



**CITY OF GILROY
PERSONNEL COMMISSION
REGULAR MEETING AGENDA**



MONDAY, JULY 28, 2025 | 5:30 PM

**GILROY CITY HALL – ADMINISTRATIVE SERVICES CONFERENCE ROOM
7351 ROSANNA STREET, GILROY, CA 95020**

Chair: Nita Edde-Mitchell

Vice Chair: Marissa Haro

Commissioners: Robin Bronze, Catherine Cummins, Vacant

Staff Liaison: LeeAnn McPhillips, Human Resources Director



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at least 72 hours prior to the meeting at (408) 846-0204 or cityclerk@cityofgilroy.org to help ensure that reasonable arrangements can be made.



Materials related to an item on this agenda submitted to the City of Gilroy Personnel Commission after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to Staff's ability to post the documents before the meeting.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE, TO RECEIVE A FREE COPY OF THE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION STAFF AT (408) 846-0204

PUBLIC COMMENT GUIDELINES:

During the **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** portion of the meeting, each person wishing to speak should prepare a presentation of not more than three (3) minutes. Persons wishing to address the Commission are requested, but not required, to complete a Speaker's Card located at the entrances. Completion of this speaker's card is voluntary. All persons may attend this meeting and speak, regardless if a card is completed or not. Speaker's slips should be submitted to the Secretary **BEFORE** this portion of the meeting begins. Anyone wishing to address the Commission on any other item on this **AGENDA** is requested, but not required, to fill out a speaker's slip as well and submit it to the Secretary **BEFORE** the Commission takes action on the item.

The agenda for this regular meeting is as follows:

1. **OPENING**
 - 1.1 **Call Meeting to Order (Chairperson)**
 - 1.2 **Roll Call**
 - 1.2 **Report on Posting the Agenda (HR Director, LeeAnn McPhillips)**
2. **COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Public comment by members of the public on items NOT on the agenda, but within the subject matter jurisdiction of the Personnel Commission. Please limit your comments to three (3) minutes. (This portion of the meeting is reserved for person desiring to address the commission on matters not on the agenda. The law does not permit Commission action or extended discussion of any item not on the agenda except under special circumstances. If Commission action is requested, the Commission may place the matter on a future agenda.)

3. **APPROVAL OF MINUTES**
 - 3.1. Approval of Minutes for the Meeting of June 24, 2025 (report attached).

4. **HUMAN RESOURCES DIRECTORS REPORT**

5. **INFORMATIONAL ITEMS**

- 5.1. Recruitment & Employment Status Report (report attached)

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

7.1. **Updates to Senior Maintenance Worker - Wastewater Job Description**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public Comment
3. Possible Action:

Approve updates to the job description for Senior Maintenance Worker – Wastewater

7.2. **Updates to Senior Maintenance Worker - Streets/Stormwater & Drainage/Trees Job Description**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public Comment

3. Possible
Action:

Approve Updates to Job Description for Senior Maintenance Worker –
Streets/Stormwater & Drainage/Trees

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 8.1. Job Description and Salary Range for New Classification of Economic Development Director
- 8.2. Updates to Various Police Department Job Descriptions
- 8.3. Job Description, Salary Range, Reclassification – Water Operations Superintendent
- 8.4. Job Description and Salary Range for New Classification of Water Operator
- 8.5. Job Description and Salary Range for New Classification of Water Quality Specialist

9. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is **No Meeting Scheduled** at .

MEETING SCHEDULE

The City of Gilroy Personnel Commission meets regularly on the second Monday of each month at 5:30 p.m.

If a holiday should fall on the regular meeting date, the meeting will be rescheduled to the following Monday.

City of Gilroy

PERSONNEL COMMISSION

MINUTES

June 24, 2025, Special Meeting – DRAFT MINUTES

Administrative Services Conference Room
Gilroy City Hall
7351 Rosanna Street
Gilroy, CA 95020

Members Present

Linda Allen
Catherine Cummins
Marissa Haro

Members Absent

Nita Edde-Mitchell

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Cummins called the special meeting of June 24, 2025, to order at 5:37 p.m. Roll call was taken noting that Commissioners Allen, Cummins and Haro were present. Commissioner Edde-Mitchell was noted as absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on June 20, 2025, at 7:31 p.m.

II. COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA- None

III. APPROVAL OF MINUTES

- A. *For the meeting dated April 28, 2025 – on a motion from Commissioner Haro, seconded by Commissioner Allen, the minutes for the meeting of April 28, 2025, meeting were approved on 3-0 vote.*

IV. PERSONNEL COMMISSION TRAINING – Attorney Gage Dungy of the Liebert Cassidy Whitmore Public Employment Law Firm provided training to the Personnel Commission on the topic of Hearing Procedures.

V. INFORMATIONAL ITEMS

- A. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received.*

VI. NEW BUSINESS

- A. *Job Description and Hourly Rate Range for the New Part-Time Job Description of Environmental Programs Analyst – Human Resources Director McPhillips provided a staff report; questions were answered; on a motion from Commissioner Haro, seconded by Commissioner Allen, the job description and hourly rate range for the part-time position of Environmental Programs Analyst were approved on a 3-0 vote.*
- B. *Approve Reclassification of Management Analyst Monica Sendejas to the Classification of Senior Management Analyst - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Allen, the reclassification of Monica Sendejas to the classification of Senior Management Analyst was approved on a 3-0 vote.*

- C. *Approve Reclassification of Office Assistant II Zinnia Menchaca-Navarro to the Classification of Management Assistant - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Haro, the reclassification of Zinnia Menchaca-Navarro to the classification of Management Assistant was approved on a 3-0 vote.*

VII. FUTURE PERSONNEL COMMISSION BUSINESS

- A few items were noted for future Personnel Commission agendas. No action taken.

VIII. ADJOURNMENT – *Chair Cummins adjourned the meeting at 7:19 p.m.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

**CITY OF GILROY
RECRUITMENT AND EMPLOYMENT STATUS REPORT**

Recruitments Posted as of July 2025	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 7/25/24
Detention Services Officer	7/25/25	Open Until Filled	1	Accepting applications	0
Engineer I/II - Utilities	7/7/25	8/4/25	1	Accepting applications	24
City Engineer	5/12/25	Open Until Filled	1	Accepting applications	15
Senior Facilities Maintenance Specialist	7/15/25	8/18/25	1	Accepting applications	14
Police Chief	6/25/25	Open Until Filled	1	Search firm accepting resumes	8
Fire Captain – Promotion Process	n/a	n/a	1	Preparing job posting for August 1; promotion process; position underfilled with a Firefighter (LP)	n/a
Utilities Operations Manager	n/a	n/a	1	Working with search firm to repost position as finalist withdrew	n/a
Environmental Engineer	n/a	n/a	1	Preparing job flyer for posting	n/a
Police Officer (all levels)	n/a	n/a	1	Preparing job flyers for posting	n/a
Public Safety Communicator (Lateral and Trainee)	n/a	n/a	2	Preparing job flyers for posting	n/a
PT Recreation Leader III (Adaptive Program)	n/a	n/a	1	Preparing job flyer for posting	n/a
Operations Services Supervisor – Streets/Stormwater & Drainage/Trees	n/a	n/a	1	Job flyer under review	n/a
Accounting Assistant I (Utility Billing)	n/a	n/a	1	Job flyer under review	n/a
City Administrator	n/a	n/a	1	Accepting proposals from executive search firms	n/a

Recruitments in Process – July 2025	Status
Interim City Administrator	Council identified a final candidate; appointment scheduled for 7/28/25; start work date 7/29/25
Public Safety Communicator Trainee	1 candidate to begin work July 28; 1 candidate in final pre-hire steps with August 4 tentative start date

Recruitments in Process – July 2025	Status
Police Officer (all levels)	2 Trainees scheduled to begin work on August 4; next round of interviews planned for August 14.
Community Services Officer	1 candidate in background check
PT Office Assistant – Youth Task Force	1 candidate scheduled for Chief’s interview
Utilities Business Manager	Scheduling raters and then interviews
Senior Environmental Engineer	Preparing offer letter
Senior Equipment Mechanic	Preparing offer letter
Senior Civil Engineer – Public Works	Interviews scheduled for 7/30/25
PT Maintenance Worker Assistant (Parks)	Candidate in background check
Maintenance Worker I	Panel interviews and department interviews scheduled
Deputy Director of Community Development	Job description under review
Code Enforcement Officer	One candidate at conditional offer; two candidates in background check
Planner I/II	1 candidate in background check

Hiring/Promotion/Separation Information (June - July 2025)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
VALERIE AGUILAR	INTERN – CIVIL ENGINEERING	6/23/2025
JUAN TOVAR	ENGINEERING TECH/INSPECTOR III	7/1/2025
KIMBERLY MANCERA	COUNCIL SERVICES, RECORDS, & ELECTIONS MANAGER/CITY CLERK	7/14/2025
AUSTIN MCKINNEY	POLICE OFFICER (LATERAL)	7/14/2025
BRYAN RODRIGUEZ	MANAGEMENT ANALYST TRAINEE – PUBLIC WORKS	7/21/2025
SUMMER GARCIA	PUBLIC SAFETY COMMUNICATOR TRAINEE	7/28/2025
BRITTNEY GORDILLO	POLICE RECORDS TECHNICIAN I	7/29/2025

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
RAMONA JUAREZ	P/T OFFICE ASSISTANT (EXTRA HELP)	7/1/2025
BRYAN HERNANDEZ	P/T RECREATION SPECIALIST	7/15/2025
MARIO GUTIERREZ	P/T CUSTODIAN – <i>RETIRED</i>	7/25/2025



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Updates to Senior Maintenance Worker - Wastewater Job Description

Meeting Date: July 28, 2025

From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

Approve updates to the job description for Senior Maintenance Worker – Wastewater

BACKGROUND

The update of this job description is necessitated by our continued work to establish the Utilities Department. The wastewater job duties associated with this position were combined with duties related to Streets and Trees. These functions need to be separated out, so they align with the work taking place within each department. The departments are getting closer to separating out the maintenance operations functions across the two departments. Timing is hinged upon filling the Utilities Operations Manager position.

The Utilities Director reviewed and updated the job description to ensure it contains the duties and requirements related to the work performed by a Senior Maintenance Worker assigned to the Wastewater function. Changes are documented in track changes format in the attached job description. Added working is in underline format and deleted wording in strikeout format.

The job description was shared with the AFSCME bargaining group, the Association that represents employees in this job classification. No concerns were raised or feedback provided.

No changes to the already established salary range are needed for this position. The current salary range is \$78,679 - \$100,709 plus excellent benefits.

The current Senior Maintenance Worker assigned to wastewater duties was recently promoted to the Supervisor position, therefore, a recruitment for this Senior Maintenance Worker - Wastewater will take place in the near future.

Attachments:

1. Draft Job Description Senior Maintenance Worker - Wastewater

~~PUBLIC WORKS~~ UTILITIES DEPARTMENT
OPERATIONS DIVISION
~~STREETS, WASTEWATER AND TREES~~ SECTION
SENIOR MAINTENANCE WORKER

GENERAL DUTIES: Under direct supervision of the Operations Services Supervisor - ~~Wastewater~~, perform and supervise maintenance work related to ~~the streets, w~~ Waste water the ~~Wastewater, and trees~~ Section as assigned. Act for the supervisor in his/her absence or at his/her direction. This is a non-exempt, represented position.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City as per department policy.

Attendance - Follows department/city policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and gender/gender-identitysexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and gender/gender-identitysexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Lead, monitor, and perform work for the ~~Streets/Waste~~ w ~~Water/Trees~~ Section, including inspecting, cleaning, maintaining, constructing, and repairing ~~storm and~~ sanitary sewer lines and lift stations; maintaining and making improvements to ~~streets, curbs, gutters, sidewalks, and drainage~~ facilities; painting traffic control lines, street symbols, and curb markings; ~~installing and maintaining street signs; street sweeping, graffiti removal, trash removal, and leaf pick-up; planting, caring for, and maintaining publicly owned trees~~ May work directly with other City crews in the performance of assigned duties.
2. Act for supervisor in his/her absence or at his/her direction.

3. Investigate and resolve service requests and customer complaints.
4. Operate and provide necessary daily maintenance on equipment, vehicles, hand and power tools as assigned.
5. Conduct and assist with employee performance appraisals. Assist the supervisor with performance management such as conducting employee counseling and/or disciplinary actions when necessary.
6. Participate in related training programs and trains employees.
7. Assist with preparation and administration of Section budget.
8. Assist in contract supervision and inspection.
9. Review plans and specifications as needed.
10. Prepare reports and analyses; keep records; maintain-files.
11. Perform oral and written communications necessary for proper operation of the Section.
12. Attend meetings and represent the Section, Operations Division, ~~Public Works~~ Utilities Department, and City, at various functions as assigned.
13. Initiate requisitions for materials and equipment.
14. Perform and lead work in asphalt, concrete, masonry, carpentry, painting, minor plumbing and electrical, and other building materials.
15. ~~May assist in building maintenance as assigned.~~
16. Perform related duties as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Must exhibit a high degree of interpersonal skill.
2. Sufficient skill to operate a personal computer.
3. Sufficient skill to operate a variety of equipment associated with maintenance and repairs of ~~streets~~, wastewater systems, ~~and storm drains~~.
4. Leadership skills to effectively direct and lead employees.

KNOWLEDGE: Knowledge of:

1. Correct English usage, grammar, spelling and punctuation for writing reports and letters.
2. Basic arithmetic.
3. Rules, regulations, laws, and practices required by CAL OSHA and CAL EPA in the safe performance of work.
4. State of California and U.S. Department of Transportation traffic control, ~~and street and highway construction and maintenance.~~
5. Knowledge and ability to plan, set up, and remove long term and temporary traffic control devices and plans based on the Manual of Uniform Traffic Control Devices, WATCH handbook, or other applicable publications.
6. Principles of leadership, supervision and training.
7. Standard methods, materials, tools, and equipment used in the maintenance and repairs of ~~streets,~~ wastewater ~~systems,~~ and ~~storm drains.~~

ABILITIES: Ability to:

1. Plan, organize, prioritize, direct, and review the work of employees.
2. Use tools and equipment associated with maintenance and construction.
3. Communicate effectively orally and in writing.
4. Read and interpret technical materials such as equipment and material specifications, maintenance and repair manuals, schematic ~~s,~~ ~~and blueprint~~ plans, and maps.
5. Perform physical labor including lifting and carrying heavy objects.
6. Work out of doors for extended periods often under possible unfavorable weather conditions.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

When working in the office and in the field, the following may be used:

1. Computer, keyboard, mouse and monitor
2. Laser-jet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. Facsimile machine

7. Digital camera
8. Paper shredder
9. Paper cutter
10. Specialized computer software
11. Handcart or dolly
12. Pager
13. Two-way radio
14. Safety goggles, gloves, hard-hat, shoes, ear plugs, respirator, first-aid kit and safety vest
15. Aerosol cans, solvents, paint, thinners
16. Hand tools, rakes, shovels
17. Ladders
18. Soil compactor
19. Water Pump, welder, auger
20. Concrete saw, chain saw, chop-saw, and trench snapper
21. Air Compressor, jack hammer, clay spade
22. Traffic control barricades, cones, and signs
23. Automobile or truck
24. Heavy equipment, loader, dump truck, roller, backhoe, bobcat, asphalt spreader, tractor, mower, vactor truck and forklift
25. ~~Paint truck and portable sprayer~~
26. ~~Oil, crack seal machine~~
27. ~~Sign machine~~

PHYSICAL DEMANDS:

Under typical office and field conditions an employee will perform the following physical activities, which include using many hand tools and operating heavy equipment on a daily basis:

1. Sitting, while driving vehicles and heavy equipment for transportation and work.
2. Standing, during traffic control, painting, waste-water pipe cleaning, laying of asphalt, etc.
3. Walking, during traffic control, painting, waste-water pipe cleaning, laying of asphalt, marking of U.S.A. locates, etc.
4. Stooping, while picking up painting stencils, setting up traffic control cones, etc.
5. Kneeling, when painting or when repairing waste-water and storm drain lines, etc.
6. Bending, when painting, viewing waste-water and storm drains, raking asphalt, shoveling, repairing drain lines, when marking U.S.A. locates, setting up traffic control cones, etc.
7. Climbing, when working in and on heavy equipment, or out in the field.
8. Twisting, when watching for traffic, using paint stencils, moving barricades/cones, shoveling debris or dirt, etc.
9. Pushing/Pulling, when raking asphalt, laying concrete, preparing to paint, etc.
10. Lifting, concrete sacks, barricades and cones, waste-water and storm drain lids, etc.
11. Carrying, hand tools, rakes, shovels, cones, stencils, radios, field equipment, etc.
12. Dragging, while moving manhole covers, hoses, concrete sacks, sand bags, etc.
13. Driving, when performing street, waste-water and tree work, or when attending meetings or training.
14. Speed, in meeting deadlines and using office equipment.

Under typical office conditions, employee performs these same physical activities but to a lesser degree, when handling files, books, binders, and boxes of work-related materials.

SENSORY DEMANDS:

Maintenance workers spend a majority of their time working outdoors. For safety reasons, employees are required to utilize all these senses when working with light and heavy equipment and tools. Under typical office conditions, employees utilize these same senses while using a computer, printer, telephone, fax machine, copier, calculator, or adding machine:

1. Seeing, color vision is necessary when identifying color-coded signage and when painting and marking U.S.A. locates. In addition, hand signals are used when verbal communication is compromised around loud machinery or in traffic conditions.
2. Hearing, employee must be able to listen for traffic, heavy equipment, and communication from others.
3. Speaking, employee must be able to communicate with co-workers, customers and the public.
4. Touching/Feeling, employees must be able to differentiate sharp or hot objects, in order to prevent injury or an unsafe condition when working outdoors.
5. Smelling, employees must be able to differentiate chemicals and gases.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 50% of the time.
2. Flooring: Linoleum, tile, wood, concrete and carpet.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and printers.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by wall heater, central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions, up ~~to 75%~~ ~~25-50%~~ of the time.
2. Travel: Under varying conditions via automobile, from 25% of the time.
3. Flooring: Asphalt, dirt, mud, tile, wood, concrete, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise due to traffic, trucks, chainsaws, chop-saws, roller, etc.
5. Lighting: Conducive to day or night setting, but may also work in poorly lit areas such as below the ground in confined spaces such as storm drains or open trenches.
6. Ventilation: Heating and air conditioning provided by a vehicle/truck. Normal to high, for exposure to extreme hot, cold or rainy conditions depending on the time of the year.
7. Dust or Fumes: Normal to high levels, associated with vehicle exhaust, paint, propane, gasoline, wastewater gases, concrete dust, asphalt dust, pollen, etc.

HAZARDS:

When working in the field, mechanical, electrical or gas exposure is low to high, depending on the specific work being performed. There is also potential exposure to biological waste products and bodily fluids when working in the waste-water system. Employees working with heavy equipment must be aware of their surroundings to avoid injury to others or damage to unexposed electrical/ gas lines. In addition, there is some exposure to mechanical hazards when using a vehicle.

Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, scanner, printer, copier, ~~adding machine, fax~~ multi-function machine, or radio.

ATMOSPHERIC CONDITIONS:

Minimal to high exposure to fumes from solvents, paints, vehicle exhaust, propane, dust and waste-water gases occur daily when working in the field.

Some exposure to fumes occurs in the ~~Streets, Sewer, and Trees~~ office due to the close proximity of the parking lot area. Typical office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from high school OR a G.E.D. and a minimum of four (4) ~~years~~ experience ~~years' experience~~ in construction and maintenance of ~~streets~~, wastewater systems, ~~construction, urban forestry, or other related experience~~. Graduation from an accredited institution with an ~~Associates~~ Associate's Degree in a related field is desired.
2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles. Obtain and maintain a valid Class A California Driver License with pertinent endorsements within the one-year probationary period. Must participate in the Department of Transportation Drug and Alcohol Testing program, which includes submission to random drug and alcohol testing.
3. Possess a CWEA Collection System Maintenance Certification Grade II. Possession of a CWEA Collection System Maintenance Certification Grade III is desirable.
4. ~~Employees may be required to possess, or obtain within 12 months of appointment to this position, a CWEA Collection System Maintenance Certification Grade II. This requirement, when enforced, applies to employees appointed after May 1, 2003. Employees appointed to this position after May 1, 2003, M~~ must be able to demonstrate proficiency in the use of the following list of equipment: backhoe, front end loader, dump truck, chain saw, compressor jack hammer, ~~Tiger mower/flail~~, Vactor truck, aerial lift, pressure washer, forklift, ~~chipper~~, bob cat, ~~paving box~~, water truck, ~~sweeper~~,

concrete/asphalt saw, emergency lights, oxy-acetylene cutting and welding torch, and arrow and message board.

5. The ~~Senior Maintenance~~ position is subject to work on weekends, holidays, variable shifts, and emergency call back. Subject to scheduled 7 day paid standby duty on a rotating basis.
6. When subject to assignment on paid standby duty, must reside within sixty (60) minutes normal driving time of the City Corporation Yard. Normal driving time is the most direct route, at the speed limit.
7. Pass an employment background check to include a Department of Justice criminal record check ~~for employment~~.
8. Pass a post-offer medical examination, which includes a drug test.
9. Prefer non-tobacco user.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Updates to Job Description for Senior Maintenance Worker
- Streets/Stormwater & Drainage/Trees

Meeting Date: July 28, 2025

From: LeeAnn McPhillips, Administrative Services and Human
Resources Director / Risk Manager

RECOMMENDATION

Approve Updates to Job Description for Senior Maintenance Worker –Streets/Stormwater & Drainage/Trees

BACKGROUND

The update of this job description is necessitated by our continued work to establish the Utilities Department. The job duties associated with this position were combined with duties related to the Wastewater function. The streets, stormwater & drainage, and trees duties needed to be separated out as they will remain with the Public Works Department. The departments are getting closer to separating out the maintenance operations functions across the two departments. Timing is hinged upon filling the Utilities Operations Manager position.

The Public Works team reviewed and updated the job description to ensure it contains the duties and requirements related to the work performed by a Senior Maintenance Worker assigned to the Streets/Stormwater & Drainage/Trees function. Changes are documented in track changes format in the attached job description. Added working is in underline format and deleted wording in strikeout format.

The job description was shared with the AFSCME bargaining group, the Association that represents employees in this job classification. No concerns were raised or feedback provided.

No changes to the already established salary range are needed for this position. The current salary range is \$78,679 - \$100,709 plus excellent benefits. This position is currently filled.

Attachments:

1. Draft Job Description Senior Maintenance Worker - Streets/Stormwater & Drainage/Trees

**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION**

STREET/STORMWATER & DRAINAGE/TREE SECTION~~STREETS, WASTE WATER AND
TREES SECTION~~

SENIOR MAINTENANCE WORKER

GENERAL DUTIES: Under direct supervision of the Operations Services Supervisor, perform and supervise maintenance work related to Street/Stormwater & Drainage/Tree Section ~~streets, waste water, and trees~~ Section as assigned. Act for the supervisor in his/her absence or at his/her direction. This is a non-exempt, represented position.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City as per department policy.

Attendance - Follows department/city policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and ~~sexual~~gender/gender-identity differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and ~~sexual~~gender/gender-identity differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Lead, monitor, and perform work for the Street, Stormwater/Drainage, and Tree Section~~Streets/Waste Water/Trees Section~~, including inspecting, cleaning, maintaining, and repairing storm drainage ~~and sanitary sewer~~ lines; maintaining and making improvements to streets, curbs, gutters, sidewalks, and drainage facilities; painting traffic control lines, street symbols, and curb markings; installing and maintaining street signs; street sweeping, graffiti removal, trash removal, and leaf pick-up; planting, caring for, and maintaining publicly-owned trees May work directly with crews in the performance of assigned duties.
2. Act for supervisor in his/her absence or at his/her direction.

3. Investigate and resolve service requests and customer complaints.
4. Operate and provide necessary daily maintenance on equipment, vehicles, hand and power tools as assigned.
5. Conduct and assist with employee performance appraisals. Assist the supervisor with performance management such as conducting employee counseling and/or disciplinary actions when necessary.
6. Participate in related training programs and trains employees.
7. Assist with preparation and administration of Section budget.
8. Assist in contract supervision and inspection.
9. Review plans and specifications as needed.
10. Prepare reports and analyses; keep records; maintain-files.
11. Perform oral and written communications necessary for proper operation of the Section.
12. Attend meetings and represent the Section, Division, Public Works Department, and City, at various functions as assigned.
13. Initiate requisitions for materials and equipment.
14. Perform and lead work in asphalt, concrete, masonry, carpentry, painting, minor plumbing and electrical, and other building materials.
15. May assist in building maintenance as assigned.
16. Perform related duties as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Must exhibit a high degree of interpersonal skill.
2. Sufficient skill to operate a personal computer.
3. Sufficient skill to operate a variety of equipment associated with maintenance and repairs of street/stormwater & drainage/tree systems ~~streets, waste water, and storm drains.~~
4. Leadership skills to effectively direct and lead employees.

KNOWLEDGE: Knowledge of:

1. Correct English usage, grammar, spelling and punctuation for writing reports and letters.
2. Basic arithmetic.
3. Rules, regulations, laws, and practices required by CAL OSHA and CAL EPA in the safe performance of work.
4. State of California and U.S. Department of Transportation traffic control, and street and highway construction and maintenance.
5. Knowledge and ability to plan, set up, and remove long term and temporary traffic control devices and plans based on the Manual of Uniform Traffic Control Devices, WATCH handbook, or other applicable publications.
6. Principles of leadership, supervision and training.
7. Standard methods, materials, tools, and equipment used in the maintenance and repairs of street, stormwater & drainage, and tree infrastructure ~~streets, waste water, and storm drains.~~

ABILITIES: Ability to:

1. Plan, organize, prioritize, direct, and review the work of employees.
2. Use tools and equipment associated with maintenance and construction.
3. Communicate effectively orally and in writing.
4. Read and interpret technical materials such as equipment and material specifications, maintenance and repair manuals, schematics, and blueprint ~~plans,~~ and maps.
5. Perform physical labor including lifting and carrying heavy objects.
6. Work out of doors for extended periods often under possible unfavorable weather conditions.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

When working in the office and in the field, the following may be used:

1. Computer, keyboard, mouse and monitor
2. Laser-jet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. Facsimile machine
7. Digital camera
8. Paper shredder
9. Paper cutter

10. Specialized computer software
11. Handcart or dolly
12. Pager
13. Two-way radio
14. Safety goggles, gloves, hard-hat, shoes, ear plugs, respirator, first-aid kit and safety vest
15. Aerosol cans, solvents, paint, thinners
16. Hand tools, rakes, shovels
17. Ladders
18. Soil compactor
19. Water Pump, welder, auger
20. Concrete saw, chain saw, chop-saw, and trench snapper
21. Air Compressor, jack hammer, clay spade
22. Traffic control barricades, cones, and signs
23. Automobile or truck
24. Heavy equipment, loader, dump truck, roller, backhoe, bobcat, asphalt spreader, tractor, mower, ~~vactor truck~~, and forklift
25. Paint truck and portable sprayer
26. Oiler, crack seal machine
27. Sign machine

PHYSICAL DEMANDS:

Under typical office and field conditions an employee will perform the following physical activities, which include using many hand tools and operating heavy equipment on a daily basis:

1. Sitting, while driving vehicles and heavy equipment for transportation and work.
2. Standing, during traffic control, painting, stormwater/drainage ~~waste water pipe~~ cleaning, laying of asphalt, etc.
3. Walking, during traffic control, painting, stormwater/drainage ~~waste water pipe~~ cleaning, laying of asphalt, marking of U.S.A. locates, etc.
4. Stooping, while picking up painting stencils, setting up traffic control cones, etc.
5. Kneeling, when painting or when repairing stormwater/drainage lines ~~waste water and storm drain lines~~, etc.
6. Bending, when painting, viewing stormwater and drainage lines or drain inlets ~~waste water and storm drains~~, raking asphalt, shoveling, repairing drain lines, when marking U.S.A. locates, setting up traffic control cones, etc.
7. Climbing, when working in and on heavy equipment, or out in the field.
8. Twisting, when watching for traffic, using paint stencils, moving barricades/cones, shoveling debris or dirt, etc.
9. Pushing/Pulling, when raking asphalt, laying concrete, preparing to paint, etc.
10. Lifting, concrete sacks, barricades and cones, stormwater and drainage ~~waste water and storm drain~~ lids, etc.
11. Carrying, hand tools, rakes, shovels, cones, stencils, radios, field equipment, etc.
12. Dragging, while moving manhole covers, hoses, concrete sacks, sand bags, etc.
13. Driving, when performing street, stormwater and drainage ~~waste water~~ and tree work, or when attending meetings or training.
14. Speed, in meeting deadlines and using office equipment.

Under typical office conditions, employee performs these same physical activities but to a lesser degree, when handling files, books, binders, and boxes of work-related materials.

SENSORY DEMANDS:

Maintenance workers spend a majority of their time working outdoors. For safety reasons, employees are required to utilize all these senses when working with light and heavy equipment and tools. Under typical office conditions, employees utilize these same senses while using a computer, printer, telephone, fax machine, copier, calculator, or adding machine:

1. Seeing, color vision is necessary when identifying color-coded signage and when painting and marking U.S.A. locates. In addition, hand signals are used when verbal communication is compromised around loud machinery or in traffic conditions.
2. Hearing, employee must be able to listen for traffic, heavy equipment, and communication from others.
3. Speaking, employee must be able to communicate with co-workers, customers and the public.
4. Touching/Feeling, employees must be able to differentiate sharp or hot objects, in order to prevent injury or an unsafe condition when working outdoors.
5. Smelling, employees must be able to differentiate chemicals and gases.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 50% of the time.
2. Flooring: Linoleum, tile, wood, concrete and carpet.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and printers.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by wall heater, central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions, up 25-50% of the time.
2. Travel: Under varying conditions via automobile, from 25% of the time.
3. Flooring: Asphalt, dirt, mud, tile, wood, concrete, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise due to traffic, trucks, chainsaws, chop-saws, roller, etc.
5. Lighting: Conducive to day or night setting, but may also work in poorly lit areas such as below the ground in confined spaces such as storm drains or open trenches.
6. Ventilation: Heating and air conditioning provided by a vehicle/truck. Normal to high, for exposure to extreme hot, cold or rainy conditions depending on the time of the year.
7. Dust or Fumes: Normal to high levels, associated with vehicle exhaust, paint, propane, gasoline, sewer and stormwater/drainage gases~~waste water gases~~, concrete dust, asphalt dust, pollen, etc.

HAZARDS:

When working in the field, mechanical, electrical or gas exposure is low to high, depending on the specific work being performed. There is also potential exposure to biological waste products and bodily fluids when working in the ~~stormwater/drainage system~~~~waste-water system~~. Employees working with heavy equipment must be aware of their surroundings to avoid injury to others or damage to unexposed electrical/ gas lines. In addition, there is some exposure to mechanical hazards when using a vehicle.

Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, scanner, printer, copier, adding machine, fax machine, or radio.

ATMOSPHERIC CONDITIONS:

Minimal to high exposure to fumes from solvents, paints, vehicle exhaust, propane, dust and ~~waste water~~~~sewer and/or stormwater/drainage~~ gases occur daily when working in the field.

Some exposure to fumes occurs in the ~~Street/Stormwater & Drainage/Tree~~~~Streets, Sewer, and Trees~~ office due to the close proximity of the parking lot area. Typical office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from high school OR a G.E.D. and a minimum of four (4) years experience in construction and maintenance of streets, ~~stormwater & drainage~~~~waste-water~~ systems, construction, urban forestry, or other related experience. Graduation from an accredited institution with an ~~Associates~~~~Associate's~~ Degree in a related field is desired.
2. Possess at time of hire, or obtain within 12 months of appointment, and maintain the following certification: State of California Qualified Applicator Certificate or License including category B (Landscape Maintenance) and Category C (Right-of-Way).
- ~~1.3.~~ Possessions of a valid International Society of ~~Arbiculture~~~~Arboriculture~~ (ISA) Certified Arborist certification is highly desirable. Certification demonstrates an advanced knowledge of tree care practices, risk assessment, pruning, and overall urban forestry management.
- ~~2.4.~~ Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles. Obtain and maintain a valid Class A California Driver License with pertinent endorsements within the one-year probationary period. Must participate in the Department of Transportation Drug and Alcohol Testing program, which includes submission to random drug and alcohol testing.
3. Possess a CWEA Collection System Maintenance Certification Grade I.
- ~~4.5.~~ Employees may be required to possess, or obtain within 12 months of appointment to this position, a CWEA Collection System Maintenance Certification Grade II. This requirement, when enforced, applies to employees appointed after May 1, 2003. Employees appointed to this position after May 1, 2003, must be able to demonstrate proficiency in the use of the following list of equipment: backhoe, front end loader, dump truck, chain saw, compressor

jack hammer, Tiger mower/flail, ~~Vactor truck~~, aerial lift, pressure washer, forklift, chipper, bob cat, paving box, water truck, sweeper, concrete/asphalt saw, emergency lights, oxy-acetylene cutting and welding torch, and arrow and message board.

- ~~5.6.~~ The Senior Maintenance position is subject to work on weekends, holidays, variable shifts, and emergency call back. Subject to scheduled 7 day paid standby duty on a rotating basis.
- ~~6.7.~~ When subject to assignment on paid standby duty, must reside within sixty (60) minutes normal driving time of the City Corporation Yard. Normal driving time is the most direct route, at the speed limit.
- ~~7.8.~~ Pass an employment background check to include a Department of Justice criminal record check ~~for employment~~.
- ~~8.9.~~ Pass a post-offer medical examination, which includes a drug test.
- ~~9.10.~~ Prefer non-tobacco user.