts; visits construction sites to ensure conformance of construction to plans or to identify design elements; and reviews and approves all payments and billings for contract services.
- Manages the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area; establishes, in accordance with City policy, appropriate service and staffing levels; allocates resources accordingly.
- Represents the department to other departments, elected officials and outside agencies; explains and justifies department programs, policies and activities; negotiates and resolves sensitive and complex issues.
- Plans, directs and develops the department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
- Prepares, develops, and implements short and long-range plans for community improvements, develops financial strategies for implementing community improvement and secures participation and input from property owners, service providers and other stakeholders.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; directs the preparation of and implementation of adjustments as necessary.
- Coordinates departmental activities with those of other departments and outside



agencies and organizations, provides staff assistance and acts in an advisory manner to the City Manager and City Council; prepares and presents staff reports and related correspondence.

- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of current trends and innovations in the field of community development; provides administrative and staff support to the Planning Commission, Parks, Recreation and Entertainment Commission and other boards and commissions as assigned.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, buildings, traffic control, parks, trees, storm drains, water facilities, sewer collection, wastewater treatment plant, and other related facilities and equipment for maintenance, repair and replacement.
- Performs required duties under the City's disaster response plan.
- Prepares bid packages for public works, parks, and other facility projects and manages through completion.
- Selects, trains, motivates and evaluates department personnel. Provides and/or coordinates staff trainings for employees to enhance productivity or correct deficiencies including implementing disciplinary procedures if appropriate.
- Directs the preparation and administration of the City's General Plan and makes recommendation for amendments or modification when appropriate.
- Directs departmental services to provide effective and efficient service to customers.
- Attends and participates in professional and community meetings; stays current on issues relative to the fields of planning, building, code enforcement, public works, utilities and parks and recreation and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, developers, property and business owners, consultants and contractors, City management and staff and the public.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

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 accommodation may be made to enable individuals with disabilities to perform these essential functions.

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination of preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work-related documents. Specific vision ability by this job includes close vision, color vision, peripheral vision and depth perception and ability to adjust focus. Acute hearing is required when providing phone and personal service. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds.

The work environment characteristics 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. The noise level in the work environment is usually moderate.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and ability necessary for the Community Development Director. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive professional experience in Planning and Community Development, Public Works or related service delivery operations, including at least three years in a responsible management capacity. Equivalency to a bachelor's degree in public administration, land use planning, civil engineering, or a related field is required. A master's degree is highly desirable.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern management practices, principles and techniques of organization and operation; advanced planning and zoning practices, principles and techniques as applied in California; principles, practices and techniques of engineering, including the planning, design, construction, contract management and inspection of municipal public works; economic development best practices and strategies; principles and practices of program and budget development, administration and evaluation; principles and practices of street and parks maintenance, equipment maintenance, storm drainage system maintenance, water system maintenance, wastewater treatment plant maintenance, facilities maintenance, capital projects, and public utilities; and

applicable federal, state and local laws, codes and regulations.

**Ability to:**

Plan, direct, manage and coordinate the work of the department and its staff and consultants; read and interpret plans, maps, sketches, drawings, specifications and technical manuals; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; develop, present and administer a sound budget; facilitate group participation and consensus building; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines and direction; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.

**CITY OF HUGHSON**  
**COMMUNITY DEVELOPMENT SPECIALIST**

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**DEFINITION:**

Under general supervision, performs a wide range of technical and clerical support duties in the Community Development Department; receives and processes various Community Development permits; performs permit tracking and scheduling of inspections; attends a variety of meetings, including the Planning Commission and the Parks, Recreation and Entertainment Commission meetings; assists with updating City ordinances and codes; provides technical planning and building support to the Community Development Director and the public; provides assistance in editing and writing grant proposals, as well as coordinates the documentation and requests for funds and reporting for grants received; provides assistance with Public Works project management, performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The **Community Development Specialist** is responsible for permit processing; scheduling building inspections; assisting with Public Works project management and assisting customers with Community Development questions. This classification is distinguished from the next higher classification of Community Development Director in that the Community Development Specialist performs the daily operations within the department and the latter has overall responsibility for the Community Development Department.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Community Development Director. May provide technical and functional supervision to the Code Enforcement Officer, Building Inspector, other department staff and department interns and volunteers.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs a wide range of support duties in the Community Development Department in the areas of community and economic development, planning, building, code enforcement and public works administration.
- Serve as the first line of contact to internal and external customers on land use, planning, building, and community development-related issues; assists developers, homeowners, contractors, and the public at the front counter, over the phone and via email; Provides information regarding Community Development policies and application procedures; interprets and has knowledge of the Municipal and Uniform Building Codes and other City codes for members of the public; works cooperatively with property owners, contractors, architects, developers, engineers or their representatives to resolve questions regarding Community Development permit issuance and permit fees.

## COMMUNITY DEVELOPMENT SPECIALIST

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- Receives Community Development plans and reviews specifications for completeness and conformance to permit requirements and regulations.
- Calculates land use-related fees, building permit fees, and application fees, provides fee estimates as requested, and issues routine permits.
- Assist with reviewing applications for zoning changes; compile zoning history, size, and development features; research lot history, zoning, and entitlements.
- Performs minor building plan checks; sends the larger complex plans to a contract company to perform the plan checks; recommends corrections to violations; maintains department logs, including the status of plan checks and residential activity.
- Collaborates with the Building Inspector and Code Enforcement Officer to resolve issues; assists in scheduling inspections.
- Attends and participates in a variety of committees, including the Planning Commission, Parks, Recreation and Entertainment Commission, and other special committee and board meetings; participates in the preparation of the Planning Commission and Parks and Recreation Entertainment Commission agendas; takes and records minutes of the Planning Commission meetings, Parks and Recreation Entertainment Commission, and other special Community Development committees.
- Writes staff reports; assists in correcting and writing new ordinances; prepares and makes oral presentations; composes public notices for adjacent property owners concerning planning and building matters; research, compiles, analyzes, and develops verbiage for updates to ordinances, codes, and design expectations.
- Assists in grant writing, report preparation, and project management including billing reviews and requests for funds; prepares statistical reports which includes input and data retrieval for county, state federal, consortiums and other agencies; including information on reporting of planning, building, and public works/engineering data.
- Assist with Public Works Projects, including bids, registration of projects, project management, fund monitoring and Request for Proposals, Request for Qualifications, and Request for Information.
- Assists with department budget, project accounting, management of funds, invoice tracking and payables.
- Reviews and approves/denies business licenses and processes home occupation permits.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

## **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, reaching, twisting, bending, squatting, grasping, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work-related documents. Acute

hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Community Development Specialist**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in planning, building or community development, and a high school diploma. An Associate's or Bachelor's degree with course work related to planning, building, public administration, business administration or related studies is highly desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Uniform Building Codes and Municipal Code sections as related to permit processes and inspection procedures; various construction methods, materials and terminology for both residential and commercial projects; basic research methods used in the collection, tabulation, analysis and application of building inspection data; permit issuance; public relations techniques and procedures; planning procedures and processes; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Read, interpret and review plans, blueprints and supporting documentation; collect, analyze and present data; explain and give zoning and planning ordinances; work with the public in a courteous and friendly manner; research, organize and disseminate information; coordinate committees; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard office equipment, including a computer and variety of word processing and software applications.

**CITY OF HUGHSON**  
**CUSTOMER SERVICE CLERK**

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**DEFINITION:**

Under general supervision, learns to perform a variety of customer services duties and associated accounting tasks involving financial transactions and record keeping such as utility billing, cashiering, collection of building permit revenue, business licensing and revenue recovery. This position will also perform a wide variety of general clerical activities and work related to both internal and external customers.

**DISTINGUISHING CHARACTERISTICS:**

The Customer Service Clerk is an entry level position responsible for a variety of customer services duties. Initially, under immediate supervision, incumbents perform the more routine clerical and customer services duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines.

**SUPERVISION RECEIVED/EXERCISED:**

Receives immediate supervision from a higher level supervisor; receives technical and functional supervision from a manager within the Finance/Administrative Services department. Incumbents do not routinely exercise supervision.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Perform a variety of general clerical duties including computer data entry, typing, and maintaining files and records; order office supplies and forms; compose public information documents for the City; maintain and update the City website.
- Assist customers, both internal and external, by answering questions and providing information over the telephone and in person regarding customer service related programs, facility rentals, utility accounts, business licensing and other City procedures.
- Collect and receipt revenues for facility rentals; provide tours of facilities; process facility rental application, review for completeness; maintain calendar of facility rentals; communicate with security firms to ensure rental compliance.



- Count cash drawer; balance cash, checks and credit card payments; prepare bank deposits.
- Process incoming mail; open, sort and process utility payments; verify account numbers and amount paid; process returned mail.
- Process and match payment vouchers and invoices; verify accuracy of information, research discrepancies, assign codes and verify with registers.
- Run a variety of reports; research and resolve discrepancies related to transaction and customer accounts.
- Actively pursue delinquent accounts in all facets of collection process.
- Process online payments including downloading files; printing reports and verifying totals.
- Prepare daily banking documents and materials; prepare and type various bills and notices.
- Review letters included with payments to determine if a service change is required; make appropriate change.
- Receive and monitor 48 hour utility notices; monitor accounts for new customer sign-up; review, grant or deny requests for payment extension.
- Sign up new residents for utility services; transfer service from one property owner to another; explain billing, policy and procedures to customers; cancel utility services.
- Coordinate with other City departments to ensure compliance with the Municipal Code.
- Review business license applications to ensure completeness; input business license information into the system and calculate license fees; print business licenses; generate listing of new business licenses; identify and contact business that have not applied for a business license.
- Post and receipt payments for building permits.
- Operate a personal computer for a variety of applications, depending on assignment.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

- Perform related duties as assigned.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged use of a computer keyboard, sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Frequent decision-making and concentration and frequent public and/or coworker contact. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Position may require occasional overtime or weekend work and travel is rare.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that provides the knowledge, skills and abilities necessary for a Customer Service Clerk. A typical way of obtaining the required qualifications is to possess the equivalent of:

One year of clerical experience in an office setting involving financial record keeping, including accounting, cashiering, customer services or related function. A high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KASs necessary to perform essential duties of the position.)*

**Knowledge of:**

Standard office and administrative policies and procedures; specified computer applications involving word processing, data entry, database access and/or

standard report generation; business arithmetic; basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Provide general clerical support to a specialized work unit; use applicable office terminology, forms, documents and procedures in the course of the work; maintain accurate office files; compose correspondence and documents; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard office computer equipment, including a computer and a variety of word processing and software applications.

## CITY OF HUGHSON

### DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

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#### **DEFINITION:**

Under administrative direction, plans, manages, oversees, and directs the operations and services of the Finance/Administrative Services Department, which includes budgeting, general accounting, auditing, cash management, payroll processing, utility billing, business licenses, personnel, risk management, agenda management and clerking and information technology; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Director of Finance and Administrative Services** is the department head level class which oversees all functions and operations of the traditional Finance and Administrative Services Department and is responsible for originating, carrying out, reviewing, interpreting and coordinating policies in the administration of a diversified accounting, investment and information services operation, human resources and risk management program, and oversight of all agenda management, city clerking functions and information technology. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for administering the City's operations.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over professional, technical and office support personnel.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts full responsibility for all Finance and Administrative Services Department activities and services, including activities associated with budgeting, general accounting, auditing, payroll processing, utility billing, business licenses, personnel, risk management, agenda management, clerking and information technology; coordinates the City's investment portfolio as needed with the City Treasurer; coordinates activities with other City officials, departments, outside agencies, organizations and the public.

- Plans, develops and implements departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs and coordinates the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Directs and manages the purchase of supplies, materials and equipment for the City.
- Maintains the City's insurance and safety programs; manages all claims filed against the City for liability and worker's compensation.
- Reviews, recommends, and approves all purchases for the Department in accordance with purchasing policies and procedures.
- Serves as a resource for department personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Oversees the selection, training and evaluation programs for all Finance and Administrative Services personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations; interprets and enforces a variety of laws, codes, ordinances, regulations and standards.
- Directs and participates in all financial management and information system activities; manages and coordinates the City's investment portfolio, administers debt financing programs and secures tax-exempt and other types of financing; reviews, evaluates and recommends improvements to administrative and financial internal control systems and procedures; directs and participates in the preparation of a specific studies, fiscal and budgetary analyses and projections.
- Serves as liaison with federal, state, regional, county, city and special district agencies; provides responsible and complex staff support to the City Council, City Manager and Department managers; develops recommendations for policies, laws, ordinances, resolutions and programs related to Finance and Administrative Services activities.
- Prepares, manages and administers the development of the citywide and Finance and Administrative Services budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; plan, organize and develop the City's annual operating and capital improvement budgets.

- Serves as a financial resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Serves as a member of the City's management team; provides information and recommendations regarding operations; assists with City decision-making.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of finance and administrative services; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Finance and Administrative Services**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in financial or business management, including at least three years in an administrative or supervisory capacity, and a bachelor's degree in accounting, business administration, finance, public administration or related field.

#### **License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, practices and techniques of finance and information system administration, organization and operation; principles and practices of general, fund, cost and governmental accounting; principles and practices of auditing and financial control; principles and practices of budget administration; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations, including those related to municipal financing, utility billing; methods and techniques of scheduling work assignments; modern principles and practices of risk management and safety; agenda management and clerking best practices, standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, direct, manage and coordinate the work of the Finance and Administrative Services Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; analyze complex financial and information system issues, make adjustments to standard operating procedures as necessary to improve organizational effectiveness; facilitate group participation and consensus building; attend evening meetings as required; prepare clear, concise and complete financial statements, reports and written materials; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications, including a variety of complex financial and accounting programs.

## EXECUTIVE ASSISTANT/CITY CLERK

### CITY OF HUGHSON

## EXECUTIVE ASSISTANT/CITY CLERK

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### DEFINITION:

Under administrative direction, plans, manages, oversees, and directs the operations and services of the City Clerk's Office, which includes the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the City Council as prescribed by statute; conducts/coordinates municipal elections and ensures compliance with conflict of interest laws and FPPC regulations;; provides Human Resource oversight and assistance to all municipal departments; coordinates program activities with other City officials, departments, outside agencies, organizations, and the public; performs responsible and complex administrative work; directs or conducts special studies; performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS:

The **Executive Assistant/City Clerk** is a mid- management level classification which exercises full responsibility for all functions and operations of the City Clerk's Office, including records management and retention, production and publication of agendas and minutes for the City Council and a variety of commissions and boards, and is responsible for enforcement of laws and regulations pertaining to elections and campaign financing, public records, meeting notices and conflict of interest. The incumbent also provides administrative support to the City Manager. This classification also provides oversight of Human Resources functions in addition to a variety of administrative tasks.

### SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager and the Finance and Administrative Services Director. May exercise direct supervision over assigned office support staff.

### ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all City Clerk's Office activities and services, including activities associated with the production, publication and maintenance of City records, agendas, and minutes relating to City Council, and other board and commission activities; prepares and processes notices of public hearings and other public notices; attests, publishes, and posts ordinances and resolutions, coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Serves as the final review of all Council agenda items, attachments, and resolutions, including spelling, grammar, formatting, verifying dates, etc.; draft Council agenda items and resolutions as needed.
- Compiles and prepares City Council agendas; may assist with, Planning Commission Agenda, and the Parks, Recreation & Entertainment Commission agendas; prepares written reports, procedures, and policy language for the City Manager.
- Develops, implements, and maintains City Clerk goals, objectives, policies, and procedures; may supervise, train, motivate and evaluate assigned staff in the development and interpretation of City and department policies; reviews and evaluates work methods and procedures for improving



## EXECUTIVE ASSISTANT/CITY CLERK

organizational performance, enhancing services and meeting goals; ensures that goals are achieved.

- Keeps an accurate record of the proceedings of the City Council and related boards and commissions; follows up on Council actions to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances, and vital records; provides proof of publication of agendas, minutes, and actions; updates the Municipal Code to reflect actions of the Council.
- Prepares agendas and minutes for 2+2 School/City Committee, 2+2 Fire/City Committee, Hughson Economic Development Committee and other committees as needed,
- Serves on various boards and committees, including the Risk Management Authority.
- May assist in the bid opening process.
- Plans and directs the conduct of municipal elections; serves as liaison with County elections officials.
- Assists in the preparation, management, and coordination of the City budget; prepares forecasts of necessary funds for staffing, materials and supplies; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as the filing officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates, and committees; coordinates City Council, City Manager, City Attorney and other filings with the Fair Political Practices Commission.
- Provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history, and Fair Political Practices Commission filings; analyzes enforces and explains laws and regulations related to public records, meeting notification, archival research; municipal elections, campaign financing and conflict of interest. Provides notification for public record requests, and research records for complete public record reviews.
- Serves as a resource for City staff, other organizations and agencies, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment; develops and coordinates communications with the community to increase citizen accessibility to City records and information; coordinates the production of reports and public record requests.
- Assists with updates of public information on the City website and City's social media accounts; serves as a liaison to the City's contracted Information Technology service provider and contracted web hosting provides; prepares press releases for the City Manager review and approval
- Conducts special projects as assigned by the City Manager; directs the City's centralized records management system.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of municipal records management, elections, and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a positive customer service presence within the department and working relationships with other departments.
- Assists with the development, oversight, and implementation of orientation programs, including written materials and meeting scheduling, for elected and appointed officials.
- Takes the lead on planning City events, including community events, public meetings, and dedication/opening ceremonies.
- Assist with grant applications, tracking and distribution of grant funds; assure proper review

## EXECUTIVE ASSISTANT/CITY CLERK

and approval of grant applications.

- Provides assistance and supervision in the absence of the Accounting Manager.
- Provides oversight of Human Resource functions, including but not limited to: personnel matters; policy and procedure review and development; workplace investigations; risk management; assisting departments with staff evaluations; assisting department managers with personnel related matters; activities of recruitment, retention, training and discipline. In addition, assists Management Analyst in a technical and supervisory capacity and ensures Management Analyst duties are completed during vacancies or other absences.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, taming, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in group settings without the aid of a microphone. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Executive Assistant/City Clerk. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in a City Clerk's office including two years of administrative or supervisory experience. An associate of arts degree in public or business administration or a closely related field is highly desirable.

#### License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of, or the ability to obtain, certification as a California Certified Municipal Clerk is desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

#### Knowledge of:

Modern principles, practices and techniques of municipal administration; principles of records management and elections; principles and practices of budget administration; methods and techniques of supervision, training and motivation; basic principles of

## EXECUTIVE ASSISTANT/CITY CLERK

mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record-keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Plan, organize, direct and perform the duties as the City Clerk and Executive Assistant; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; conduct research and prepare a variety of written reports; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skills to:**

Operate an office computer and a variety of word processing and software applications; operate a variety of automated record-keeping systems, including assigned accounting and related software.

Adopted: November 28, 2022

Resolution No.

**CITY OF HUGHSON**  
**MAINTENANCE WORKER I/II**

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**DEFINITION:**

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Maintenance Worker series, including maintenance, repair, construction and installation work in streets, sewers, streetlights, landscapes, parks, water distribution, and facilities maintenance; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

**Maintenance Worker I**

The **Maintenance Worker I** is the entry level class in the Public Works Maintenance series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including a wide variety of maintenance and construction tasks. This classification is alternatively staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

**Maintenance Worker II**

The **Maintenance Worker II** is the journey level class in the Maintenance Worker series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of maintenance and construction tasks. This classification is distinguished from the next higher classification of Public Works Supervisor, which is responsible for performing the more complex maintenance assignments and has supervisory duties.

**SUPERVISION RECEIVED/EXERCISED:**

**Maintenance Worker I**

Receives immediate supervision from a Public Works Supervisor. Incumbents in this class do not routinely exercise supervision.

**Maintenance Worker II**

Receives general supervision from a Public Works Supervisor. May exercise functional or technical supervision over lower level workers.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs maintenance, repair, construction and installation work in streets and sewers, landscapes, parks, water, and building maintenance.

## MAINTENANCE WORKER I/II

- Streets and Sewers: Breaks, removes, crack seals, hydropatches, and repairs surfaces; digs, shovels, hauls, loads and unloads materials; operates jack hammers, tampers, pavement breakers, and other hand and power tools; rolls and irons asphalt; operates trucks, aerial lifts, and other construction vehicles and equipment; assists in the installation and maintenance of City signs, road markings, striping, and delineators; paints street lines and crosswalks; performs concrete sidewalk, curb, gutter, and ramp installation and repair; installs bricks and pavers; installs, maintains and repairs street lights; installs shoring and trench plates; monitors underground service alert (USA's) and marks when necessary; sweeps streets and sidewalks; cleans stormdrains and ditches; hydro flushes and rods; repairs and installs sewer collection lines; mows roadsides.
- Water: Performs installation, maintenance and repair of the City's water distribution system; digs, shovels, hauls, loads and unloads materials, operates jackhammers, asphalt and concrete saws, pipe threaders, cement mixers, and other hand and power tools; inspects for and repairs leaks in meters and lines; operates pipe and leak detecting equipment; notifies customers of problems or disruptions of water service; monitors underground service alert (USA's) and marks when necessary; checks pump stations and records flows; flushes and flow tests hydrants; reads meters on an assigned route and records readings; re-reads meters as necessary and investigates unusual readings and customer complaints; identifies and replaces faulty water meters when required.
- Buildings, Grounds and Parks: Performs skilled and semi-skilled work in building and facility maintenance including carpentry, plumbing, mechanical, electrical, and painting; performs general cleaning of buildings, facilities and grounds; repairs and installs electrical outlets, fixtures, switches, and wiring; performs interior and exterior painting and staining; stocks paper supplies and other supplies as needed; mows, edges and weeds landscaped areas; plants trees, flowers and shrubs; assists in the installation of new park areas; maintains and upgrades all City parks, pathways and landscape areas; repairs and installs landscape irrigation systems; assists in the application of herbicides and pesticides; inspects facilities, grounds and park play equipment for conditions needing repair and maintenance.
- Performs cement work, installation of bricks and pavers, minor carpentry, tree trimming and traffic control; operates trucks and other maintenance and construction equipment; inspects tools and equipment for safety and mechanical defects; assists with City sponsored functions; responds to after hours call-outs as assigned.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

### WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the

## MAINTENANCE WORKER I/II

employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Maintenance Worker I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Maintenance Worker I**

Six months of work experience as a laborer in construction, maintenance or landscape work, and a high school diploma or equivalent.

**Maintenance Worker II**

In addition to the above, one year of experience in construction and maintenance of streets, water distribution, parks or buildings and grounds equivalent to that of a Maintenance Worker I with the City of Hughson.

**License/Certificate:**

**Maintenance Worker I**

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of a class B California driver's license may be required for some positions.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Maintenance Worker I and II levels.)*

**Knowledge of:**

Practices, techniques and materials used in maintenance, construction, mechanics and repair of streets, lighting, traffic signs and markings, buildings, parks, grounds, sewer collection and water distribution facilities; operational characteristics of standard construction and maintenance tools and equipment; practice and procedure used in weed abatement; safety requirements for operation of trucks and other equipment; methods and techniques of scheduling work assignments; methods and techniques for record keeping; occupational hazards and standard safety practices.

**Ability to:**

Perform maintenance, repair and installation of asphalt, signs, lighting, concrete and storm drains; operate a variety of tools and equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions;

## MAINTENANCE WORKER I/II

observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Safely and effectively operate a variety of maintenance equipment, tools and materials.

**CITY OF HUGHSON**  
**PUBLIC WORKS SUPERINTENDENT**

Added by resolution 05-24

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**DEFINITION:**

Under general direction, supervises, assigns, and evaluates the work of crews and contractors responsible for construction, repair, maintenance, and operational work in the streets, parks, buildings, trees, streetscapes, fleet maintenance, and other public facilities; performs inspections of ongoing public works projects to ensure compliance with standards; ensures safe work practices, work quality and accuracy; serves as a technical resource for assigned work crews and the Director of Public Works; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Public Works Superintendent** is mid-management level class responsible for assigning and supervising the work of crews engaged in construction, repair, and maintenance work of streets, storm drains, street lights, traffic signals, sidewalks, trees and landscape, parks, buildings, grounds, water and sewer utilities. This classification is distinguished from the next higher classification of the Director of Public Works in that the latter is responsible for the overall management and supervision of the Public Works Department. FLSA status – exempt.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director of Public Works. Exercises direct and indirect supervision over assigned staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, assigns, supervises and monitors the work of crews and contractors responsible for the construction, repair and maintenance of City streets, graffiti removal, parks, trees, storm drains, street lights and signals, sidewalks, streetscapes, vehicle maintenance, buildings and grounds, water and sewer utilities.
- Coordinates crew activities with contractors to ensure ongoing completion of projects and maintenance functions.
- Assists with the development of maintenance contracts; oversees contract services, maintenance and construction agreements; administers provisions and specifications of applicable contracts; responds to after hours call-outs as assigned.



- Assigns work to streets, parks and public utility crews; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures; establishes performance goals for crews and individual employees; participates in the selection, training evaluation of maintenance personnel and disciplinary procedures.
- Recommends and assists in the development and upkeep of short and long-range maintenance schedules for streets, parks, landscape, water and sewer and facility maintenance; assists in the development of cost estimates for implementation of maintenance programs; oversees contract services, orders, supplies and tools; assists with operation of maintenance programs; maintains tracking systems for all work.
- Administers programs; coordinates the conduct of special events with public works maintenance staff; serves as liaison with sports organizations and other governmental agencies.
- Prepares reports on operations as necessary; plans, assigns, directs and inspects field construction; participates in budget preparation; prepares project cost estimates, time sheets and work orders; secures bids and procures purchase requisitions; orders supplies, tools and materials; participates in the equipment procurement process; monitors and controls supplies and equipment.
- Responds to the more difficult questions and concerns from the general public; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within the unit.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, pesticides or herbicides which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, enter confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, write reports using a computer and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Public Works Superintendent**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible public works, parks and facilities experience related to streets and equipment maintenance, including one year as supervisor of a work crew, and a high school diploma or equivalent. College courses in management and/or supervision are highly desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a Wastewater Treatment Plant Operator, Grade II, and Water Distribution License Grade II desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern practices, techniques and materials used in maintenance, construction, repair or operation of streets, parks, buildings and related equipment; operating characteristics and safety requirements for operation of trucks, construction vehicles and other heavy and light equipment; defensive driving; principals and practices of administering a budget; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize and direct the work of subordinate staff; supervise and direct the operations and activities of assigned maintenance units in the Public Works Department; estimate time, materials and equipment needed to complete projects; read and understand plans and specifications; coordinate and conduct training programs for staff; respond to issues and concerns from the community; respond to after hours call-outs as assigned; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skills to:**

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials; operate an office computer and applicable software.

**CITY OF HUGHSON**  
**SENIOR MAINTENANCE WORKER**

Added by Resolution No. 2023-48

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**DEFINITION:**

Under general direction, supervises, evaluates and participates in the day-to-day field work of crews responsible for construction, repair, maintenance, installation, and operational work in streets, sewers, landscapes, traffic control, street lighting, parks, and building maintenance; may provide back-up coverage to the Senior Utility Worker, as needed; operate heavy equipment; ensures safe work practices, work quality and accuracy; maintains appropriate work records, which may include time cards and work orders; serves as a technical resource for assigned work crews, and the Public Works Superintendent and/or Community Development Director; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The Senior Maintenance Worker is a supervisory level class responsible for assigning and supervising the work of crews responsible for construction, repair, maintenance, installation, and operational work in streets, sewers, landscapes, traffic control, street lighting, parks, and building maintenance. This classification is distinguished from the next higher classification of Public Works Superintendent, in that the latter is responsible for the overall management of the Department.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Public Works Superintendent and/or Community Development Director. Exercises direct and indirect supervision over assigned staff.

**ESSENTIAL FUNCTIONS:**      *(include, but not limited to the following)*

- Plans, coordinates, prioritizes, monitors, and participates in the work of crews responsible for the construction, repair, maintenance, installation, and operational work in streets, sewers, landscapes, traffic control, street lighting, parks, and building maintenance; provides day-to-day leadership to crews; coordinates the work of the unit with other City departments and divisions, outside agencies, community groups and the public.
- Performs the more difficult and complex maintenance and construction duties of the work unit, including reading and interpreting construction plans and specifications; provides technical assistance to field crews; coordinates with contractors providing service to the City; performs inspections of construction and maintenance work in assigned areas of responsibility; assists with inspections on private and public improvement projects for adherence to City standards; responds to after hour call-outs as assigned.
- Provides backup for the Senior Utility Worker as needed.

- Streets and Sewer : Breaks, removes, crack seals, hydro patches, and repairs surfaces; digs, shovels, hauls, loads and unloads materials; operates jack hammers, tampers, pavement breakers, and other hand and power tools; rolls and irons asphalt; operates trucks, aerial lifts, and other construction vehicles and equipment; assists in the maintenance of City signs, road markings, striping, and delineators; paints street lines and crosswalks; performs concrete sidewalk curb, gutter and ramp installation and repair; installs bricks and pavers; installs, maintains and repairs street lights; installs shoring and trench plates; monitors underground service alert (USA's) and makes when necessary; sweeps streets and sidewalks; cleans storm drains and ditches; hydro flushes and rods; repairs and installs sewer collection lines; mows roadsides.
- Buildings, Grounds and Parks: Performs skilled and semi-skilled work in building and facility maintenance including carpentry, plumbing, mechanical, electrical, and painting; performs general cleaning of buildings, facilities, and grounds; repairs and installs electrical outlets, fixtures, switches, and wiring; performs interior and exterior painting and staining; stocks paper supplies and other supplies as needed; mows, edges and weeds landscaped areas; plants trees, flowers and shrubs; assists in the installation of new park areas; maintains and upgrades all City parks, pathways and landscape areas; repairs and installs landscape irrigation systems; assists in the application of herbicides and pesticides; inspects facilities, grounds and park play equipment for conditions needing repair and maintenance.
- Performs cement work, installation of bricks and pavers, minor carpentry, tree trimming and traffic control; operates trucks and other maintenance and construction equipment; inspects tools and equipment for safety and mechanical defects; assists with City sponsored functions.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments to the Public Works Superintendent; assigns work to assigned crews; monitors work activities to ensure safe work practices, work quality and accuracy; coordinates and provides ongoing safety training programs; ensures compliance with applicable rules, policies and procedures; establishes performance goals for crews and individual employees; participates in the selection, training and evaluation of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training.
- Develops and maintains short- and long-range maintenance schedules for parks, buildings, trees, and related facilities; assists in the development of cost estimates for implementation of maintenance programs; maintains tracking systems for all work.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include time sheets, work orders and inventories; prepares statistical and/or analytical reports on operations as necessary; plans, assigns and directs field construction; participates in budget preparation and monitors approved budgets; prepares project cost estimates; orders supplies and tools and materials; participates in the equipment procurement process; monitors and controls supplies and equipment.
- Responds to more difficult questions and concerns from the public, contractors and outside agencies; provides information as is appropriate and resolves public service or operational complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**WORKING CONDITIONS:**

Requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. This outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals which may cause exposure to fumes, dust, and air contaminants. The nature of the work also requires climbing ladders, the use of power and noise producing tools, driving motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to respond to after-hours callouts and perform routine stand-by duties.

**QUALIFICATIONS:****Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Senior Maintenance Worker. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible public works experience related to public works maintenance and construction, including one year as a lead or supervisor of a work crew, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain a valid Class C California driver's license; a Class A or B California driver's license is highly desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** *(the following are a representative sample of the knowledge/abilities/skills necessary to perform essential duties of this position.)*

**Knowledge of:**

Practices, techniques and materials used in maintenance, construction, mechanics and repair of streets, lighting, traffic signs and markings, buildings, parks, grounds, and sewer collection; principles and operating characteristics and safety requirements for operations of trucks, construction vehicles, and other heavy/light equipment; principles and practices of administering a budget; basic principles of mathematics; applicable laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize, and direct the work of subordinate staff; supervise and direct the operations and activities related to streets, sewers, landscapes, traffic control, street lighting, parks, and building maintenance and construction; estimate time, materials and equipment needed to complete projects; read and understand plans and specifications; coordinate and conduct trainings and safety meetings for staff; respond to issues and concerns from the community; record data accurately; organize, prioritize and

follow up on work assignments; work independently and as a part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety procedures and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skills to:**

Safely and effectively operate a variety of maintenance and construction equipment, tools, and materials; operate an office computer and applicable software.

**CITY OF HUGHSON**  
**SENIOR UTILITY WORKER**

Added by Resolution No. 2023-48

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**DEFINITION:**

Under direction, provides lead direction to the staff engaged in the full range of assigned duties related to the City's water distribution and treatment systems, and the City's Wastewater Treatment Plant Facility. Perform other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The Senior Utility Worker is the advanced journey-level classification in the Utility Worker series. Incumbents perform skilled duties in the operations and maintenance of the water distribution and treatment system, and plant operations and maintenance of the wastewater treatment plant and provide lead direction and training to assigned crews.

**SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Utilities Superintendent and/or higher-level staff. Exercises technical and functional supervision over lower-level utilities staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Provides direction to and performs duties associated with the work crew engaged in operating, monitoring, and maintaining all plant equipment and components, including but not limited to pumps, valves, plumbing, gearboxes, fans, blowers, aerators, and flow controls; reads and interprets meters, gauges, and charts; maintains and upgrades mechanical and electrical systems.
- Supervises and participates in on-site inspections of plant operations making appropriate adjustment to process controls, ensuring that operational problems are identified and corrected; ensures that plants are operating within safety standards established by federal, state, and local laws, ordinances, and regulations.
- Performs skilled wastewater pollution control laboratory testing and analysis; takes samples and coordinates detailed testing with outside laboratories; adheres to quality assurance programs for laboratory analysis and instrumentation; prepares and updates reports, including records and logs in compliance with state and federal mandates for reporting.
- Performs the more difficult tasks involved in maintenance and construction work as directed on the wastewater treatment system and related facilities; maintains plant facilities and grounds in a safe, clean, and orderly condition; loads and unloads equipment and materials.

- Maintains proper operation of well sites and distribution system including cross connection control; maintains complete records of the water system infrastructure; ensures system compliance with all permits and reporting to the California Water Board (water) and California Regional Water Quality Control Board (wastewater) rules, and regulations; Maintains preventative maintenance program.
- Performs more difficult tasks involved in laying and fitting pipelines, making water taps, installing water services, fire hydrants, blow-offs, valves, meters, vaults, boxes, exercise valves, locate and mark services and mains for Underground Service Alert.
- Performs more difficult tasks involved in flushing water mains, and service to maintain potable water, respond to emergencies, repair, and restore system operation, tactfully respond to consumer complaints, prepare consumer confidence report, collect meter readings, collect water samples, and ensure proper sampling and reporting.
- Contacts dig alert before excavation and determines estimates of manpower and supplies needed for completion or work orders.
- Maintains records relating to water system reconstruction and maintenance assignments and as needed; keeps daily job records.
- Assists the Utilities Superintendent with evaluating service and equipment needs and in developing work methods and procedures; assists in prioritizing utility services and scheduling work; assists in the development of plans to meet future service needs.
- Establishes positive working relationships with representatives of community organizations, City management and staff and the public.
- May be subject to after-hours callout, or special assignments during non-business hours.

#### **WORKING CONDITIONS:**

Requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. This outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may be exposed to biohazards. The nature of the work also requires climbing ladders and work in confined spaces. The incumbent will also work around high voltage and loud noise. May be exposed to fumes, dust, and air contaminants. The incumbent may be required to respond to after-hour callouts.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Senior Utility Worker. A typical way of obtaining the required qualifications is to possess a high school diploma, or its equivalent, supplemented by related college-level course work, and three years in construction and maintenance in one or more skilled trades, preferably in connection with wastewater systems or public water systems that would be equivalent to one year as a Senior Utility Worker with the City of Hughson.



**License/Certificate:**

- Possession of, or ability to obtain a valid Class C California driver's license; a Class A or B California driver's license is highly desirable.
- Possession of a Water Distribution 2 (D2) Certificate and a Water Treatment 2 (T2) Certificate, a Grade I Certificate as a Wastewater Treatment Plant Operator from the California Water Board.
- Possession of a Grade II Certificate as a Wastewater Treatment Plant Operator from the California Regional Water Quality Control Board within 12 months of employment. Grade III Certificate as a Wastewater Treatment Plant Operator is highly desirable.

Passing Probation in this position is contingent upon receiving all required certifications in a timely manner.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KASs necessary to perform essential duties of the position.)*

**Knowledge of:**

Wastewater Treatment; Water distribution and treatment systems maintenance and construction; water utility systems, services, hydrants, meters and valves; materials, tools, meters, fittings and methods of construction and maintenance of water services; pipe laying and fitting; basic principles of mathematics; methods and procedures used in monitoring systems, practices for collection of water samples, disinfection (chlorination) rules and regulations; modern principles, practices and techniques of wastewater treatment plant operations; repair maintenance and adjustment procedures of treatment plant equipment and controls; basic principles, practices and methods of laboratory testing procedures; operational characteristics of the tools used in maintenance of stationary power equipment, pumping systems and electrical systems; general maintenance and repair work; laboratory safety standards and programs applicable Federal, State and local laws, codes and regulations, including OSHA, DHS, and traffic control; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Perform skilled maintenance and operations of a wastewater plant and related facilities; collect a variety of samples for laboratory testing and conduct wastewater testing and analysis; maintain accurate records and prepare comprehensive reports; perform plant operation and maintenance assignments; operation and maintenance, construction, and repair work as assigned, properly handle contaminated materials and equipment, identify potential problems, recommend corrective actions, work in confined spaces, read and interpret engineering drawings, work safely in deep trenches and follow all safety requirements, disassemble water meters, pipes and fittings, clean, repair and disinfect parts, perform heavy manual labor including but not limited to lifting and carrying 50 pounds of

weight, climbing, bending and stooping; work independently or as a part of a team; make sound decisions with established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner, communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and applicable software; safely and effectively operate a variety of equipment, tools and vehicles used in construction, maintenance, and repair activities and in the in the operation and maintenance of wastewater treatment facilities; read, monitor, and effectively report issues on a SCADA system.

# CITY OF HUGHSON

## UTILITIES SUPERINTENDENT

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### **DEFINITION:**

Under general direction, supervises, evaluates, plans and participates in the day-to-day operations of the City's wastewater treatment plant and facilities as well as the water system and infrastructure; assists in the preparation and administration of the division budget; evaluates and trains assigned staff; interfaces with and coordinates assigned functions with other City services and departments; represents wastewater treatment plant and water system operations with governmental regulatory agencies; ensures work quality and accuracy and safe work practices; serves as a technical resource for assigned work crews and the department Director; performs other management related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Utilities Superintendent** is part of the mid-management level class responsible for assigning and supervising the day-to-day operation, development, repair and maintenance of the City's wastewater treatment plant and facilities as well as the water system and infrastructure. The incumbent is expected to perform the full scope of duties. This classification is distinguished from the higher classification of Director in that the latter is responsible for the overall management and supervision of the Department. FLSA status – exempt.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director. Exercises direct and indirect supervision over assigned staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts administrative responsibility for the activities, operations and services for the Utilities Division—Wastewater and Water—in providing quality distribution and treatment services for the City; plans, supervises, prioritizes, monitors and participates in the work of staff responsible for the maintenance and operation of the wastewater treatment plant and facilities as well as the water system and infrastructure; ensures compliance with local, state and federal mandates for water quality; makes treatment plant and water system operation modifications as needed; provides monthly/annual reports to local, state and federal authorities.
- Evaluates staffing requirements and utilization of staff; supervises, evaluates, trains assigned staff; develops and directs staff safety training programs; monitors work in progress and schedules work assignments.

- In coordination with the Public Works Superintendent, assists the Director with operating and capital budgets; analyzes annual operating costs and makes recommendations for budget development and improvements in operating costs; administers and monitors the approved budget; prepares project cost estimates and analyses.
- Supervises and performs tasks related to maintenance, repair and construction of all wastewater treatment plant and water system facilities; inspects the maintenance and repair of equipment for quality, compliance with applicable standards and proper operation.
- Attends and participates in organizational and community meetings as necessary; responds to and resolves community and organizational inquiries and complaints; represents the City's utilities functions in public relations activities and with regulatory agencies; establishes and maintains a customer service program within the division.
- Oversees laboratory analysis programs for wastewater, sludge and effluent and is accountable for operating and systems modification based on test results.
- Monitors and makes adjustments to both the wastewater and water SCADA systems.
- Prepares a variety of water quality and industrial waste reports for regulatory agencies and internal operations; monitors water quality and groundwater levels; conducts regular inspections to identify maintenance and repair needs; schedules, plans and supervises the installation, maintenance and repair of mechanical and electrical systems.
- Establishes schedules and methods for providing water maintenance services; identifies resource needs; reviews needs with appropriate staff and management and allocates resources accordingly.
- Develops and/or enforces rules, regulations and procedures relating to the utilities operations and requirements prescribed in all applicable sections of the California Government Code.
- Establishes positive working relationships with representatives of community organizations, state and local agencies and associations, management in other divisions and departments, staff and the public.

#### **WORKING CONDITIONS:**

Position requires sitting, standing, walking on unlevel and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions, including wet, hot and

cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy traffic conditions, as well as write reports using a computer and often work with constant interruptions. Incumbents will also work around high voltage and loud noise. The incumbent may be required to respond to emergency call-outs and perform routine standby duties.

The work conditions described here are representative of those the incumbent encounters while performing the essential function of the position. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, abilities and skills necessary for a **Utilities Superintendent**. A typical way of obtaining the required qualifications is to possess the equivalent of four years experience and increasing responsibility in the operation, mechanical maintenance and repair of the wastewater treatment plant and facilities as well as the water system and infrastructure, at least two of which were while in possession of a Grade III Wastewater Treatment Operator certificate and/or a Water Treatment II (T2) and a Water Distribution II (D2) certificate, and possession of a high school diploma or equivalent. Courses/trainings in management and/or supervision are highly desirable.

**License/Certificate:**

**Minimum Qualifications:**

Possession of a Grade II Certification as a Wastewater Plant Operator from the California State Water Quality Control Board and a Grade II Certification as a Water Treatment Plant Operator and a Grade II Certification as a Water Distribution Operator from the California State Department of Health Services.

Grade III Certification as a Wastewater Plant Operator is highly desirable.

Possession of the listed certifications as well as experience and sound working knowledge in the other discipline is required.

Possession of all three listed Certifications is required and the incumbent who only possess the Wastewater Grade II certification or the Grade II Water Treatment Operator and/or the Grade II Water Distribution Operator Certificate will be expected to test for and obtain the other certification(s), as well as a Grade III Certification as a Wastewater Plant Operator, within 12 months.

Possession of, or ability to obtain a valid Class C California driver's license; a Class A or B California driver's license is highly desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the knowledge, abilities, skills necessary to perform essential duties of the positions.)*

**Knowledge of:**

Modern principles, practices and techniques of wastewater treatment plant and water system operations, quality assurance, process controls and system maintenance; testing methods and procedures, including qualitative and quantitative analysis; principles and practices of wastewater collection and water treatment and distribution; cost, time and materials estimating; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations, including those governing wastewater treatment and collection and water treatment and distribution; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; advanced principles of mathematics; methods and techniques for record keeping and report preparation and writing; proper English, spelling, grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize and supervise the operation of the water and wastewater system and associated infrastructure; accurately supervise and perform the mandatory testing and analyzes; cooperate and communicate clearly, concisely and effectively, both orally and in writing with staff and management from other divisions and departments; work effectively with a group or individual; establish and maintain effective working relationships; organize, prioritize and follow-up on work assignments; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow and provide written and oral directions; read, interpret and record data accurately; interpret, explain and apply applicable laws, codes and regulations; apply leadership principles.

**Skill to:**

Operate an office computer and a variety of word-processing and software applications; operate and adjust a SCADA system; safely and effectively operate the tools and equipment required of the position; effectively motivate and in a positive manner, get the most out of staff; create a work environment that is enjoyable and conducive to cooperation, communication and production.

**CITY OF HUGHSON**  
**UTILITY WORKER I/II**

Added by Resolution No. 2023-48

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specific positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, performs skilled and semi-skilled labor in the full range of assigned duties related to the City's water distribution and treatment systems, and the City's Wastewater Treatment Plant Facility. This may include construction, operation, control, reporting, maintenance, meter reading and repair. Incumbents serve as a technical resource in the Utilities Division and perform other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

**Utility Worker I**

The **Utility Worker I** is an entry-level class responsible for a variety of operations and maintenance of the water distribution and treatment system, and plant operations and maintenance of the wastewater treatment plant, and incumbents are expected to perform the full scope of assigned duties. This classification is alternatively staffed with a Utilities Worker II and incumbents may advance to a higher level after gaining experience, obtaining required certifications, and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

**Utility Worker II**

The **Utility Worker II** is the journey-level class expected to perform the full range of water system activities, and treatment plant responsibilities and related support duties with minimum supervision. Incumbent is responsible for the performance of the division's complex and difficult assignments and may provide training to entry-level staff. This classification is distinguished from the next higher classification of Senior Utility Worker in that the latter is responsible for division supervision and performance of the divisions most complex tasks.

**SUPERVISION RECEIVED/EXERCISED:**

**Utility Worker I**

Receives general supervision from the Senior Utility Worker, Utilities Superintendent, and/or higher-level staff assigned. May occasionally assist in the training of less experienced staff.

**Utility Worker II**

Receives general supervision from the Senior Utility Worker, Utilities Superintendent, and/or higher-level staff assigned. May provide training for less experienced staff.

**ESSENTIAL FUNCTIONS: (include but are not limited to the following)**

- Operates, monitors, and maintains all plant equipment and components, including but not limited to pumps, valves, plumbing, gearboxes, fans, blowers, aerators, and flow controls; reads and interprets meters, gauges, and charts; maintains and upgrades mechanical and electrical systems.
- Conducts regular on-site inspections of plant operations making appropriate adjustment to process controls, ensuring that operational problems are identified and corrected; ensures that plants are operating within safety standards established by federal, state, and local laws, ordinances, and regulations.
- Performs skilled wastewater pollution control laboratory testing and analysis; takes samples and coordinates detailed testing with outside laboratories; adheres to quality assurance programs for laboratory analysis and instrumentation; prepares and updates reports, including records and logs in compliance with state and federal mandates for reporting.
- Performs maintenance and construction work as directed on the wastewater treatment system and related facilities; maintains plant facilities and grounds in a safe, clean, and orderly condition; loads and unloads equipment and materials.
- Maintains proper operation of well sites and distribution system including cross connection control; maintains complete records of the water system infrastructure; ensures system compliance with all Department of Health Services permits, rules, and regulations; Maintains preventative maintenance program.
- Lay and fit pipelines, make water taps, install water services, fire hydrants, blow-offs, valves, meters, vaults, boxes, exercise valves, locate and mark services and mains for Underground Service Alert.
- Flush water mains, and service to maintain potable water, respond to emergencies, repair, and restore system operation, tactfully respond to consumer complaints, prepare consumer confidence report, collect meter readings, collect water samples, and ensure proper sampling and reporting.
- Read and update water distribution maps and as-built plans, identify and locate service and main leaks, operate pipe locaters and gas sensing equipment, excavate trenches, and install shoring, backfill trenches with proper material and achieve correct compaction, operate construction equipment, and power tools such as dump trucks, front-end loaders, tampers, tap machines, pavement saw, cutting torch and welder.
- Install traffic controls, barricades, signs, cones, and flags to safely direct traffic. Utilize proper safety precautions related to all utility work performed.
- Make daily rounds of the plant performing a variety of duties pertaining to water treatment and plant maintenance.
- Regularly monitor Arsenic treatment plant functions through reading gauges, graphs, meters, and control panels; perform and evaluate physical/chemical tests. Adjust plant operations, using a computer, to adjust the changing processing needs; mix and add chemicals as needed to maintain appropriate water quality.
- Establishes positive working relationships with representatives of community organizations, City management and staff and the public.

#### **WORKING CONDITIONS:**

Requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or



more is also required. This outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may be exposed to biohazards. The nature of the work also requires climbing ladders and work in confined spaces. The incumbent will also work around high voltage and loud noise. May be exposed to fumes, dust, and air contaminants. The incumbent may be required to respond to after-hour callouts.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Utility Worker I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Utility Worker I**

One year of experience performing general water system operations and maintenance duties, and/or operation and maintenance of a wastewater treatment plant. Work experience with a municipal or private water utility is highly desirable.

**Utility Worker II**

Three years of experience performing technical water system distribution and treatment duties, while in possession of a Water Treatment 2 (T2) certificate and a Water Distribution 2 (D2) certificate, one year must have been in possession of a Grade I Wastewater Treatment Plant Operator certificate, and equivalent education to a high school diploma. Work experience with a municipal or private water utility is highly desirable.

**License/Certificate:**

Possession of, or ability to obtain a valid Class C California driver's license; a Class A or B California driver's license is highly desirable.

**Utility Worker I**

Possession of a Water Distribution 1 (D1) Certificate and a Water Treatment 1 (T1) Certificate, and a Grade I Certificate as a Wastewater Treatment Plant Operator from the California Water Board within 24 months of employment. Passing probation in this position is contingent on receiving the required certifications in a timely manner.

**Utility Worker II**

Possession of a Water Distribution 2 (D2) Certificate and a Water Treatment 2 (T2) Certificate, and a Grade I Certificate as a Wastewater Treatment Plant Operator from the California Regional Water Quality Control Board. Grade 2 Certificate as a Wastewater Treatment Plant Operator is highly desirable. Passing probation in this position is contingent on receiving the required certifications in a timely manner.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KASs necessary to perform essential duties of the position.)*

**Knowledge of:**

Wastewater Treatment; Water distribution and treatment systems maintenance and construction; water utility systems, services, hydrants, meters and valves; materials, tools, meters, fittings and methods of construction and maintenance of water services; pipe laying and fitting; basic principles of mathematics; methods and procedures used in monitoring systems, practices for collection of water samples, disinfection (chlorination) rules and regulations; modern principles, practices and techniques of wastewater treatment plant operations; repair maintenance and adjustment procedures of treatment plant equipment and controls; basic principles, practices and methods of laboratory testing procedures; operational characteristics of the tools used in maintenance of stationary power equipment, pumping systems and electrical systems; general maintenance and repair work; laboratory safety standards and programs applicable Federal, State and local laws, codes and regulations, including OSHA, DHS, and traffic control; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Perform skilled and semi-skilled maintenance and operations of a wastewater plant and related facilities; collect a variety of samples for laboratory testing and conduct wastewater testing and analysis; maintain accurate records and prepare comprehensive reports; perform plant operation and maintenance assignments; operation and maintenance, construction, and repair work as assigned, properly handle contaminated materials and equipment, identify potential problems, recommend corrective actions, work in confined spaces, read and interpret engineering drawings, work safely in deep trenches and follow all safety requirements, disassemble water meters, pipes and fittings, clean, repair and disinfect parts, perform heavy manual labor including but not limited to lifting and carrying 50 pounds of weight, climbing, bending and stooping; work independently or as a part of a team; make sound decisions with established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner, communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and applicable software; safely and effectively operate a variety of equipment, tools and vehicles used in construction, maintenance, and repair activities and in the operation and maintenance of wastewater treatment facilities; read, monitor, and effectively report issues on a SCADA system.

## CITY OF HUGHSON

### WASTEWATER TREATMENT PLANT OPERATOR IN TRAINING/I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under immediate and general supervision, learns to perform and performs the full array of duties assigned to classes in the Wastewater Treatment Plant Operator series, including operations, controls and maintenance work in a Public Works wastewater treatment plant facility; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

##### **Wastewater Treatment Plant Operator –in-Training – (OIT)**

The **Wastewater Treatment Plant Operator-in-Training** is the entry-level class in which the incumbent learns to perform assigned duties and serves in the capacity of an Operator In Training (OIT). Initially, under direct supervision, incumbents perform the more routine plant operator duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Plant Operator I, and incumbents may advance to the higher level after gaining experience, obtaining required certifications and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

##### **Wastewater Treatment Plant Operator I**

The **Wastewater Treatment Plant Operator I** is the journey level class responsible for a wide variety of plant operations and maintenance of the wastewater treatment plants, and incumbents are expected to perform the full scope of assigned duties. The classification is alternatively staffed with Plant Operator II, and incumbents may advance to the higher level after gaining experience, obtaining required certifications and demonstrating a level of proficiency that meets the qualifications of the higher level class.

##### **Wastewater Treatment Plant Operator II**

The **Wastewater Treatment Plant Operator II** is the advanced journey level class responsible for the full range of treatment plant responsibilities and for the performance of the most complex and difficult assignments within the series. Incumbents in this classification provide training to less experienced staff. This classification is distinguished from the next higher classification of Public Works Supervisor in that the latter is responsible for the overall operation and supervision of the wastewater treatment program.

## WASTEWATER TREATMENT PLANT OPERATOR IN-TRAINING, I, II

### **SUPERVISION RECEIVED/EXERCISED:**

#### **Wastewater Treatment Plant Operator-in-Training (OIT)**

Receives direct supervision from the Public Works Supervisor, Director of Public Works or higher-level staff if assigned. Incumbents in this class do not routinely exercise supervision.

#### **Wastewater Treatment Plant Operator I**

Receives general supervision from the Public Works Supervisor or Director of Public Works. May occasionally assists in the training of less experienced staff.

#### **Wastewater Treatment Plant Operator II**

Receives general supervision from the Public Works Supervisor or Director of Public Works. May provides training for less experienced staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Operates, monitors and maintains all plant equipment and components, including but not limited to pumps, valves, plumbing, gearboxes, fans, blowers, aerators and flow controls; reads and interprets meters, gauges and charts; maintains and upgrades mechanical and electrical systems.
- Conducts regular on-site inspections of plant operations making appropriate adjustment to process controls, ensuring that operational problems are identified and corrected; ensures that plants are operating within safety standards established by federal, state and local laws, ordinances and regulations; may provide training and supervision for less experienced personnel.
- Performs basic and skilled wastewater pollution control laboratory testing and analysis; takes samples and coordinates detailed testing with outside laboratories; adheres to quality assurance programs for laboratory analysis and instrumentation; prepares and updates reports, including records and logs in compliance with state and federal mandates for reporting.
- Performs maintenance and construction work as directed on the wastewater treatment system and related facilities; maintains plant facilities and grounds in a safe, clean and orderly condition; loads and unloads equipment and materials.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

### **WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in

## WASTEWATER TREATMENT PLANT OPERATOR IN-TRAINING, I, II

confined spaces. Incumbents will also work around high voltage and loud noise. The incumbent may be required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Wastewater Treatment Plant Operator**. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### **Wastewater Treatment Plant Operator-in-Training (OIT)**

One year of maintenance, construction or related experience equivalent to that of a Maintenance Worker I with the City of Hughson, and a high school diploma or equivalent.

#### **Wastewater Treatment Plant Operator I**

One year of experience in the operation and maintenance of a wastewater treatment plant equivalent to that of a Wastewater Treatment Plant Operator-in-Training (OIT) with the City of Hughson, and a high school diploma or equivalent.

#### **Wastewater Treatment Plant Operator II**

Three years of experience in the operation and maintenance of a wastewater treatment plant, one year of which must have been while in possession of a Grade II Wastewater Treatment Plant Operator certificate, and a high school diploma or equivalent.

### **License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license.

#### **Wastewater Treatment Plant Operator-in-Training (OIT)**

Possession of a Grade I Certificate as a Wastewater Treatment Plant Operator from the California State Water Quality Control Board within one year of employment.

#### **Wastewater Treatment Plant Operator I**

Possession of a Grade I Certificate as a Wastewater Treatment Plant Operator from the California State Water Quality Control Board.

#### **Wastewater Treatment Plant Operator II**

Possession of a Grade II Certificate as a Wastewater Treatment Plant Operator from the California State Water Quality Control Board.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the OIT, I and II levels.)*

## WASTEWATER TREATMENT PLANT OPERATOR IN-TRAINING, I, II

### **Knowledge of:**

Modern principles, practices and techniques of wastewater treatment plant operations; repair, maintenance and adjustment procedures for treatment plant equipment and controls; basic principles, practices and methods of laboratory testing procedures; operational characteristics of the tools used in maintenance of stationary power equipment, pumping systems and electrical systems; general maintenance and repair work; laboratory safety standards and programs; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations related to wastewater quality and control; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Learn to perform and perform maintenance and operations of a wastewater plant and related facilities; collect a variety of samples for laboratory tests and conduct wastewater testing and analysis; maintain accurate records and prepare comprehensive reports; perform plant operation and maintenance assignments; respond to after hours call-outs as assigned; reside within a thirty minute response time of the downtown City area within three months of employment; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate the tools and equipment used in the operation and maintenance of wastewater treatment facilities.

## CITY OF HUGHSON

### WATER TREATMENT/DISTRIBUTION SYSTEM OPERATOR I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, performs skilled and semi-skilled labor in the full range of assigned duties related to the City's water distribution and treatment systems. This may include construction, operation, reporting, maintenance, meter reading and repair. Incumbents serve as a technical resource in the Utilities Division and performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

##### **Water Treatment/Distribution System Operator I**

The **Water Distribution/Treatment System Operator I** is an entry level class responsible for a variety of operations and maintenance of the water distribution and treatment system, and incumbents are expected to perform the full scope of assigned duties. This classification is alternatively staffed with a Treatment/Distribution System Operator II and incumbents may advance to a higher level after gaining experience, obtaining required certification's and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

##### **Water Treatment/Distribution System Operator II**

The Water Treatment/Distribution System Operator II is the journey level class expected to perform the full range of water system activities and related support duties with minimum supervision. Incumbent is responsible for the performance of the division's complex and difficult assignments and may provide training to entry level staff. This classification is distinguished from the next higher classification of Senior Water Distribution/Treatment System Operator in that the latter is responsible for division supervision and performance of the divisions most complex tasks.

#### **SUPERVISION RECEIVED/EXERCISED:**

##### **Water Treatment/Distribution System Operator I**

Receives direct supervision from higher classifications and general supervision from the Utilities Superintendent. Incumbents in this position do not routinely exercise supervision.

##### **Water Treatment/Distribution System Operator II**

Receives direct supervision from higher classification and general direction from the

Utilities Superintendent. Exercises technical and functional supervision over lower classification in this series.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Maintains proper operation of well sites and distribution system including cross connection control; maintains complete records of the water system infrastructure; ensures system compliance with all Department of Health Services permits, rules, and regulations; Maintains preventative maintenance program.
- Lay and fit pipelines, make water taps, install water services, fire hydrants, blow-offs, valves, meters, vaults, boxes, exercise valves, locate and mark services and mains for Underground Service Alert.
- Flush water mains, and service to maintain potable water, respond to emergencies, repair and restore system operation, tactfully respond to consumer complaints, prepare consumer confidence report, collect meter readings, collect water samples and ensure proper sampling and reporting.
- Read and update water distribution maps and as-built plans, identify and locate service and main leaks, operate pipe locaters and gas sensing equipment, excavate trenches and install shoring, backfill trenches with proper material and achieve correct compaction, operate construction equipment and power tools such as dump trucks, front-end loaders, tampers, tap machines, pavement saw, cutting torch and welder.
- Install traffic controls, barricades, signs, cones, and flags to safely direct traffic. Utilize proper safety precautions related to all utility work performed.
- Make daily rounds of the plant performing a variety of duties pertaining to water treatment and plant maintenance
- Regularly monitor Arsenic treatment plant functions through reading gauges, graphs, meters, and control panels; perform and evaluate physical/chemical tests. Adjust plant operations, using a computer, to adjust the changing processing needs; mix and add chemicals as needed to maintain appropriate water quality.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. Acute hearing is required when providing phone and personal service. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near



and far vision in reading written reports and work-related documents. Additionally, may need to lift, drag and push tools, supplies and other equipment weighing up to 50 pounds as required. The incumbent may be required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Water Treatment/Distribution System Operator I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Water Treatment/Distribution System Operator I**

One year of experience performing general water system operations and maintenance duties. Work experience with a municipal or private water utility is highly desirable.

**Water Treatment/Distribution System Operator II**

Three years of experience performing technical water system distribution and treatment duties, one year of which must have been while in possession of a Water Treatment 2 (T2) certificate and a Water Distribution 2 (D2) certificate. Work experience with a municipal or private water utility is highly desirable.

And equivalent education to a high school diploma.

**License/Certificate:**

**Water Treatment/Distribution System Operator I**

- Possession of an appropriate, valid California driver's license Class C.
- Possession of a Water Distribution 1 (D1) Certificate from the California State Water Resources Control Board.
- Possession of a Water Treatment 1 (T1) Certificate from the California State Water Resources Control Board within one year of employment.

**Water Treatment/Distribution System Operator II**

- Possession of an appropriate, valid California driver's license Class C.
- Possession of a Grade D2 Water Distribution Operator Certificate from the California State Water Resources Control Board.
- Possession of a Grade T2 Certificate from the California State Water Resources Control Board.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KASs necessary to perform essential duties of the position.)*

**Knowledge of:**

Water distribution and treatment systems maintenance and construction; water utility systems, services, hydrants, meters and valves; materials, tools, meters, fittings and methods of construction and maintenance of water services; pipe laying and fitting; basic principles of mathematics; methods and procedures used in monitoring systems, practices for collection of water samples, disinfection (chlorination) rules and regulations, applicable Federal, State and local laws, codes and regulations, including OSHA, DHS, and traffic control; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Perform skilled and semi-skilled operation and maintenance, construction, and repair work as assigned, properly handle contaminated materials and equipment, identify potential problems, recommend corrective actions, work in confined spaces, read and interpret engineering drawings, work safely in deep trenches and follow all safety requirements, disassemble water meters, pipes and fittings, clean, repair and disinfect parts, perform heavy manual labor including but not limited to lifting and carrying 50 pounds of weight, climbing, bending and stooping, Clearly understand and follow oral and written instructions, be able to clearly communicate both orally and in written form, establish and maintain cooperative relationships with those contacted during the course of work.

**Skill to:**

Operate an office computer and a variety of word processing and spreadsheet related software; safely and effectively operate a variety of equipment, tools and vehicles used in construction, maintenance and repair activities; read, monitor and effectively report issues on a SCADA system.