

CITY OF MERCED

"Gateway to Yosemite"



Jack Lesch, Chairperson

Board Members:

Fred Buckingham, Yolanda Chavez,

Helen Flores, Terri Lucas

WELCOME TO YOUR PERSONNEL BOARD

AGENDA

November 13, 2017

**DENEEN L. PROCTOR, DIRECTOR OF
SUPPORT SERVICES**

Regular Session 4:00 PM, Council Chambers

COUNCIL CHAMBERS

678 West 18TH Street

Merced, California

(www.cityofmerced.org)

COPIES OF THE STAFF REPORTS OR OTHER WRITTEN DOCUMENTATION RELATING TO EACH ITEM OF BUSINESS REFERRED TO ON THE AGENDA ARE ON FILE IN THE PERSONNEL OFFICE. ANY PERSON WHO HAS QUESTIONS CONCERNING ANY AGENDA ITEM MAY CALL THE PERSONNEL OFFICE AT 209-385-6837 TO MAKE INQUIRY REGARDING THE NATURE OF THE ITEM DESCRIBED ON THE AGENDA.

Assisted Hearing Devices Available for Hearing Impaired

THE PUBLIC HAS THE OPPORTUNITY TO ASK QUESTIONS OR COMMENT AT THE TIME SPECIFIC AGENDA ITEMS ARE CONSIDERED. NORMALLY, EACH AGENDA ITEM WILL HAVE A STAFF PRESENTATION, FOLLOWED BY COMMENTS OR QUESTIONS BY BOARD MEMBERS. AFTER ANY PUBLIC INPUT, THE BOARD MAY HAVE FURTHER DISCUSSION BEFORE TAKING ACTION OR MOVING TO THE NEXT AGENDA ITEM.

- A. **CALL TO ORDER** (4:00 PM, City Council Chambers, 2nd Floor, Civic Center)
- B. **ROLL CALL**
- C. **ORAL COMMUNICATIONS**

AT THIS TIME, AUDIENCE MEMBERS WHO WISH TO SPEAK ON ANY MATTER NOT LISTED ON THE AGENDA MAY DO SO. PLEASE COME TO THE PODIUM TO YOUR RIGHT, USE THE MICROPHONE, STATE YOUR NAME AND CITY OF RESIDENCE. THE BOARD WILL NOT TAKE ACTION ON THE ITEM THAT IS BROUGHT TO THEIR ATTENTION THIS EVENING. IF IT REQUIRES ACTION, IT WILL BE REFERRED TO STAFF AND/OR LISTED ON THE NEXT BOARD AGENDA. **PLEASE BE BRIEF AND TO THE POINT. AVOID REPEATING WHAT PREVIOUS SPEAKERS HAVE SAID. IF TWO OR MORE INDIVIDUALS ARE HERE AS A GROUP AND WISH TO SPEAK ON ONE SIDE OF AN ISSUE, PLEASE SELECT A SINGLE SPOKESPERSON TO PRESENT YOUR VIEWS.**

- D. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered routine and will be adopted by one action of the Board unless a member of the audience wishes to comment or a Board Member has a question or wishes to make a statement or discuss an item. In that event, the Secretary will remove that item from the Consent Calendar and place it for separate consideration.

- 1. **EMPLOYMENT ELIBILITY LIST-LESS THAN 3 NAMES**

DEPUTY FINANCE OFFICER

**2. EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS
(INFORMATION ONLY)**

CUSTODIAN I
DIRECTOR OF PARKS AND COMMUNITY SERVICES
LEGISLATIVE DIRECTOR
MECHANIC I/II
POLICE LIEUTENANT
POLICE SERGEANT
PW-SEWER COLLECTION SYSTEM LEAD WORKER
TREE TRIMMER

3. JOB DESCRIPTION TITLE CHANGE ONLY

LEAD-MAIN SEWERS/STORM DRAINS

RECOMMENDATION: Approve and file.

4. PERSONNEL BOARD MINUTES OF

OCTOBER 9, 2017

RECOMMENDATION: Approve and file.

E. REPORTS

MONTHLY REPORT – OCTOBER 2017

F. BUSINESS

ELECTION OF CHAIR AND VICE-CHAIR OF PERSONNEL
BOARD

G. ADJOURNMENT

**INFORMATION FOR INDIVIDUALS WITH DISABILITIES: -
Accommodation for individuals with disabilities may be arranged by
contacting the Personnel Office at 209-388-7100.**

CITY OF MERCED
EMPLOYMENT LIST

DEPUTY FINANCE OFFICER
EXAM ID# - 11/13/17

The following persons have competed in a competitive examination and have qualified for placement in the following numerical order:

1. Julie Trujillo
2. James Keyser



Deneen L. Proctor
Director of Support Services

Jack Lesch
Personnel Board Chair



Date



CITY OF MERCED
invites applications for the position of:

Custodian I

SALARY: \$15.76 - \$19.16 Hourly
\$1,260.80 - \$1,532.80 Biweekly
\$2,731.73 - \$3,321.07 Monthly
\$32,780.80 - \$39,852.80 Annually

OPENING DATE: 09/20/17

CLOSING DATE: 10/13/17 11:59 PM

DESCRIPTION:

DEFINITION

Under general supervision, to perform a variety of general cleaning and janitorial work; to keep assigned areas and City buildings in a clean and orderly condition; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a working level Custodian classification. Incumbents perform the full range of custodial duties in cleaning City buildings and facilities. Work is performed under general guidance and supervision.

REPORTS TO

Public Works Supervisor- Facilities, Public Works Manager – Utilities, and/or Director of Public Works Operations.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

Performs a variety of cleaning duties such as sweeping, mopping, and scrubbing floors; cleans and vacuums rugs and carpets; waxes and polishes furniture and woodwork; cleans hallways, lobbies, restrooms, and offices; cleans ceilings, walls, blinds, and light fixtures; empties and cleans waste receptacles; polishes metal work; cleans and disinfects restrooms; replenishes supplies; may wash windows; may move and arrange furniture and equipment; turns out lights and locks doors and windows; replaces light bulbs and tubes; operates scrubbers, buffers, waxers and other equipment and machinery; requisitions supplies as needed; observes and reports needed repairs to buildings and equipment; maintains equipment used during the course of work; may collect and shred paper for recycling; may maintain grounds and landscaped areas in the vicinity of buildings.

TYPICAL QUALIFICATIONS:

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects,

office equipment, and furniture; physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses vacuum cleaners, scrubbers, buffers, waxing equipment, and basic hand tools.

TYPICAL WORKING CONDITIONS

Work is performed in a building environment; some work may be performed outside in varying temperatures; some exposure to controlled and hazardous substances such as cleaning solvents and chemicals; limited contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Cleaning supplies and equipment.
Proper methods used in cleaning work.
Basic hand tools and equipment used in custodial and routine maintenance work.
Safe work practices.

Ability to:

Clean and care for an assigned area and equipment.
Follow oral and written instructions.
Read and write at a level required for successful job performance.
Recognize and locate conditions which require maintenance and repair.
Use and care for tools used in work assignments.
Work on own initiative without close supervision.
Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Previous work experience in custodial work is highly desirable.

Special Requirements:

Possession of an appropriate California Driver's License.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cityofmerced.org>

Position #680
CUSTODIAN I
MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org



CITY OF MERCED
invites applications for the position of:

Director of Parks and Community Services

SALARY: \$49.86 - \$60.60 Hourly
\$3,988.80 - \$4,848.00 Biweekly
\$8,642.40 - \$10,504.00 Monthly
\$103,708.80 - \$126,048.00 Annually

OPENING DATE: 09/20/17

CLOSING DATE: 10/20/17 11:59 PM

DESCRIPTION:

DEFINITION

Under the administrative direction of the City Manager, to plan, organize, direct, operate, coordinate and evaluate City cultural, educational, recreational, community and social service programs; to develop City recreational and community service facilities; to provide staff support for the Merced Zoological Society in the development of Zoo facilities and programs; to act as liaison for cable television public, educational, and government access; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the top-level management classification for the position that has responsibility for managing and directing the services and functions of the City's Community Services Department.

REPORTS TO

City Manager

CLASSIFICATIONS SUPERVISED

Staff assigned to the Community Services Department.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

Plans, organizes, directs operates, coordinates and evaluates the cultural, educational, recreational, community and social service and Code Enforcement programs of the City; coordinates department functions and programs with the activities of the other City departments; selects, trains and has responsibility for the discipline of personnel; coordinates neighborhood service programs between City staff and schools; coordinates with nonprofit organizations for youth and recreation programs; develops and implements policies and regulations for the use of community centers and other department and City facilities; serves in a liaison capacity with a wide variety of community groups and organizations; serves as staff liaison with advisory commissions; serves key role as City liaison for cable television public, educational, and government access; prepares cost analyses of program and facility operations; prepares and administers grants; reviews and approves request for use of facilities; insures proper liability coverage for program operations; develops and submits recommendations for fees for recreation programs; develops advertising and marketing materials for department programs and facilities; formulates rules, policies and procedures for the operation of the Department; monitors,

writes and negotiates contracts and leases; oversees and coordinates facility management and development of all City recreation buildings and facilities which include community centers, Civic Center, Applegate Zoo, parks and recreation complexes; prepares recommendations for necessary repair, capital improvement and capital outlay; oversees the processing of special event permits; provides advice and consultation to the City Manager and City Council on department programs and facility use

problems and policies; makes recommendations for the purchase of equipment and supplies; develops budget requests and controls expenditures; meets with community groups and organizations regarding department programs, problems and policies; cultivates sound community relations; serves as liaison with other government, private, non-profit, and for-profit agencies.

TYPICAL QUALIFICATIONS:

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; walk on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift material weighing over 25 pounds with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal communication; use of a variety of hand and power tools, operate vehicles and equipment, use and operation of radio communications equipment; use of office equipment, including computer, telephone, calculator, copiers, and FAX machine.

TYPICAL WORKING CONDITIONS

Work is performed in an office, community centers, parks and recreation facilities, and outside in varying temperature, weather, and humidity conditions; work is performed in an environment with moderate to constant noise; frequent contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Philosophy, objectives and principles of modern municipal recreation, social, cultural, community service and park programs;

Principles, practices and procedures of public administration, management and supervision, including the development and administration of the department budget;

Laws, regulations and ordinances affecting departmental operations;

Development and use of community multi-purpose facilities;

Functions and operations of a nonprofit organization;

Effective program development methods and practices, including cable television access;

Contract and lease negotiation practices;

Computers and computer applications; report writing methods and techniques;

Community organization, resources and facilities;

Land and facility management;

Principles of employee training and supervision;

Public relations principles and practices.

Ability to:

Plan, organize, direct, coordinate and evaluate departmental operations;

Evaluate and make recommendations on improvements to existing operations and programs;

Prepare and administer the department budget;

Direct, train and evaluate subordinate personnel;

Evaluate facility development needs and programs;

Prepare and present comprehensive written and oral reports;

Establish and maintain cooperative relationships with City personnel, consultants, commission and board members, representatives of outside agencies, youth organizations and groups, and members of the general public;

Conduct an effective public relations program in representing the City and Community Services Department in contacts with the public, other City staff, and other government agencies.

Training and Experience

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

Graduation from an accredited four-year college or university with a degree in Recreation Administration, Public or Business Administration, or a closely related field. Five years of increasingly responsible professional recreational, community service and park management experience, including at least four years in a supervisory or administrative capacity.

Special Requirements:

Possession of a valid California driver's license issued by the Department of Motor Vehicles.

SUPPLEMENTAL INFORMATION:

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388- 7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://cityofmerced.org>

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The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://cityofmerced.org>

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org

Position #678
DIRECTOR OF PARKS AND COMMUNITY SERVICES
MH



CITY OF MERCED
invites applications for the position of:

Legislative Director

SALARY: \$49.78 - \$60.51 Hourly
\$3,982.46 - \$4,840.70 Biweekly
\$8,628.66 - \$10,488.18 Monthly
\$103,543.92 - \$125,858.16 Annually

OPENING DATE: 09/05/17

CLOSING DATE: 10/03/17 11:59 PM

DESCRIPTION:

DEFINITION

Under general direction of the City Manager and Assistant City Manager, maintains relationships with elected local, state and federal officials and key governmental staff to further the City's legislative policy needs.

DISTINGUISHING CHARACTERISTICS

The principle functions of the Legislative Director include tracking legislation and policies that may affect the City and its resources and advocate for the City in response, and work with local, state and federal leaders to develop legislation and polices that will enhance the City's goals and objectives.

REPORTS TO

City Manager or designee

CLASSIFICATION SUPERVISED

This is not a supervisory class at this time. May be assigned staff as directed by the City Manager.

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Research, collect, compile and analyze data pertinent to community and governmental interests and conduct surveys and perform research;
- Coordinate with contracted lobbyist firm to effectively monitor and analyze both current and proposed federal, state and local legislation, collaborate in assessing the impact on City programs, services and operations;
- Communicate with local, state and federal elected representatives as well as their staff members on proposed legislation;
- Collects information in order to develop new proposed legislation. Maintains documents for introduced, amended and chapter legislations;

- Gathers statistical information and the preparation of a variety of City reports.
- Deals with sensitive public complaints and issues;
- Provides expertise for other City staff and elected officials;
- Prepares material for all media types and attends meetings as needed;
- Coordinate with City Departments to develop and submit grant applications related to various services and programs as available;
- Develops strategies and messaging for the City related to government affairs and advocating on behalf of the City;
- Performs related work as required

TYPICAL QUALIFICATIONS:

TYPICAL QUALIFICATIONS

Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

Typical Working Conditions

Work is performed in an office environment, continuous contact with other staff and the public.

Knowledge of:

- Legislative processes at the federal, state and local level and knowledge of the sequence of events needed to insure successful legislative outcomes and acquire expertise in legislative review and analysis.
- Research, analytical and statistical methods and techniques.
- Local governmental organization and operations within the City.
- Knowledge of relations between local, state and federal governments, public interest groups and private enterprise as they affect and interact with the City.
- Comprehensive understanding and utilization of social media platforms, including but not limited to Twitter, Facebook, Instagram, YouTube, and Flickr.

Ability to:

- Direct and conduct complex research studies and develop policy recommendations for areas under executive oversight as well as those assigned by the City Manager.
- Knowledge of relations between local, state and federal governments, public interest groups and private enterprise as they affect and interact with the City.
- Plan, gather, organize and evaluate data and information from a variety of sources.
- Identify, analyze and resolve difficult problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Develop, present, explain and interpret data for City managers and elected officials.
- Prepare comprehensive and accurate reports of various types and complexity.

Training and Experience

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

Completion of a Bachelor's degree in public administration, business, political science, economics, sociology or a related field and at least four years of experience in policy development, legislative

research and advocacy or intergovernmental relations, or progressively responsible administrative or advisory capacity preferably in a public or community based agency. A Master's degree is preferred.

Special Requirements

Possession of valid California Driver License.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://cityofmerced.org>

Position #690
LEGISLATIVE DIRECTOR
MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org



CITY OF MERCED
invites applications for the position of:

Mechanic I/II

SALARY: \$20.20 - \$27.07 Hourly
\$1,616.00 - \$2,165.60 Biweekly
\$3,501.33 - \$4,692.13 Monthly
\$42,016.00 - \$56,305.60 Annually

OPENING DATE: 09/06/17

CLOSING DATE: 10/05/17 11:59 PM

DESCRIPTION:

DEFINITION

Under supervision, to perform moderately complex skilled work in the repair and maintenance of automotive and other mechanical equipment, including electrical, other systems, tune-ups, and other repairs.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the next higher class, Mechanic II, in that the Mechanic I is an entry level shop position and will be the initial trainee position in the division.

A Mechanic I performs a variety of skilled duties involving repair and maintenance of automotive and mechanical equipment as well as training to work a variety of complex equipment.

EXAMPLES OF DUTIES:

TYPICAL DUTIES

Inspects automotive engines; diagnoses trouble and determines extent of necessary repairs; performs motor tune-ups including replacing of spark plugs, points, ignition wiring, and carburetor adjustment; replaces and/or adjusts brake shoes, hydraulic cylinders, and springs; repairs power brake systems; replaces rear axles and bearings; installs and adjusts clutches; services and repairs automatic and manual transmissions; repairs automotive air conditioners; removes, replaces, or installs radiators, water pumps, hoses, lights, tail-lights, signals and components parts; repairs steering linkage and power steering systems; packs wheel bearings; replaces, rotates, and balances tires; replaces mufflers and tail pipes; replaces or repairs other internal motor parts, including belts, filters, lines, and fittings; performs electrical system repairs, including wiring or rewiring, switches, fuses, batteries and terminals and drive belts; test and operate and test drive vehicles; maintains records of preventive maintenance and repairs; maintains records of service and costs; performs light painting and body work; may lay out fabricate work by acetylene or electrical welding, cutting, burning and brazing; cleans work area and equipment; performs related work as required; will assist other mechanics with installing transmissions and differentials and in general repairs on vehicles and equipment.

TYPICAL QUALIFICATIONS:

Knowledge of:

Safe use and operation of automotive tools and equipment used in automotive repair trade.
Methods and procedures used in varying systems and tune-up repair.

Operation and maintenance of internal combustion engines.
Basic welding and fabrication.

Ability to:

Use and maintain tools and equipment associated with automotive repair work.
Understand and follow oral and written instructions.
Keep and maintain preventive maintenance and servicing records.
Perform heavy manual labor.
Establish and maintain effective work relationships with co-workers, city employees, and officials.

Educational Requirements:

Graduation from high school or equivalent supplemented with some course work in automotive repair and experience in automotive repair work; or an equivalent combination of education and experience.
Must provide own necessary hand tools for automotive repair work.

Special Requirements:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cityofmerced.org>

Position #702
MECHANIC I/II
MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org



CITY OF MERCED
invites applications for the position of:

Police Lieutenant

SALARY: \$46.45 - \$56.46 Hourly
\$3,716.00 - \$4,516.80 Biweekly
\$8,051.33 - \$9,786.40 Monthly
\$96,616.00 - \$117,436.80 Annually

OPENING DATE: 10/02/17

CLOSING DATE: 10/13/17 11:59 PM

DESCRIPTION:

WRITTEN EXAM DECEMBER 1, 2017
ASSESSMENT CENTER DATE TO BE DETERMINED

Candidates must meet all job requirements at time of appointment.

Suggested Study Materials for the 2017 Police Lieutenant

Police Ethics: The Corruption of Noble Cause. Caldero, M.A., Crank J.P., Anderson Publishing 3rd Edition, (2011)

Police Crime Control Strategies. Hoover, L.T., Delmar, Cengage Learning (2014)

Managing Police Organizations. Whisenand, P.M. 8th Edition (2014)

National Incident Management System (NIMS). U.S. Department of Homeland Security (2008)

California Peace Officers Legal Sourcebook

Pocket Guide to the Public Safety Officers Procedural Bill of Rights Act. California Public Employee Relations, 16th Edition (2016)

DEFINITION

Under general direction, performs responsible administrative and technical work for the Police Department; exercises direct supervision over sworn and non-sworn personnel; serves as a role model for others in the department by maintaining impeccable character and trustworthiness; willing to serve subordinates and the community by demonstrating a caring, compassionate concern for all.

DISTINGUISHING CHARACTERISTICS

This is the first level of management for the Police Department. The Police Lieutenant plans, organizes, and reviews the work of subordinates in his/her assigned division and serves as a patrol-shift commander when so assigned

REPORTS TO

Police Captain or designee

CLASSIFICATIONS SUPERVISED

Police Sergeant, Senior Police Officer, Police Officer and other sworn and non-sworn department personnel as assigned.

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provides first level management oversight to department personnel; oversees or conducts shift briefings and scheduling of personnel; writes performance evaluations; prepares activity reports as requested; oversees crime prevention programs and community programs; oversees community based policing projects; reviews reports and written materials for completeness, accuracy, neatness, grammar, spelling and format; responds to and provides necessary support, coordination and direction at scenes of major field incidents; appears in court proceedings; arrests, detains, transports and has responsibility for the care of detained persons; assists in preparation of department budget; investigates complaints pertaining to department activities and personnel; conducts internal affairs investigations when so directed; performs other related duties and responsibilities as assigned.

TYPICAL QUALIFICATIONS:

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; climb stairs and ladders; walk on sloped, uneven and slippery surfaces; stoop, bend, and kneel; crawl through various areas on hands and knees; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 100 pounds, with assistance; endurance to sustain extra physical effort for a substantial period of time and restrain prisoners; maintain corrected hearing and vision to normal range; verbal communications; use of office equipment, including computer, telephone, calculator, copiers and FAX; ability to maintain successful range qualification with assigned weapons.

TYPICAL WORKING CONDITIONS

Work is performed in an office and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public. May be on-call to respond to special law enforcement emergencies.

DESIRABLE QUALIFICATIONS

Knowledge of:

Community-based policing and problem solving oriented policing techniques.
Modern law enforcement methods, practices, and procedures, including patrol, crime prevention, traffic control, investigations, and specialty areas of assignments.
Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
Laws applicable to the apprehension, retention and treatment of juveniles.
Geography of the City.
Good public relations techniques.
Use and care of Department authorized equipment and firearms.
First aid and CPR methods and techniques
Principals of management, supervision and training including budget preparation.

Ability to:

Put acceptable management principals and supervision techniques into practice within the department.
Perform a wide variety of professional law enforcement work.
Understand and interpret laws, and regulations regarding arrest, rules of evidence and the

apprehension, retention and treating of those arrested.

Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances and places.

Gather and organize data and information.

Understand and apply sound fiscal principals when dealing with department budget.

Training and Experience:

Possession of a Bachelor's Degree in Police Management, Business Administration or a closely related field recognized by the City as an accredited institution at the time of appointment.

At least 5 years of municipal or county law enforcement experience, two of which must have been at the rank of sergeant or higher.

Special Requirements:

Possession of an appropriate valid California Driver's license issued by the California Department of Motor Vehicles.

Possession of a POST Supervisory or Management Certificate.

Equal Opportunity Employer

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APPLICATIONS MAY BE FILED ONLINE AT:
<http://cityofmerced.org>

Position #702
POLICE LIEUTENANT
MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org



CITY OF MERCED
invites applications for the position of:

Police Sergeant

SALARY: \$40.13 - \$48.77 Hourly
\$3,210.40 - \$3,901.60 Biweekly
\$6,955.87 - \$8,453.47 Monthly
\$83,470.40 - \$101,441.60 Annually

OPENING DATE: 10/02/17

CLOSING DATE: 10/13/17 11:59 PM

DESCRIPTION:

WRITTEN EXAM DECEMBER 1, 2017
ASSESSMENT CENTER DATE TO BE DETERMINED

Candidates must meet all job requirements at time of appointment.

Suggested Study Materials for the 2017 Written Exam for Police Sergeant

Supervision of Police Personnel - Iannone, N., Iannone, M. Bernstein, J. Prentice-Hall Inc. 8th Edition (2014)

California Peace Officer Legal Sourcebook

Pocket Guide to the Public Safety Officers Procedural Bill of Rights Act. California Public Employee Relations, 16th Edition (2016)

Merced Police Department Policy and Procedures Manual (Lexipol)

Candidates must meet all job requirements at time of appointment.

DEFINITION

Under general direction, to have supervisory responsibility for an assigned group of law enforcement staff; to perform responsible law enforcement and crime prevention work by patrolling assigned areas and responding to calls and complaints; to investigate incidents and crimes; to supervise criminal investigations; and to do related work as required. An incumbent in this position is a role model of impeccable character, trustworthy, and willing to help and serve people in need; sets the tone for subordinate personnel by demonstrating a caring, compassionate concern for the community.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory level in the Police Officer series. The Police Sergeant is assigned full supervisory responsibility for assigned area, officers, and other staff on a specific shift, or by being responsible for special law enforcement services.

REPORTS TO

Higher ranking commanding officer.

CLASSIFICATIONS SUPERVISED

Senior Police Officer, Police Officer, and may supervise non-sworn department personnel.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

Provides supervision to a shift by conducting briefings at the beginning of the shift and making work assignments; develops staffing schedules; supervises the collection of evidence at crime scenes, including photography and latent fingerprint work; responds to major crime incidents; ensures that the crime scene is properly secured and preserves evidence; provides training; monitors, evaluates, and corrects officers' performance; investigates citizen or personnel complaints; schedules officers' time off and overtime, making necessary schedule changes and ensures shift coverage; supervises patrol officers during critical situations to ensure Police Department procedures are followed.

May perform patrol on an assigned shift; responds to calls for service; receives and reviews reports required special and detailed investigations; stops and questions suspicious persons; prepares reports of incidents and investigations; contacts victims, witnesses, and suspects for detailed interviewing when required; secures statements; follows-up on investigations when assigned; appears in court proceedings; arrests, detains, transports, and has responsibility for the care and safety of detained persons; coordinates assignments with other law enforcement agencies and community organizations; reviews incident reports prepared by other law enforcement staff; may provide supervision to Records division, Property Evidence unit, and Dispatch center; and performs a wide range of law enforcement assignments and other duties as assigned.

TYPICAL QUALIFICATIONS:

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; climb stairs and ladders; walk on sloped, uneven, and slippery surfaces; stoop, bend over, and kneel; crawl through various areas on hands and knees; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 100 pounds, with assistance; endurance to sustain extra physical effort for a substantial period of time and restrain prisoners; maintain corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and outdoor environments; unusual exposure to life threatening situations; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Community-based policing and problem solving techniques;

Modern law enforcement methods, practices, and procedures, including patrol, crime prevention, traffic control, investigations, and specialty areas of assignment.

Laws of apprehension, arrest, and custody of person accused of felonies and misdemeanors.

Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.

Laws applicable to the apprehension, retention, and treatment of juveniles.

Geography of the City.

Good public relations techniques.

Use and care of Department authorized equipment and firearms.

First aid methods and techniques.

Principles of supervision and training.

Ability to:

Provide supervision and training for assigned Police Officers and non-sworn staff.

Perform a wide variety of professional law enforcement work.

Understand, and interpret laws and regulations regarding arrest, rules of evidence, and the apprehension, retention, and treating of those arrested.

Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances and places.

Gather and organize data and information.

Interview and secure information from witnesses and suspects.

Make independent judgments and adopt quick, effective and responsible course of action during emergencies.

Prepare clear, comprehensive reports.

Meet standards of adequate physical stature, endurance, and agility.

Demonstrate technical and tactical proficiency in the use and care of firearms.

Operate a motor vehicle under critical and unusual conditions.

Work with computerized law enforcement information systems.

Effectively, tactfully, and courteously represent the Merced City Police Department with the public and other law enforcement agencies.

Establish and maintain cooperative working relationships.

Training and Experience:

Possession of Associate of Arts Degree or Bachelor of Arts/Science; and four continuous years of professional law enforcement experience.

Special Requirements:

Possession of an appropriate California Driver's License issued by the Department of Motor Vehicles.

Possession of Intermediate Post Certificate. Must obtain Supervisory POST Certificate within two (2) years of appointment.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City

employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cityofmerced.org>

Position #700
POLICE SERGEANT
MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org



CITY OF MERCED
invites applications for the position of:

PW - Sewer Collection System and Storm Drain Worker I

SALARY: \$18.77 - \$22.81 Hourly
\$1,501.60 - \$1,824.80 Biweekly
\$3,253.47 - \$3,953.73 Monthly
\$39,041.60 - \$47,444.80 Annually

OPENING DATE: 09/20/17

CLOSING DATE: 10/16/17 11:59 PM

DESCRIPTION:

DEFINITION

Under general supervision, to perform maintenance, operations, and repair work on the City's sewer collection systems, storm drains, and associated facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first working level in the Sewer Collection System and Storm Drains Worker class series. Incumbents perform a variety of maintenance, operations, and repair work on the City's sewer collection system and storm drains. It is distinguished from Sewer Collection System and Storm Drains Worker II by performing less complex work and requiring a lower level of certification. There is considerable similarity in assignments between Sewer Collection System and Storm Drains Worker I and II, with the skill and knowledge differences based on the certification level required of incumbents.

REPORTS TO

Public Works Supervisor -Main Sewers and Storm Drains

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

Inspects collection lines and storm drains for stoppage or damage; unplugs, cleans, and maintains lines with a variety of equipment; sets up traffic safety devices prior to beginning field work; checks manholes for dangerous gasses and uses proper safety precautions when entering underground areas; hydraulically cleans collection lines and storm drains with high pressure equipment; repairs pressure hoses when necessary; uses power rodding equipment during cleaning operations; digs up and repairs damaged sections of lines; cuts, installs, threads, and assembles new pipe; installs, repairs, and maintains catch basins; operates hydraulic and irrigation pumps during flood conditions; performs video assisted inspections of collection systems for root damage, broken lines, and bad connections; may inspect side laterals for proper construction and connection; may assist others with locating City lines and facilities; responds to emergency repair calls; operates a variety of hand and power tools; may perform concrete work as assigned; performs a variety of maintenance, repair, and construction assignments.

TYPICAL QUALIFICATIONS:**TYPICAL PHYSICAL REQUIREMENTS**

Occasionally sits; frequently stand, walk, stoop, kneel, and crouch; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication;

TYPICAL WORKING CONDITIONS

Work is performed outdoors in varying temperatures and weather conditions; some assignments may be performed in a shop or office; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff.

DESIRABLE QUALIFICATIONS**Knowledge of:**

- Principles, methods, and practices pertaining to the operation, inspection, and maintenance of the sewer collection system and storm drains.
- Practices, tools, equipment, and materials used in collection system maintenance and repair work.
- Principles and methods of preventative maintenance programs.
- Record keeping and reporting procedures.
- Safe work practices and procedures.

Ability to:

- Perform work assignments in the operation, maintenance, and repair of the City sewer collection system and storm drains.
- Inspect sewer collection system and storm drains for proper and safe operating conditions.
- Skillfully use a variety of hand and power tools in the maintenance, testing, and repair of sewer collection and storm drain systems and facilities.
- Maintain accurate records and reports.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.
- Use a variety of hand and power equipment and testing equipment used in the utility system maintenance, construction, and operations.
- Use a computer.

Training and Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Graduation from high school or equivalent and one year of experience in general construction.

Special Requirements:

Must obtain and maintain a valid California Class A driver's license (without Restrictions 48 and 64) with appropriate endorsements within 6 months of employment.

Must obtain a Grade I Collection System Certification from the California Environmental Control Association within 18 months of employment.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cityofmerced.org>

Position #690
PW - SEWER COLLECTION SYSTEM AND STORM DRAIN WORKER I
MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org



CITY OF MERCED
invites applications for the position of:

Tree Trimmer

SALARY: \$23.43 - \$28.48 Hourly
\$1,874.40 - \$2,278.40 Biweekly
\$4,061.20 - \$4,936.53 Monthly
\$48,734.40 - \$59,238.40 Annually

OPENING DATE: 09/20/17

CLOSING DATE: 10/17/17 11:59 PM

DESCRIPTION:

CLASS DEFINITION

Under supervision, to perform semi-skilled work in the care, maintenance, and preservation of city trees and other foliage, structures, and items requiring work at various heights.

EXAMPLES OF DUTIES:

TYPICAL TASKS

Climbs trees using such equipment as ropes, ladders, and hydraulic lifts for tree-trimming purposes.

Cuts and trims tree branches and limbs which create hazardous conditions to power lines, high voltage wires, and roadways.

Prunes and shapes trees and shrubs.

Removes rubbish from trees such as kites, letters, etc.

Removes dead limbs, hanging limbs, mistletoe from trees.

Repairs trees damaged by storms or lightning.

Fells dead trees.

Plants, fertilizes, and waters trees.

Sprays trees to prevent bug damage and disease.

Hauls tree and shrub debris to landfill site.

Sharpens and maintains tree-trimming equipment and tools such as chain saws, pole saws, mulchers, and sprayers.

Reinforces trees with cable on rope.

Performs related duties as required.

TYPICAL QUALIFICATIONS:**KNOWLEDGE, ABILITIES, SKILLS**

Knowledge of:

Methods, techniques and procedures used in tree trimming, surgery operations, and planting.

Safety precautions associated with the operation of tree trimming equipment.

The use and application of insecticides and fertilizers.

Ability to:

Understand and follow oral and written instructions.

Safely operate tree trimming tools and equipment such as chain saws, pole saws, lift truck, mulchers, and sprayers.

Climb trees for tree trimming purposes.

Recognize and identify common tree diseases and destructive insects.

Establish and maintain effective work relationships with co-workers and the general public.

Meet the physical requirements of the job.

MINIMUM REQUIREMENTS

Experience in the maintenance and care of trees; or an equivalent combination of education and experience.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Class B California Driver's License.

Possession of a valid California Pesticide Applicator's License.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cityofmerced.org>

Position #681
TREE TRIMMER
MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org

**CITY OF MERCED
INTER-OFFICE MEMORANDUM**

TO: Personnel Board

DATE: November 8, 2017

FROM: Deneen Proctor, Director of Support Services

SUBJECT: Title Change Only Lead – Main Sewers/Storm Drains

Attached please find the job specification for the position of Lead Main Sewers/Storm Drains. The proposed description was reviewed by the Personnel Board at its meeting of October 9, 2017 and approved under the title of Collection System Lead Worker.

The title is being changed to accurately reflect the title approved in the 2017/2018 budget. No changes to the job description have been made.

The action required of the Personnel Board is to either approve or amend the job specification as submitted. If you have any questions, please give me a call at 385-4780.

Attachment – Job Specification



Lead-Main Sewers/Storm Drain

Class Code:

Worker

Bargaining Unit: MACE

CITY OF MERCED

Established Date:

Revision Date:

DEFINITION

Under general supervision, leads and participates in the activities of wastewater and storm water collection system crews in the performance of manual, semi-skilled and skilled work using mechanical equipment and related tools in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater and storm water collection systems. Performs a variety of duties related to scheduling, planning, assigning, and prioritizing construction and maintenance projects for the wastewater and storm water collection system infrastructure and equipment; to prepare and maintain project files and related documentation; and to provide technical support to supervisor. Regularly assists in the training of staff on equipment operations, City and department policies, procedures, rules and regulations, and safety practices.

DISTINGUISHING CHARACTERISTICS

This is a single-position lead class. Collection System Lead worker is the advanced journey-level lead position in the Collection System Maintenance Operator class. Incumbents provide lead direction and participate in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater and storm water collection systems. Collection System Lead Worker incumbents may be assigned to work on-call, standby and holidays. Collection System Lead worker is distinguished from Collection System Supervisor in that incumbents of the latter have full first-line supervisory responsibilities. The Collection System Lead Worker is distinguished from Collection System Maintenance Worker I/II/III in that incumbents of the former have on-going advanced journey level lead responsibility for multiple crews.

REPORTS TO

Receives direction from Wastewater and Storm Water Collection System Supervisor and management staff.

CLASSIFICATION SUPERVISED

Exercises technical and functional supervision over crews engaged in operation, maintenance and repair activities.

EXAMPLES OF DUTIES

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Receives assignments: plans and directs the work of wastewater and storm water collection system and creeks maintenance crews; trains crewmembers; ensures adherence to policies, procedures, rules, regulations, work methods, and safety practices;
- Leads and participates in the safe performance of a variety of servicing/cleaning, maintenance, inspection, repair and construction work including hydroflush servicing/cleaning, television camera inspection and repair, maintaining and repairing air relief valves, and installation of manholes and pipelines;
- Ensures a safe working environment and observance of applicable safety practices: properly positions and removes safety cones, flags, signs, and other safety equipment around work site locations. Plan and coordinate routine to complex traffic control plans; obtain appropriate permits for work on State highways;
- Uses, adjusts, maintains and cares for a variety of manual and power operated tools, devices and equipment used in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater and storm water collection systems;
- Writes service orders, maintains accurate records of all work and prepares reports; completes work reports and time records on all projects; responds to customer complaints;
- Research and solicit purchase quotes for equipment and supplies; makes recommendations on purchases;
- Assists in the identification of capital improvement projects necessary to upgrade the city's sewer and storm drain infrastructure for distribution to upper management;
- Reads and interprets construction plans and specifications to ensure new sewer and storm drain line construction meets city design standards;
- Coordinate activities with other departments, utilities and outside organizations as needed to accomplish tasks;

- Oversee the use, maintenance, repair and inventory of equipment used in the maintenance and repair of the wastewater and storm water collection systems;
- Prepare project cost estimates; requisition supplies and materials;
- Perform the duties of assigned crews as needed;
- Perform confined space entries per City of Merced and Cal OSHA regulations;
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service;
- Operates on-line computer systems used in the City;
- GIS integration of sewer and storm drain assets with use of iPads for infrastructure updates and documentation;
- Assists with directing and overseeing the containment, cleanup, and reporting of sanitary sewer overflows (SSOs) as needed;
- Assigns employees, including self, in Underground Service Alert (USA) utility identification;
- Performs other related duties as required.

TYPICAL QUALIFICATIONS

Typical Physical Requirements

Frequently stand, walk, stoop, kneel, and crouch; occasionally sits; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 90 pounds; exert unusual physical effort in the maintenance and repair of the underground sanitary sewer and storm water mains and related components; corrected hearing and vision to normal range; verbal communication; operate motorized equipment; use a variety of hand and power equipment; operate a two-way radio; use a telephone; operate a personal computer, and iPad.

Typical Working Conditions

Work is performed both in a corporation yard and outdoors in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff and regular contact with the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Materials, methods, practices and equipment used in wastewater and storm water collection system pipeline servicing/cleaning, maintenance, inspection, repair and construction.

- Safety practices applicable to biohazard conditions and wastewater collection systems operations.
- Basic communication techniques, both verbal and written.
- Principles and practices of technical and functional supervision and training. Confined space entry rules and regulations.
- State, Federal, and local laws, codes and regulations.
- Principles and practices of budget monitoring.
- Modern office procedures, methods and computer equipment.

Ability to:

- Lead and direct the work of staff.
- Observe workers performing duties and verify quality and content of work.
- Interpret a variety of policies, procedures, rules and regulations in the field.
- Continuously analyze layout, set up and safety of job sites.
- Identify potential problems, and determine and develop resolutions and proper courses of action.
- Operate all types of specialized wastewater collection system maintenance equipment.
- Perform heavy physical labor safely for extended periods under adverse weather conditions, and ability to work in confined spaces.
- Establish and maintain effective working relationships at all organizational levels, including the public.
- Understand, follow and complete verbal and written instructions including wastewater and storm water collection systems maps, work orders, and operational and safety manuals, as well as a variety of policies, procedures, rules and regulations.
- Keep accurate records and complete reports.
- Work with computerized information systems and use a personal computer. Supervise, train and assist in evaluation of assigned staff.

Training and Experience

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

Graduation from high school or equivalent and a minimum of three (3) years experience in the operation and maintenance of a sanitary sewer and storm drain system.

Special Requirements

Possession of a valid California Class A driver license (without restriction 48 or 64), including Tank vehicles endorsement.

Possession of a valid California Water Environment Association (CWEA) Collection System Operator Grade II with ability to obtain Grade III within 6 months of appointment.

Must be able to pass a City-administered equipment operator's test.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

**CITY OF MERCED
PERSONNEL BOARD**

October 9, 2017

The Personnel Board of the City of Merced met in adjourned session October 9, 2017 in the City Council Chambers of the Civic Center, Merced, California. The meeting was called to order at 4:00 p.m.

ROLL CALL

Board Members Present: Jack Lesch, Chairperson
Fred Buckingham
Yolanda Chavez
Terri Lucas

Board Members Absent: Helen Flores

Staff Members Present: Michelle Hoyt, Personnel Coordinator
Deneen Proctor, Director of Support Services

ORAL COMMUNICATIONS

There were no oral communications

CEREMONIAL MATTER

There were no ceremonial matters

CONSENT CALENDAR

M/S BUCKINGHAM/LUCAS TO ADOPT A MOTION TO APPROVE THE CONSENT CALENDAR

Roll call vote was as follows:

AYES: BOARD MEMBERS: BUCKINGHAM, CHAVEZ, LESCH, LUCAS
ABSTAIN: BOARD MEMBER: NONE
ABSENT: BOARD MEMBERS: FLORES

REPORTS

M/S CHAVEZ/BUCKINGHAM TO ADOPT A MOTION TO APPROVE THE MONTHLY REPORT

Roll call vote was as follows:

AYES: BOARD MEMBERS: BUCKINGHAM, CHAVEZ, LESCH, LUCAS

ABSTAIN: BOARD MEMBERS: NONE

ABSTENT: BOARD MEMBERS: FLORES

ADJOURNMENT

There being no further business, Chairperson Lesch adjourned the meeting at 4:10 p.m.

Support Services'

Monthly Report Attachment

October 2017

Personnel:

Recruitment(s)	
Custodian I/II	127
Director of Parks and Community Services	56
Legislative Director	38
Mechanic I/II	56
Police Lieutenant	8
Police Sergeant	17
PW-Sewer Collection System Worker	87
Tree Trimmer	70
New Hire(s) (Regular)	8
New Hire(s) (Temporary)	2
Separations	3
Retired	1
Layoffs	0

Full Time 437

Temporary 63

Total 500

**CITY OF MERCED
INTER-OFFICE MEMORANDUM**

TO: PERSONNEL BOARD

DATE: November 8, 2017

FROM: DENEEN PROCTOR, DIRECTOR OF SUPPORT SERVICES

SUBJECT: ELECTION OF CHAIR AND VICE-CHAIR OF PERSONNEL BOARD

It is time to elect a Chairperson and Vice-Chairperson for the Board. There are no restrictions regarding eligibility for those of you on the Board to serve in these positions. The order of business for the nominations will be as follows.

1. Current Vice-Chairperson will accept nominations for chairperson, close the nominations, and vote on the nominees.
2. Newly elected Chairperson then assumes the Chair and accepts nominations for the position of Vice-Chair, closes the nominations, and the board votes on the nominees.
3. Chairperson proceeds with the remaining items on the agenda.

If you have any questions, please give me a call at 385-4780.



DENEEN L. PROCTOR
DIRECTOR OF SUPPORT SERVICES