



CITY OF GILROY
PERSONNEL COMMISSION
SPECIAL MEETING AGENDA



MONDAY, AUGUST 3, 2026 | 5:30 PM

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

Chair: Nita Edde-Mitchell

Vice Chair: Marissa Haro

Commissioners: Catherine Cummins, Danny Mitchell, Sharpy Sandhu

Staff Liaison: Michael Horta, 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 the 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 meeting is outlined as follows:

1. OPENING

1.1. Call to Order

1.2. Roll Call

1.3. Report on Posting the Agenda

**2. INTRODUCTION OF NEW HUMAN RESOURCES DIRECTOR/RISK MANAGER
MICHAEL HORTA**

**3. 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.)

4. APPROVAL OF MINUTES

**4.1. Approval of the Minutes from the Special Meeting of the Personnel
Commission dated July 1, 2026**

5. HUMAN RESOURCES DIRECTORS REPORT

6. INFORMATIONAL ITEMS

6.1. Recruitment & Employment Status Report

6.2. City and Department Organization Charts

7. NEW BUSINESS

**7.1. Job Descriptions, Salary Ranges, and Employee Reclassifications
Related to New Engineering Job Series (Associate Engineer, Assistant
Engineer, Junior Engineer) in the Public Works and Utilities Departments**

**7.2. Job Descriptions for Public Works Maintenance Worker I/II and Utilities
Maintenance Worker I/II**

**7.3. Job Description and Salary Range for Full-Time Environmental Programs
Analyst**

7.4. Job Description Updates for Part-Time Assistant Fleet Technician

8. FUTURE BUSINESS

8.1. Updates to Sworn and Non-Sworn Job Descriptions in the Police Department

8.2. Updates to Accounting Assistant I/II Job Descriptions in the Finance Department

9. ADJOURNMENT

NEXT MEETING DATES

The next regular meeting of the Personnel Commission is Monday, August 24, 2026 at 5:30 p.m.

MEETING SCHEDULE

The City of Gilroy Personnel Commission meets regularly on the fourth 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

July 1, 2026, Special Meeting – DRAFT MINUTES

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

Members Present

Catherine Cummins
Nita Edde-Mitchell
Marissa Haro
Sharpy Sandhu

Members Absent

Danny Mitchell

I. OPENING: CALL TO ORDER, ROLL CALL, REPORT ON POSTING THE AGENDA

Chair Edde-Mitchell called the special meeting of July 1, 2026, to order at 5:33 p.m. Roll call was taken noting that Commissioners Cummins, Edde-Mitchell, Haro, and Sandhu were present. Commissioner Mitchell was absent from this special meeting. Human Resources Director McPhillips reported that the agenda for this meeting was posted on June 30, 2026.

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

III. APPROVAL OF MINUTES

- A. *For the meeting dated February 23, 2026 – on a motion from Commissioner Cummins, seconded by Commissioner Haro, the minutes for the meeting of February 23, 2026, meeting were approved on 4-0 vote.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – The Human Resources Director reported on the following items: Human Resources Director/Risk Manager recruitment and July 6, 2026 start date; Utilities Director recruitment and July 21, 2026 start date; summer college internship program and that eight summer college interns joined the city in various departments; and upcoming employee events (pizza social, ice-cream break, and service award bbq).

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 Salary Range for Assistant City Administrator – Interim Human Resources Director/Risk Manager McPhillips provided a staff report; item was discussed and questions answered; on a motion from Commissioner Cummins, seconded by Commissioner Sandhu, the job description for Assistant City Administrator was approved; approved on a 4-0 vote.*
- B. *Updates to Job Description for the Part-Time Position of Water Conservation Officer – Human*

Resources Director McPhillips provided a staff report; item was discussed and questions answered; on a motion from Commissioner Haro, seconded by Commissioner Cummins, updates to the job description for the part-time position of Water Conservation Officer were approved on a 4-0 vote.

VII. FUTURE PERSONNEL COMMISSION BUSINESS

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

VIII. ADJOURNMENT – *Chair Edde-Mitchell adjourned the meeting at 6:12 p.m.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Interim Human Resources Director/
Staff to the Personnel Commission

CITY OF GILROY
RECRUITMENT AND EMPLOYMENT STATUS REPORT

Recruitments Posted as of July 2026	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 7/31/26
Police Officer – All Levels	7/1/26	Continuous	2	Accepting and screening applications; reposted with new 7/1/26 salary range; evaluating applications from prior posting period as well	71
Public Safety Communicator – Lateral or Trainee	7/31/26	Continuous	2 – Lateral or Trainee	Accepting and screening applications; reposted with new 7/1/26 salary range; evaluating applications from prior posting period as well	
Detention Services Officer	7/24/26	Open Until Filled	1	Accepting applications	1
Senior Maintenance Worker – Water	7/6/26	8/6/26	1	Accepting applications	11
PT Accounting Assistant I	7/28/26	8/7/26	1	Accepting applications	14
Planner I/II	n/a	n/a	1	Pending recruitment request from department	n/a
Building Inspector I/II	n/a	n/a	1	Pending recruitment request from department	n/a
Junior/Assistant/Associate Engineer – Utilities	n/a	n/a	1	Job flyer under development; pending updated job descriptions	n/a
Environmental Programs Analyst	n/a	n/a	1	Job flyer under development; pending updated job description	n/a
PT Assistant Fleet Technician	n/a	n/a	1	Job flyer under development; pending updated job description	n/a
Maintenance Worker I – PW	n/a	n/a	3	Job flyer under development; pending updated job description	n/a
Maintenance Worker I – Utilities	n/a	n/a	2	Job flyer under development; pending updated job description	n/a

Recruitments in Process – July 2026	Status
Community Engagement Coordinator – Police Dept.	1 candidate in background check
Police Officer Trainee	1 candidate in final pre-hire steps

Recruitments in Process – July 2026	Status
Code Enforcement Officer – 2 openings	1 candidate in background check; 2 candidates – department interview 7/30/26
Public Safety Communicator Trainee	2 candidates in background check
PT Maintenance Worker Assistant	1 candidate hired; screening additional applications
Community Resilience Coordinator (Grant Funded)	1 candidate in background check
Management Assistant – 3 openings	2 candidates to background check; 1 candidate in pre-hire
Housing & Community Services Manager	1 candidate in background check
Limited Term Extra Help – Environmental Programs	1 candidate in background check

Hiring/Promotion/Separation Information (June 2026 – July 2026)

HIRES/PROMOTIONS:

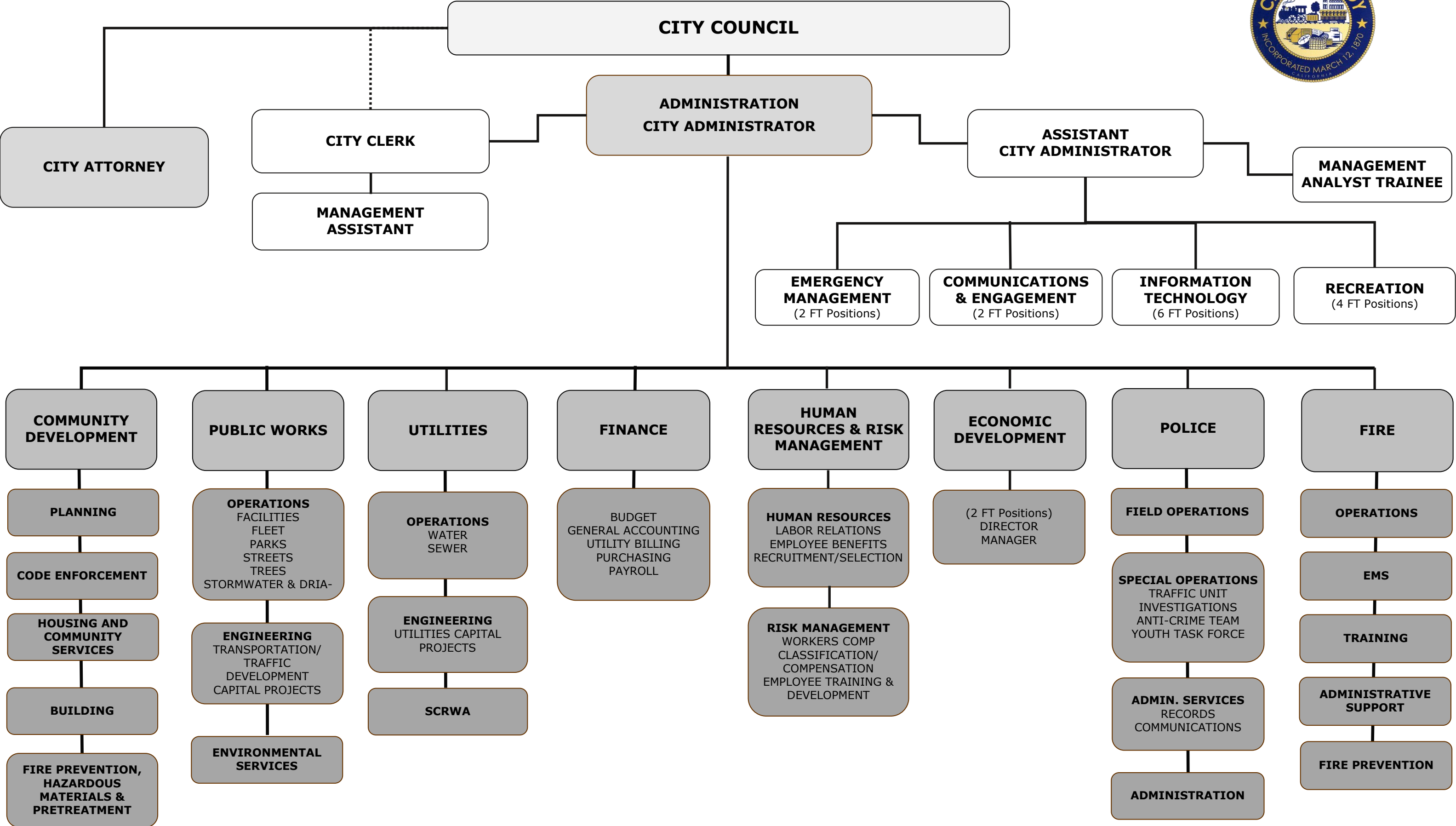
NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
VICTOR ROMO	ENGINEER I	07/01/2026
ANA SIRIAS	ACCOUNTING ASSISTANT I	07/01/2026
LOREN SAKAI	FIRE ENGINEER <i>*Promotion*</i>	07/01/2026
DAREN MOK	FIRE ENGINEER <i>*Promotion*</i>	07/03/2026
LAMAR TURNER	FIRE ENGINEER <i>*Promotion*</i>	07/05/2026
JEFFREY SMITH	MAINTENANCE WORKER I – WATER SECTION	07/05/2026
MICHAEL HORTA	HR DIRECTOR/RISK MANAGER	07/06/2026
MELISSA PASQUALE	RECREATION SUPERVISOR	07/06/2026
ALLEN JARVIO	CIVIL ENGR SUMMER INTERN– PUBLIC WORKS	07/07/2026
KIMBERLY WIGLEY	EXTRA HELP RETIRED ANNUITANT - FINANCE	07/09/2026
JOSE VEGA-VILLANUEVA	MAINTENANCE WORKER I – WASTEWATER SECTION	07/12/2026
ADRIAN ESPINOZA	MAINTENANCE WORKER I – WASTEWATER SECTION	07/13/2026
DEREK CRAY	UTILITIES DIRECTOR	07/21/2026
JONATHAN ARROYO FERNANDEZ	DETENTION SERVICES OFFICER	07/21/2026
JULIANA MANCERA	ACCOUNTING ASSISTANT I	07/21/2026
DANIEL ORDAZ	MAINTENANCE WORKER I – WATER SECTION	07/22/2026

SEPARATIONS:

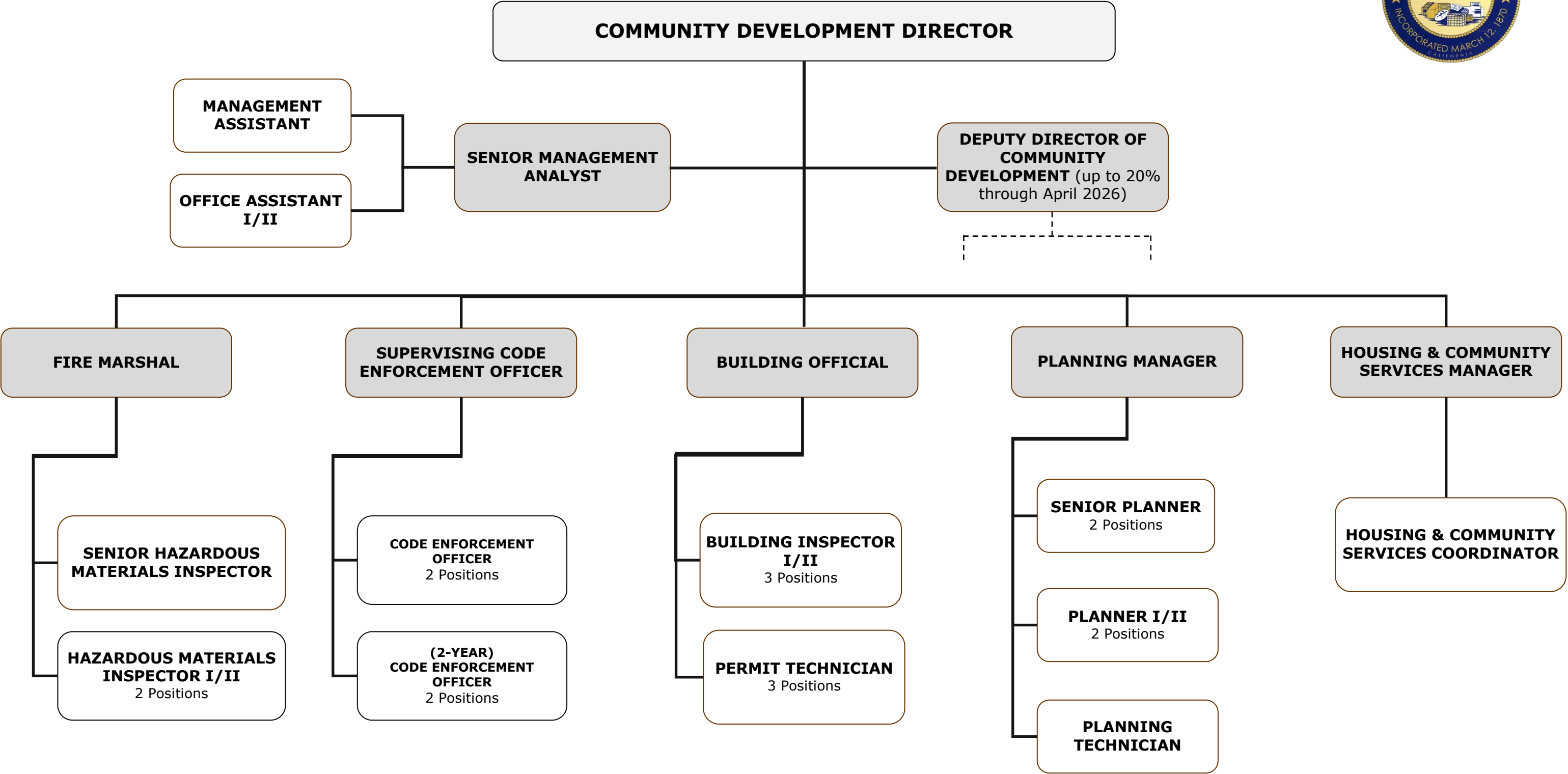
NAME	JOB CLASSIFICATION	DATE OF SEPARATION
MARIO RODRIGUEZ	DETENTION SERVICES OFFICER <i>*Retired*</i>	07/02/2026

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
MARIAH MAGANDA	MANAGEMENT ASSISTANT – COMM DEV	07/08/2026
LUIS CASTRO	MAINTENANCE WORKER – WATER SECTION	07/28/2026
JEFFREY SMITH	MAINTENANCE WORKER – WATER SECTION	07/28/2026

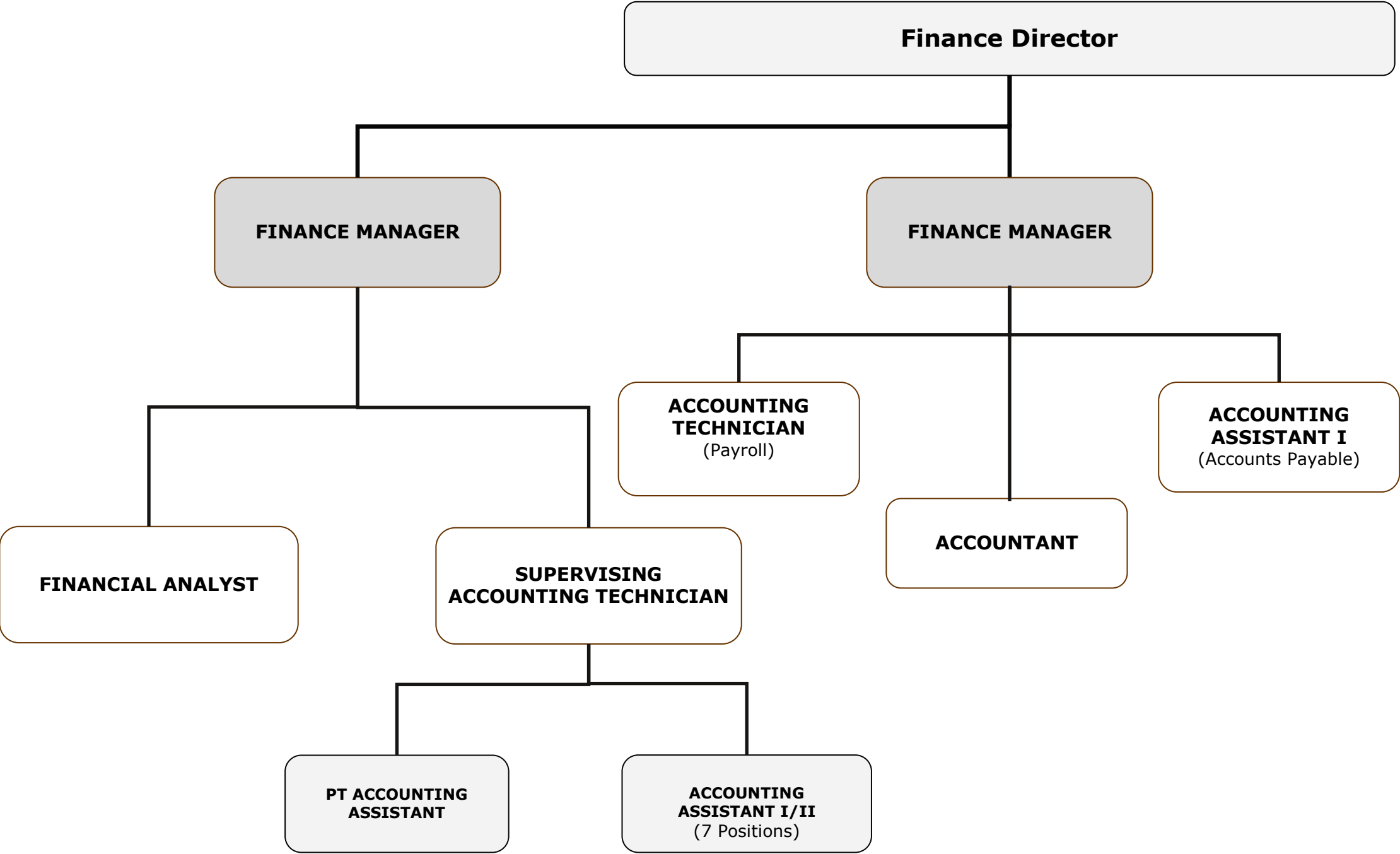
ADMINISTRATIVE ORGANIZATION



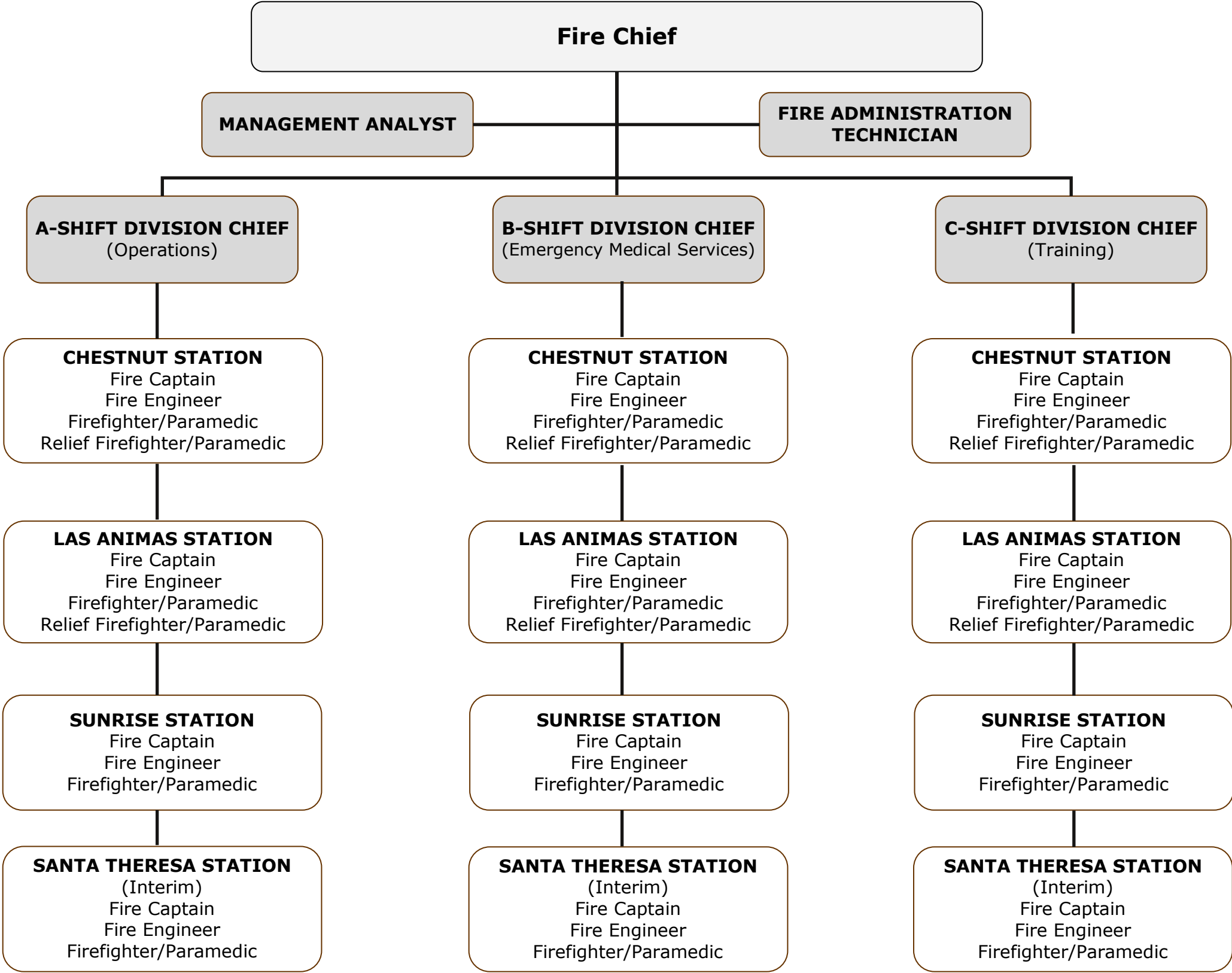
Community Development Department



Finance Department

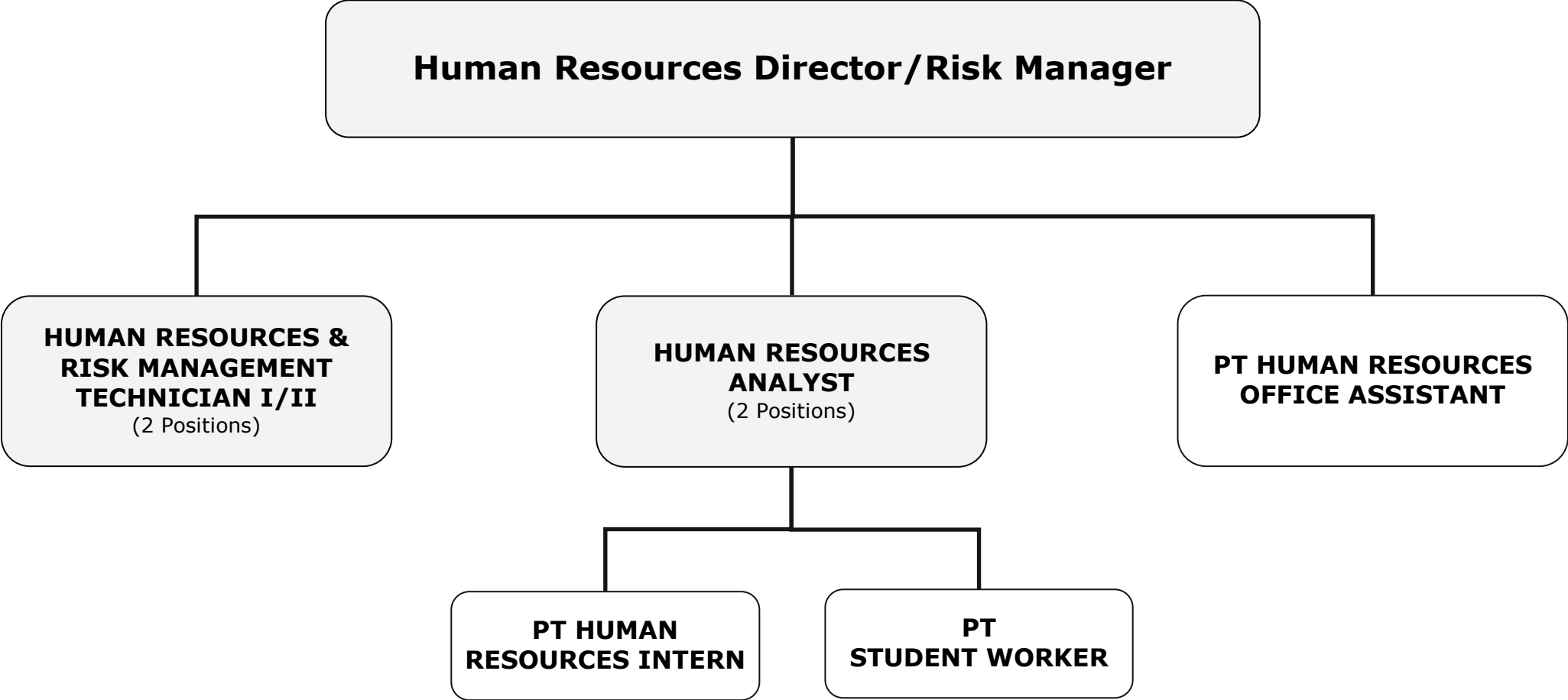


Fire Department

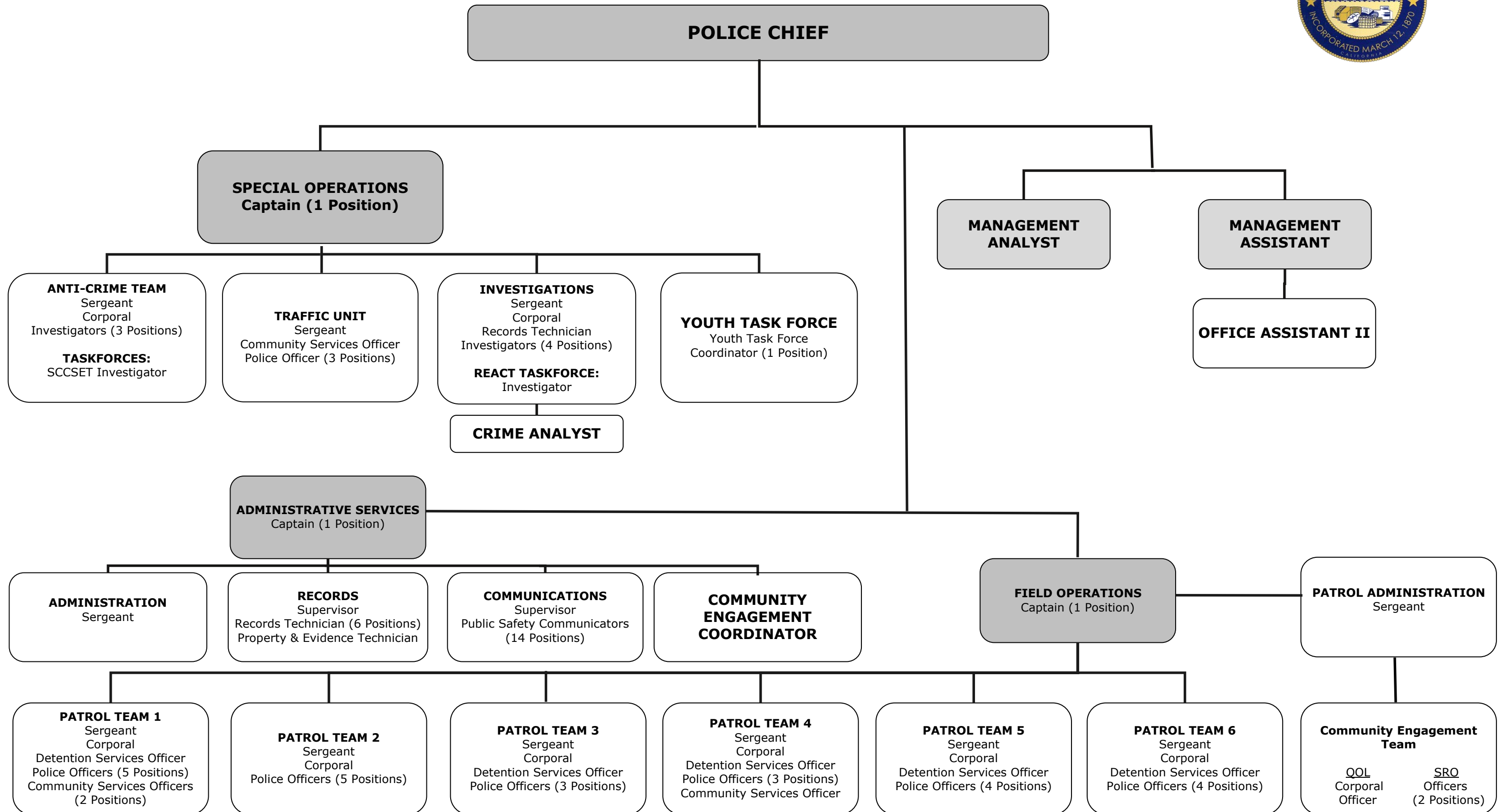


* STR staffing is contingent upon available personnel, operational priorities, and approved overtime. The unit may be staffed with two or three members when resources permit or may remain unstaffed during periods of limited staffing.
Santa Teresa Station is an interim facility staffed based on operational needs and available resources.

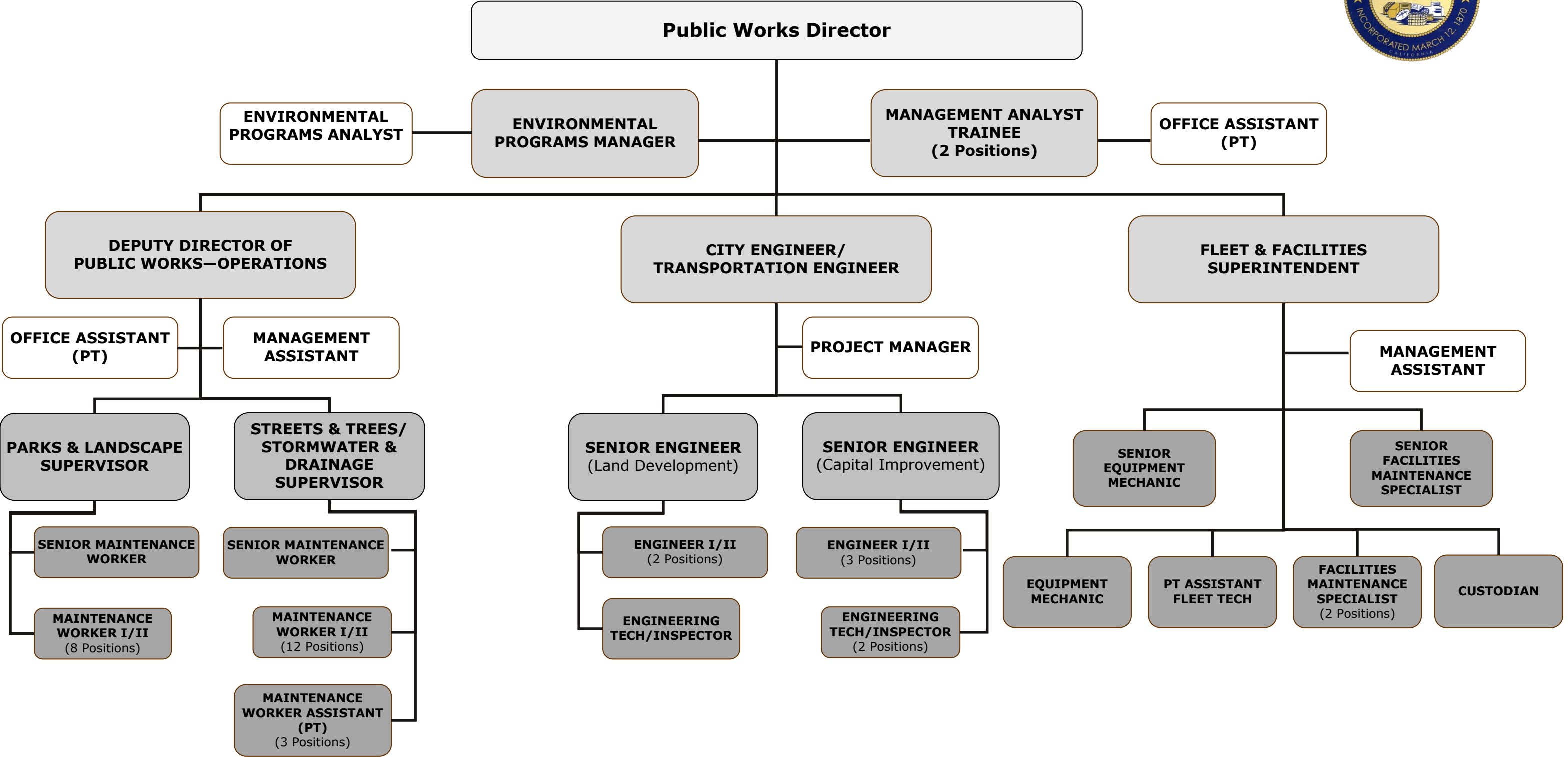
Human Resources & Risk Management



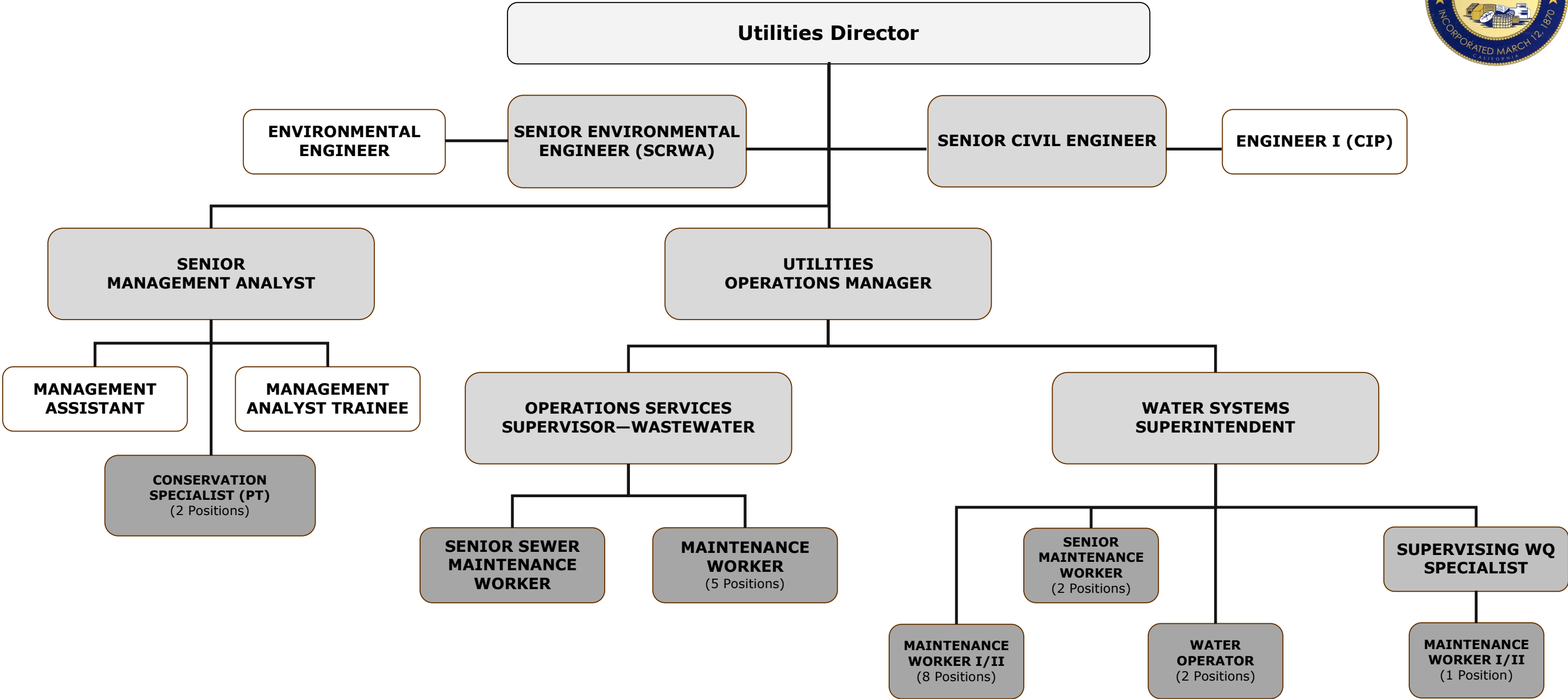
Police Department



Public Works Department



Utilities Department





City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Descriptions, Salary Ranges, and Employee Reclassifications Related to New Engineering Job Series (Associate Engineer, Assistant Engineer, Junior Engineer) in the Public Works and Utilities Departments

Meeting Date: August 3, 2026

From: Michael Horta, Human Resources Director/Risk Manager

Department: Human Resources/Risk Management

Submitted by:

Prepared by: LeeAnn McPhillips, Interim Human Resources Director/Risk Manager.

RECOMMENDATION

1. Approve Engineering Series Job Descriptions for the Public Works and Utilities Departments: Associate Engineer, Assistant Engineer, Junior Engineer
2. Approve Engineering Series Salary Ranges: Associate Engineer, Assistant Engineer, Junior Engineer
3. Approve Employee Reclassifications Related to New Engineering Job Classifications

BACKGROUND

Currently, the City of Gilroy has the job classifications of Engineer I and II within the AFSCME bargaining unit. The next level engineer position above Engineer II is the Senior Civil Engineer in the Gilroy Management Association Unit. Most public agencies utilize the job classification titles of Junior Engineer and Assistant Engineer instead of Engineer I and II. Further, most agencies have the third level engineer classification of Associate Engineer in between the Assistant and Senior levels. Due to challenges in recruiting and retaining engineers, staff is recommending replacing the Engineer I and II with Junior and Assistant Engineer classifications, respectively, as well as adding the Associate Engineer level, as this will provide the most flexibility and options when filling vacant engineer positions in the Public Works and Utilities Departments. Advertising

with the more commonly used job titles may also assist with our recruitment efforts. In addition, this job series will be flexibly staffed in that vacant positions can be hired at any level and employees can upgrade to a higher level based on strong work performance, demonstrated abilities, and attainment of the requirements for the higher level position. The upgrade process will further support the City's retention efforts, especially given the current shortage of civil engineers in the job market.

Staff recently concluded the labor negotiations process with the AFSCME bargaining group and the City Council just approved new Memoranda of Understanding (MOUs) for the AFSCME units on July 27, 2026. As part of the negotiations process, the teams worked collaboratively to develop new job descriptions to capture the description of work appropriate for each level of engineer.

- The Junior Engineer is the entry-level classification in the AFSCME engineering series designed for someone just entering the public sector engineering field. The position level is appropriate for a recent college graduate with limited work experience or someone who is working on completing their bachelor's degree but has some related work experience.
- The Assistant Engineer is a journey-level classification in the AFSCME engineering series designed for someone who has completed their Bachelor's degree in engineering, has attained their Engineer-In-Training certification, and has two years of related work experience. An Assistant Engineer can be assigned various engineering projects that they take from start to finish working under general supervision. Assistant Engineers may provide guidance and share their experience with Junior Engineers, Engineering Technicians, and/or Interns.
- The Associate Engineer is the highest journey-level classification in the AFSCME engineering series designed for someone who has their Bachelor's degree in engineering, has attained a State of California Professional Civil Engineer License, and has at least four years of related public sector work experience with the capability to lead and manage more complex engineering projects and assignments. Associate Engineers will provide guidance and mentoring to Junior Engineers and Assistant Engineers, as well as Technicians, and Interns. Associate Engineers can lead a team working together to complete a project.

The current salary ranges (effective July 1, 2026) for each level of engineer are as follows (Note: the salary ranges below include Steps F, G, and H which are retention steps requiring 5, 10, and 15 years of full-time City of Gilroy service; consistent with the MOU, employees cannot advance to these steps in the range until they complete the requisite full-time years of City of Gilroy service, have strong work performance, and have one year at the prior step.)

- Associate Engineer in the Public Works and Utilities Departments: \$11,035.58 - \$15,528.17 per month
- Assistant Engineer in the Public Works and Utilities Departments: \$10,032.33 -

\$14,116.50 per month

- Junior Engineer in the Public Works and Utilities Departments: \$9,082.25 - \$12,779.50 per month

To implement the new classification structure within each department, staff completed an assessment to determine what classification level each employee should be assigned to beginning July 1, 2026. The following are the recommended reclassifications associated with this restructuring:

- Engineer I Jose Cedano* to be reclassified to Assistant Engineer in the Public Works Department
- Engineer I Sebastian Guitron to be reclassified to Junior Engineer in the Public Works Department
- Engineer I Jay Kantamneni** to be reclassified to Junior Engineer in the Utilities Department
- Engineer II Julie Oates* to be reclassified to Associate Engineer in the Public Works Department
- Engineer I Susana Ramirez* to be reclassified to Assistant Engineer in the Public Works Department
- Engineer I Victor Romo to be reclassified to Junior Engineer in the Public Works Department

*These employees will be upgraded as part of the restructuring and will be placed at the appropriate step in the new salary range associated with the upgraded position. The other employees noted are new, probationary employees remaining on the same salary range as their existing position.

**This employee is underfilling the budgeted position of Environmental Engineer.

Currently, there is a vacant Engineer I/II position in the Utilities Department. With the approval of the new job descriptions and salary ranges, Human Resources will commence a recruitment process and fill the position at the Junior/Assistant/Associate level depending upon the applicant pool and final candidate selection.

Attachments:

1. Associate Engineer Public Works FINAL DRAFT July 2026
2. Associate Engineer Utilities FINAL DRAFT July 2026
3. Assistant Engineer Public Works FINAL DRAFT July 2026
4. Assistant Engineer Utilities Department FINAL DRAFT July 2026
5. Junior Engineer Public Works FINAL DRAFT July 2026
6. Junior Engineer Utilities FINAL DRAFT July 2026

**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
ASSOCIATE ENGINEER**

GENERAL DUTIES & CLASS CHARACTERISTICS:

Under direct supervision of a Senior Civil Engineer or City Engineer in the Public Works Department, performs professional, journey-level civil engineering work in the municipal government setting. The Associate Engineer is the third level in a three-level professional civil engineering series. The Associate Engineer is a registered California Professional Civil Engineer whose work includes design, direct and indirect guidance and oversight of Junior and Assistant Engineers under limited review and oversight of a Senior Civil Engineer. The Associate Engineer is expected to exercise independent judgment and to serve as a team leader to deliver assigned projects. The Associate Engineer is not an official supervisor of other employees but is responsible for the guidance and oversight of staff assigned to a specific project or task. An Assistant Engineer may advance to Associate Engineer based on meeting the qualifications of Associate Engineer, to include registration in California as a Professional Civil Engineer, and by demonstrating strong work performance and readiness for the Associate Engineer classification as evidenced by an Employee Performance Appraisal (EPA). The Associate Engineer classification is a non-exempt position and represented by Gilroy AFSCME, Local 101.

GENERAL REQUIREMENTS:

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

Attendance - Follows department/City policy for 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, residents, 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-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 gender-identity differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepare initial design studies for capital projects; prepares project plans, specifications, estimates and project schedules for new construction, replacement, and maintenance of capital projects.
2. Prepare, release, review and award advertised projects, designs, and studies.

3. Prepare final design plans and as-built drawings for capital projects.
4. Lead grant writing efforts and upon award, administer the grant.
5. Perform design and drafting duties for Public Works projects, such as street and stormwater projects, ramps, and other accessibility features in compliance with the Americans with Disabilities Act, crosswalks, etc.
6. Perform detailed evaluations and plan check of private development and public improvements associated with private development in the public right of way.
7. Review and make recommendations to the Senior Civil Engineer following field inspections, to include field inspections completed by Junior and/or Assistant Engineers.
8. Provide information regarding existing and planned infrastructure in response to inquiries from staff, developers, and residents.
9. Review the recommendations of Junior and/or Assistant Engineers regarding their processing and recommendations on City permits, right-of-way agreements and other instruments related to use of City property or rights-of-way.
10. Compute appropriate fees for permits, plan checks and related functions.
11. Assist in providing direction and guidance to the public and applicants at the public counter, by email, by phone, and/or via a public platform such as See Click Fix; including providing assistance and history to Junior and/or Assistant Engineers who are assisting applicants.
12. Directly manage consultants and oversee contractors and developers performing all types of construction management activities and inspection to ensure construction practices are in compliance with applicable codes and City standards.
13. Directly manage consultant work on studies, design work, and related items, including managing schedule, budget, and ultimate delivery of the final product.
14. Assist with general research assistance; provide professional engineering and other technical support as appropriate to other divisions and sections within the City.
15. Disseminate, modify, and maintain Public Works records, maps, files, databases, and make changes to associated GIS base maps.
16. Prepare correspondence and establish and maintain appropriate records and files.
17. Lead the review, analysis, and/or preparation of environmental documents and related technical studies; confer and coordinate with other City departments.
18. Provide direct assistance to the Senior Civil Engineer in preparation of the Five-Year Capital Improvement Plan, biennial Capital Budget, and the biennial operating budget. Prepare draft charters for Capital Improvements projects.
19. Assist with public meetings, including preparation of visual aids and speaking to attendees.
20. Meet with consultants, outside engineers, developers, and outside agencies to convey City policies and design requirements.
21. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
22. Maintains accurate records and prepare clear and concise reports, correspondence and other written materials related to the work.
23. Prepare and make presentations to the Parks and Recreation Commission, Planning Commission, City Council, other boards, commissions, and outside groups, and community.

24. Performs related duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**SKILLS:**

1. Effectively plan, assign, and coordinate delivery of capital projects.
2. Effectively communicate recommended revisions to private development plans to Senior Civil Engineer and applicant representative(s).
3. Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
4. Prepare complete plans and estimates of routine public works projects.
5. Prepare, read, and interpret survey notes, engineering specifications, construction plans, and legal property descriptions.
6. Conduct research, evaluate alternatives, make sound recommendations to supervisor and/or the project manager, and prepare effective technical staff reports.
7. Prepare clear and concise correspondence, written recommendations, procedures, checklists, and other written materials.
8. Use sound judgment, to include evaluating past experiences, when making recommendations to your supervisor and/or project manager.
9. Prepare comprehensive responses to requests for information.
10. Use civil engineering principles to identify and implement solutions to engineering problems and design projects.
11. Provide outstanding customer service (internally and externally).
12. Computer skills to include the use of common office software including Microsoft Office Suite and applicable specialized engineering software including AutoCAD, BlueBeam, and Virtual Project Manager or other similar software.
13. Strong organizational and time management skills to achieve efficiency in the performance of work.
14. Ability to multi-task and track progress on multiple assignments and/or projects.

KNOWLEDGE: Knowledge of:

1. Principles and practices of civil engineering as applied to public works or building construction projects
2. Principles and practices of project management, to include scheduling principles, practices, and techniques.
3. Methods, materials, and techniques used in the construction of public works projects
4. Computer applications related to the work.
5. Applicable laws, codes, and regulations.
6. Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in-person, over the telephone, by email, or via a platform such as See Click Fix.
7. Pertinent Federal, State, and local laws, codes, and regulation applicable to municipal public works.

8. Principles and practices of budget preparation and administration.
9. Principles and practices of contract preparation and administration.

ABILITIES: Ability to:

1. Apply experience and education to facilitate efficient and effective applications of modern construction methods for public and private projects.
2. Perform the most difficult engineering design computations and plan check, design and prepare engineering plans, studies, profiles, and maps.
3. Apply existing laws and regulatory codes applicable to areas assigned.
4. Apply City engineering policies and procedures to your work.
5. Communicate clearly and concisely, orally and in writing.
6. Present reports to City Council, committees, boards, commissions, and other groups, and attend community meetings with other staff.
7. Maintain a variety of project files and records.
8. Establish, maintain, and foster cooperative working relations with others contacted in the course of work and foster teamwork within the department.
9. Prioritize workload and exercise sound judgement within established procedural guidelines.
10. Execute difficult engineering computations quickly and accurately, applying engineering principles, computer programs and mathematical tables to the solution of civil engineering problems, and prepare estimates, designs, plans and specifications.
11. Review and/or preparation of cost estimates of infrastructures.
12. Prepare schedules and periodic project status reports.
13. Establish, maintain, and foster cooperative working relations with co-workers, developers, community members and other agencies.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard, mouse, and monitor
2. Tablet and/or laptop
3. Telephone or headset
4. Cell phone
5. Standard copier/printer to include Multi-Function Machines (copy/scan/fax)
6. Large-format plotter
7. Traffic counters
8. Engineering tools and equipment
9. Presentation equipment, microphones, easels, overhead projectors, etc.
10. Specialized computer software

11. Automobile
12. Other related equipment

PHYSICAL DEMANDS:

When working in the office or in the field, employee will perform the following physical activities including the handling of engineering equipment, two-way radios, blueprints, plans, files, books, binders, and boxes of work-related material.

1. Sitting, for prolonged periods of time when working at a computer or attending meetings or seminars.
2. Walking, during site visits, inspections, and enforcement activities in the field.
3. Standing, for prolonged periods of time while working in the field, during meetings or at other presentations.
4. Kneeling, when performing site visits, inspections, or enforcement activities.
5. Bending/stooping, when performing site visits, inspections, or enforcement activities.
6. Twisting, when performing site visits, inspections, or enforcements.
7. Reaching, when performing site visits, inspections, or enforcement activities.
8. Carrying
9. Pushing/pulling
10. Lifting and moving up to 25 lbs.
11. Driving
12. Must have sufficient mobility to inspect construction projects in the field.
13. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, telephone, multi-function machine, cell phone, tablet, paper shredder, paper cutter, camera, microphone, projector, easel, engineering equipment, automobile, etc.:

1. Seeing, color vision necessary when reading plans, maps, and other drawings.
2. Speaking
3. Hearing
4. Touching
5. Smelling
6. While performing the duties of this job, the employee is regularly required to talk or hear.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, approximately 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, computer, printers, and multi-function machines (copy/scan/fax).
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plans, copiers, scanners, multi-function machines, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections, and enforcement activities, approximately 20% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, wood, tile, linoleum, carpeting, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise may occur during site visits or inspections.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, and construction, inspection, and enforcement activities.
8. Must be willing to work out of doors in various weather conditions.
9. The work environment indoors is usually in a temperature-controlled office.

HAZARDS:

During a site visit, inspection, or enforcement activity, there may be a higher risk of exposure to biological, mechanical, or electrical hazards due to the nature of a wastewater treatment plant, construction sites or businesses that manufacture or process various materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle.

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, multi-function machines (copy/scan/fax), projector, microphone, easel, calculator, paper shredder, paper cutter, etc.

ATMOSPHERIC CONDITIONS:

Minimal to moderate exposure to fumes occurs in the field when visiting or inspecting construction sites, infrastructure sites, or businesses. There is minimal exposure to fumes in a typical office environment which may result from use of copiers/multi-function machines, printers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

MINIMUM REQUIREMENTS, TRAINING, EXPERIENCES AND QUALIFICATIONS:

1. Bachelor's degree from an accredited university or college in Civil Engineering, Environmental Engineering or other engineering field deemed relevant by the City.
2. At least four years of full-time work experience, with at least two years at a level equivalent to the City of Gilroy Assistant Engineer position with strong work performance. Equivalency in evaluating work experience shall be at the sole discretion of the City of Gilroy. Preference may be given to candidates with specific Public Works related work experience.
3. Possess certification as a Registered Professional Civil Engineer in the State of California.
4. Possess and maintain a valid California Driver's License and a safe driving record necessary to operate assigned vehicle(s).
5. Willing to continue education and training, expand skills, attend classes, seminars, webinars, and workshops, and complete individual study.
6. Pass an employment background check including a criminal records check.
7. Pass a post-offer medical examination, which includes a drug test.
8. Prefer non-tobacco user.

**UTILITIES DEPARTMENT
ENGINEERING DIVISION
ASSOCIATE ENGINEER**

GENERAL DUTIES & CLASS CHARACTERISTICS:

Under direct supervision of a Senior Civil Engineer in the Utilities Department, performs professional, journey-level civil engineering work in the municipal government setting. The Associate Engineer is the third level in a three-level professional civil engineering series. The Associate Engineer is a registered California Professional Civil Engineer whose work includes design, direct and indirect oversight of Junior and Assistant Engineers under limited review and oversight of a Senior Civil Engineer. The Associate Engineer is expected to exercise independent judgment and to serve as a team leader to deliver assigned projects. The Associate Engineer is not an official supervisor of other employees but is responsible for the guidance and oversight and supervision of staff assigned to a specific project or task. An Assistant Engineer may advance to Associate Engineer based on meeting the qualifications of Associate Engineer, to include registration in California as a Professional Civil Engineer, and by demonstrating strong work performance and readiness for the Associate Engineer classification as evidenced by an Employee Performance Appraisal (EPA). The Associate Engineer classification is a non-exempt position and represented by Gilroy AFSCME, Local 101.

GENERAL REQUIREMENTS:

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

Attendance - Follows department/City policy for 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, residents, 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-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 gender-identity differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepare initial design studies for capital projects; prepares project plans, specifications, estimates and project schedules for new construction, replacement, and maintenance of utilities capital projects.
2. Prepare, release, review and award advertised projects, designs, and studies.
3. Prepare final design plans and as-built drawings for capital projects related to utilities.

4. Lead grant writing efforts and upon award, administer the grant.
5. Perform design and drafting duties for utilities projects, such as water and wastewater, etc.
6. Perform detailed evaluations and plan check of utilities public improvements associated with private development.
7. Review and make recommendations to the Senior Civil Engineer following field inspections, to include field inspections completed by Junior and/or Assistant Engineers.
8. Provide information regarding existing and planned infrastructure in response to inquiries from staff, developers, and residents.
9. Review the recommendations of Junior and/or Assistant Engineers regarding their processing and recommendations on City permits, right-of-way agreements and other instruments related to use of City property or rights-of-way.
10. Compute appropriate fees for permits, plan checks and related functions.
11. Assist in providing direction and guidance to the public and applicants at the public counter, by email, by phone, and/or via a public platform such as See Click Fix; including providing assistance and history to Junior and/or Assistant Engineers who are assisting applicants.
12. Directly manage consultants and oversee contractors and developers performing all types of construction management activities and inspection to ensure construction practices are in compliance with applicable codes and City standards.
13. Directly manage consultant work on studies, design work, and related items, including managing schedule, budget, and ultimate delivery of the final product.
14. Assist with general research assistance; provide professional engineering and other technical support as appropriate to other divisions and sections within the City.
15. Disseminate, modify, and maintain Utilities records, maps, files, databases, and associated GIS base maps.
16. Prepare correspondence and establish and maintain appropriate records and files.
17. Lead the review, analysis, and/or preparation of environmental documents and related technical studies; confer and coordinate with other City departments.
18. Provide direct assistance to the Senior Civil Engineer in preparation of the Five-Year Capital Improvement Plan, biennial Capital Budget, and the biennial operating budget. Prepare draft charters for Utilities Capital Improvements projects.
19. Assist with public meetings, including preparation of visual aids and speaking to attendees.
20. Meet with consultants, outside engineers, developers, and outside agencies to convey City policies and design requirements.
21. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
22. Maintains accurate records and prepare clear and concise reports, correspondence and other written materials related to the work.
23. Prepare and make presentations to the City Council, other boards, commissions, and outside groups, and community.
24. Performs related duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**SKILLS:**

1. Effectively plan, assign, and coordinate delivery of utilities capital projects.
2. Effectively communicate recommended revisions to private development plans that include utilities to Senior Civil Engineer and applicant representative(s).
3. Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
4. Prepare complete plans and estimates of routine utilities projects.
5. Prepare, read, and interpret survey notes, engineering specifications, construction plans, and legal property descriptions.
6. Conduct research, evaluate alternatives, make sound recommendations to supervisor and/or the project manager, and prepare effective technical staff reports.
7. Prepare clear and concise correspondence, written recommendations, procedures, checklists, and other written materials.
8. Use sound judgment, to include evaluating past experiences, when making recommendations to your supervisor and/or project manager.
9. Prepare comprehensive responses to requests for information.
10. Use civil engineering principles to identify and implement solutions to engineering problems and design projects.
11. Provide outstanding customer service (internally and externally).
12. Computer skills to include the use of common office software including Microsoft Office Suite and applicable specialized engineering software including AutoCAD, BlueBeam, and Virtual Project Manager or other similar software.
13. Strong organizational and time management skills to achieve efficiency in the performance of work.
14. Ability to multi-task and track progress on multiple assignments and/or projects.

KNOWLEDGE: Knowledge of:

1. Principles and practices of civil engineering as applied to utilities projects
2. Principles and practices of project management, to include scheduling principles, practices, and techniques.
3. Methods, materials, and techniques used in the construction of utilities projects
4. Computer applications related to the work.
5. Applicable laws, codes, and regulations.
6. Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in-person, over the telephone, by email, or via a platform such as See Click Fix.
7. Pertinent Federal, State, and local laws, codes, and regulation applicable to municipal utilities.
8. Principles and practices of budget preparation and administration.
9. Principles and practices of contract preparation and administration.

ABILITIES: Ability to:

1. Apply experience and education to facilitate efficient and effective applications of modern construction methods for public and private projects.
2. Perform the most difficult engineering design computations and plan check, design and prepare engineering plans, studies, profiles, and maps.
3. Apply existing laws and regulatory codes applicable to areas assigned.
4. Apply City engineering policies and procedures to your work.
5. Communicate clearly and concisely, orally and in writing.
6. Present reports to City Council, committees, boards, commissions, and other groups, and attend community meetings with other staff.
7. Maintain a variety of project files and records.
8. Establish, maintain, and foster cooperative working relations with others contacted in the course of work and foster teamwork within the department.
9. Prioritize workload and exercise sound judgement within established procedural guidelines.
10. Execute difficult engineering computations quickly and accurately, applying engineering principles, computer programs and mathematical tables to the solution of civil engineering problems, and prepare estimates, designs, plans and specifications.
11. Review and/or preparation of cost estimates of utilities infrastructures.
12. Prepare schedules and periodic project status reports.
13. Establish, maintain, and foster cooperative working relations with co-workers, developers, community members and other agencies.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard, mouse, and monitor
2. Tablet and/or laptop
3. Telephone or headset
4. Cell phone
5. Standard copier/printer to include Multi-Function Machines (copy/scan/fax)
6. Large-format plotter
7. Traffic counters
8. Engineering tools and equipment
9. Presentation equipment, microphones, easels, overhead projectors, etc.
10. Specialized computer software
11. Automobile
12. Other related equipment

PHYSICAL DEMANDS:

When working in the office or in the field, employee will perform the following physical activities including the handling of engineering equipment, two-way radios, blueprints, plans, files, books, binders, and boxes of work-related material.

1. Sitting, for prolonged periods of time when working at a computer or attending meetings or seminars.
2. Walking, during site visits, inspections, and enforcement activities in the field.
3. Standing, for prolonged periods of time while working in the field, during meetings or at other presentations.
4. Kneeling, when performing site visits, inspections, or enforcement activities.
5. Bending/stooping, when performing site visits, inspections, or enforcement activities.
6. Twisting, when performing site visits, inspections, or enforcements.
7. Reaching, when performing site visits, inspections, or enforcement activities.
8. Carrying
9. Pushing/pulling
10. Lifting and moving up to 25 lbs.
11. Driving
12. Must have sufficient mobility to inspect construction projects in the field.
13. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, telephone, multi-function machine, cell phone, tablet, paper shredder, paper cutter, camera, microphone, projector, easel, engineering equipment, automobile, etc.:

1. Seeing, color vision necessary when reading plans, maps, and other drawings.
2. Speaking
3. Hearing
4. Touching
5. Smelling
6. While performing the duties of this job, the employee is regularly required to talk or hear.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**Office Conditions:**

1. Indoors: Typical office conditions, approximately 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, computer, printers, and multi-function machines (copy/scan/fax).
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plans, copiers, scanners, multi-function machines, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections, and enforcement activities, approximately 20% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, wood, tile, linoleum, carpeting, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise may occur during site visits or inspections.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, and construction, inspection, and enforcement activities.
8. Must be willing to work out of doors in various weather conditions.
9. The work environment indoors is usually in a temperature-controlled office.

HAZARDS:

During a site visit, inspection, or enforcement activity, there may be a higher risk of exposure to biological, mechanical, or electrical hazards due to the nature of a wastewater treatment plant, construction sites or businesses that manufacture or process various materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle.

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, multi-function machines (copy/scan/fax), projector, microphone, easel, calculator, paper shredder, paper cutter, etc.

ATMOSPHERIC CONDITIONS:

Minimal to moderate exposure to fumes occurs in the field when visiting or inspecting construction sites, infrastructure sites, or businesses. There is minimal exposure to fumes in a typical office environment which may result from use of copiers/multi-function machines, printers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

MINIMUM REQUIREMENTS, TRAINING, EXPERIENCES AND QUALIFICATIONS:

1. Bachelor's degree from an accredited university or college in Civil Engineering, Environmental Engineering or other engineering field deemed relevant by the City.
2. At least four years of full-time work experience, with at least two years at a level equivalent to the City of Gilroy Assistant Engineer position with strong work performance. Equivalency in evaluating work experience shall be at the sole discretion of the City of Gilroy. Preference may be given to candidates with specific Utilities related work experience.
3. Possess certification as a Registered Professional Civil Engineer in the State of California.
4. Possess and maintain a valid California Driver's License and a safe driving record necessary to operate assigned vehicle(s).
5. Willing to continue education and training, expand skills, attend classes, seminars, webinars, and workshops, and complete individual study.
6. Pass an employment background check including a criminal records check.
7. Pass a post-offer medical examination, which includes a drug test.
8. Prefer non-tobacco user.

**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
ASSISTANT ENGINEER**

GENERAL DUTIES & CLASS CHARACTERISTICS:

Under direct supervision of a Senior Civil Engineer or City Engineer in the Public Works Department, performs professional civil engineering work in the municipal government setting. The Assistant Engineer is the second level in a three-level professional civil engineering series. The work of the Assistant Engineer is clearly defined and performed under general review and oversight by an Associate or Senior Engineer. The Assistant Engineer class is distinguished from the Junior Engineer through the amount of relatable civil engineering work experience, ability to use more independent judgment, ability to serve as a team leader, work with greater independence, and possession of a California Engineer-In-Training Certification. An Assistant Engineer may advance to Associate Engineer based on meeting the qualifications of Associate Engineer and demonstrating strong work performance and readiness for the Associate Engineer classification as evidenced by an Employee Performance Appraisal (EPA). The Assistant Engineer classification is non-exempt, non-supervisory position and represented by Gilroy AFSCME, Local 101 (General Unit).

GENERAL REQUIREMENTS:

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

Attendance - Follows department/City policy for 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, residents, 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-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 gender-identity differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepare draft specifications, plans, estimates, and reports pertaining to new construction, replacement, and maintenance of capital projects.
2. Prepare, release, review, and award advertised projects, designs, and studies.
3. Assist with grant writing and grant administration.

4. Perform design and drafting duties for Public Works projects such as street, stormwater, remaps and other accessibility features in compliance with the Americans with Disabilities Act, crosswalks, etc. and may include some limited oversight of specific work products of Junior Engineers.
5. Conduct field inspection of public/private improvements in the public right of way for compliance with approved plans, specifications conditions of approval and mitigation measures.
6. Provide information regarding existing and planned infrastructure in response to inquiries from staff, developers, and residents.
7. Assist with the review and processing of necessary City permits, right-of-way agreements and other instruments related to use of City property or rights-of-way.
8. Compute appropriate fees for permits, plan checks and related functions.
9. Assist in providing direction and guidance to the public and applicants at the public counter, by email, by phone, and via an online platform such as See Click Fix.
10. Work with consultants, contractors and developers performing all types of construction management activities and inspection to ensure construction practices are in compliance with applicable codes and City standards.
11. Review and communicate regarding consultant work on studies, design work and related items.
12. Plan check parcel maps, tract maps and other private/public agency development plans.
13. Provide general and research assistance to members of the Public Works Department and other departments.
14. Provide technical support as appropriate to other departments, divisions, and sections within the City.
15. Disseminate, modify, and maintain Public Works records, maps, files, databases, and make changes to associated GIS base maps.
16. Prepare correspondence and establish and maintain appropriate records and files.
17. Assist with the review, analysis, and/or preparation of environmental documents and related technical studies; confer and coordinate with other City departments.
18. Assist with the preparation of the Five-Year Capital Improvement Plan, biennial Capital Budget and as directed, the biennial operating budget. Prepare draft charters for proposed public works Capital Improvements projects.
19. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
20. Maintain accurate records and prepare clear and concise reports, correspondence and other written materials related to the work.
21. Prepare and, on occasion, assist in the presentation of agenda items to the Parks and Recreation Commission, Planning Commission, City Council, or other commission board, or outside group as assigned.
22. Field verify existing conditions and make recommendations to project manager regarding existing structures, roadways, site improvements and their implications on public work projects and private development.
23. Conduct studies and use computer programs to solve specific engineering challenges.
24. Maintain accurate records and prepare clear and concise reports, correspondence and other written materials related to the work.

25. Assist other departments and agencies with public works related items as needed.
26. Perform related duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**SKILLS:**

1. Conduct research, evaluate alternatives, make sound recommendations to supervisor and/or the project manager, and prepare effective technical staff reports.
2. Prepare clear and concise correspondence, written recommendations, procedures, checklists, and other written materials.
3. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
4. Use sound judgment, to include evaluating past experiences, when making recommendations to your supervisor and/or project manager.
5. Prepare complete plans and estimates of routine public works projects.
6. Prepare comprehensive responses to requests for information.
7. Prepare, read, and interpret survey notes, engineering specifications, construction plans, and legal property descriptions.
8. Use civil engineering principles to identify and implement solutions to engineering problems and design projects.
9. Provide outstanding customer service (internally and externally).
10. Computer skills to include the use of common office software including Microsoft Office Suite and applicable specialized engineering software including AutoCAD, BlueBeam, and Virtual Project Manager or other similar software.
11. Strong organizational and time management skills to achieve efficiency in the performance of work.
12. Ability to multi-task and track progress on multiple assignments and/or projects.

KNOWLEDGE: Knowledge of:

1. Principles and practices of civil engineering.
2. Computer applications related to the work.
3. Applicable laws, codes, and regulations.
4. Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in-person, over the telephone, by email, or via a platform such as See Click Fix.
5. Pertinent Federal, State, and local laws, codes, and regulation applicable to municipal public works.
6. Basic budgeting, project management, and scheduling principles, practices, and techniques.

ABILITIES: Ability to:

1. Apply experience and education to facilitate efficient and effective applications of modern construction methods for public and private projects.

2. Perform increasingly more difficult engineering design computations and plan check, design and prepare engineering plans, studies, profiles, and maps.
3. Apply existing laws and regulatory codes applicable to areas assigned.
4. Apply City engineering policies and procedures to your work.
5. Communicate clearly and concisely, orally and in writing.
6. On occasion, present reports to committees, commissions and City Council and attend community meetings with other staff.
7. Maintain a variety of project files and records.
8. Establish, maintain, and foster cooperative working relations with others contacted in the course of work and foster teamwork within the department.
9. Prioritize workload and exercise sound judgement within established procedural guidelines.
10. Execute difficult engineering computations quickly and accurately, applying engineering principles, computer programs and mathematical tables to the solution of civil engineering problems, and prepare estimates, designs, plans and specifications.
11. Assist in the review and/or preparation of cost estimates of infrastructures.
12. Prepare schedules and periodic project status reports.
13. Establish, maintain, and foster cooperative working relations with co-workers, developers, community members and other agencies.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard, mouse, and monitor
2. Tablet and/or laptop
3. Telephone or headset
4. Cell phone
5. Standard copier/printer to include Multi-Function Machines (copy/scan/fax)
6. Large-format plotter
7. Traffic counters
8. Engineering tools and equipment
9. Presentation equipment, microphones, easels, overhead projectors, etc.
10. Specialized computer software
11. Automobile
12. Other related equipment

PHYSICAL DEMANDS:

When working in the office or in the field, employee will perform the following physical activities including the handling of engineering equipment, two-way radios, blueprints, plans, files, books, binders, and boxes of work-related material.

1. Sitting, for prolonged periods of time when working at a computer or attending meetings or seminars.
2. Walking, during site visits, inspections, and enforcement activities in the field.
3. Standing, for prolonged periods of time while working in the field, during meetings or at other presentations.
4. Kneeling, when performing site visits, inspections, or enforcement activities.
5. Bending/stooping, when performing site visits, inspections, or enforcement activities.
6. Twisting, when performing site visits, inspections, or enforcements.
7. Reaching, when performing site visits, inspections, or enforcement activities.
8. Carrying
9. Pushing/pulling
10. Lifting and moving up to 25 lbs.
11. Driving
12. Must have sufficient mobility to inspect construction projects in the field.
13. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, telephone, multi-function machine, cell phone, tablet, paper shredder, paper cutter, camera, microphone, projector, easel, engineering equipment, automobile, etc.:

1. Seeing, color vision necessary when reading plans, maps, and other drawings.
2. Speaking
3. Hearing
4. Touching
5. Smelling
6. While performing the duties of this job, the employee is regularly required to talk or hear.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, approximately 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, computer, printers, and multi-function machines (copy/scan/fax). Lighting: Conducive to normal office setting.
4. Ventilation: Provided by central heating and air conditioning.
5. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plans, copiers, scanners, multi-function machines, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections, and enforcement activities, approximately 20% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, wood, tile, linoleum, carpeting, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise may occur during site visits or inspections.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, and construction, inspection, and enforcement activities.

8. Must be willing to work out of doors in various weather conditions.
9. The work environment indoors is usually in a temperature-controlled office.

HAZARDS:

During a site visit, inspection, or enforcement activity, there may be a higher risk of exposure to biological, mechanical, or electrical hazards due to the nature of a wastewater treatment plant, construction sites or businesses that manufacture or process various materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle.

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, multi-function machines (copy/scan/fax), projector, microphone, easel, calculator, paper shredder, paper cutter, etc.

ATMOSPHERIC CONDITIONS:

Minimal to moderate exposure to fumes occurs in the field when visiting or inspecting construction sites, infrastructure sites, or businesses. There is minimal exposure to fumes in a typical office environment which may result from use of copiers/multi-function machines, printers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

MINIMUM REQUIREMENTS, TRAINING, EXPERIENCES AND QUALIFICATIONS:

1. Bachelor's degree from an accredited university or college in Civil Engineering, Environmental Engineering or other engineering field deemed relevant by the City.
2. At least two years of full-time work experience at a level equivalent to the City of Gilroy Junior Engineer position with strong work performance. Equivalency in evaluating work experience shall be at the sole discretion of the City of Gilroy. Preference may be given to candidates with specific Public Works related work experience.
3. Possess a California Engineer in Training (EIT) Certificate.
4. Ongoing study and work toward registration as a Professional (Civil) Engineer in the State of CA is strongly encouraged but not required.
5. Possess and maintain a valid California Driver's License and a safe driving record necessary to operate assigned vehicle(s).
6. Willing to continue education and training, expand skills, attend classes, seminars, webinars, and workshops, and complete individual study.
7. Pass an employment background check including a criminal records check.
8. Pass a post-offer medical examination, which includes a drug test.
9. Prefer non-tobacco user.

**UTILITIES DEPARTMENT
ENGINEERING DIVISION
ASSISTANT ENGINEER**

GENERAL DUTIES & CLASS CHARACTERISTICS:

Under direct supervision of a Senior Civil Engineer in the Utilities Department, performs professional civil engineering work in the municipal government setting. The Assistant Engineer is the second level in a three-level professional civil engineering series. The work of the Assistant Engineer is clearly defined and performed under general review and oversight by an Associate or Senior Engineer. The Assistant Engineer class is distinguished from the Junior Engineer through the amount of relatable civil engineering work experience, ability to use more independent judgment, ability to serve as a team leader, work with greater independence, and possession of a California Engineer-In-Training Certification. An Assistant Engineer may advance to Associate Engineer based on meeting the qualifications of Associate Engineer and demonstrating strong work performance and readiness for the Associate Engineer classification as evidenced by an Employee Performance Appraisal (EPA). The Assistant Engineer classification is a non-exempt, non-supervisory position and represented by Gilroy AFSCME, Local 101 (General Unit).

GENERAL REQUIREMENTS:

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

Attendance - Follows department/City policy for 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, residents, 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-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 gender-identity differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepare draft specifications, plans, estimates, and reports pertaining to new construction, replacement, and maintenance of Utilities capital projects.
2. Prepare, release, review, and award advertised projects, designs, and studies.
3. Assist with grant writing and grant administration.

4. Perform design and drafting duties for Utilities projects such as water, wastewater, etc. and may include oversight of specific work product of Junior Engineers.
5. Conduct field inspection of public/private improvements in the public right of way for compliance with approved plans, specifications conditions of approval and mitigation measures.
6. Provide information regarding existing and planned infrastructure in response to inquiries from staff, developers, and residents.
7. Assist with the review and processing of necessary City permits, right-of-way agreements and other instruments related to use of City property or rights-of-way.
8. Compute appropriate fees for permits, plan checks and related functions.
9. Assist in providing direction and guidance to the public and applicants at the public counter, by email, by phone, and via an online platform such as See Click Fix.
10. Work with consultants, contractors and developers performing all types of construction management activities and inspection to ensure construction practices are in compliance with applicable codes and City standards.
11. Oversee consultant work on studies, design work and related items.
12. Plan check parcel maps, tract maps and other private/public agency development plans.
13. Provide general and research assistance to members of the Utilities Department and other departments.
14. Provide technical support as appropriate to other departments, divisions, and sections within the City.
15. Disseminate, modify, and maintain Utilities records, maps, files, databases, and make changes to associated GIS base maps.
16. Prepare correspondence and establish and maintain appropriate records and files.
17. Assist with the review, analysis, and/or preparation of environmental documents and related technical studies; confer and coordinate with other City departments.
18. Assist with the preparation of the Five-Year Capital Improvement Plan, biennial Capital Budget and as directed, the biennial operating budget. Prepare draft charters for proposed Utilities Capital Improvements projects.
19. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
20. Maintain accurate records and prepare clear and concise reports, correspondence and other written materials related to the work.
21. Prepare and, on occasion, assist in the presentation of agenda items to City Council or other public board, commission, or group as assigned.
22. Field verify existing conditions and make recommendations to project manager regarding existing structures, site improvements and their implications on Utilities projects.
23. Conduct studies and use computer programs to solve specific engineering challenges.
24. Maintain accurate records and prepare clear and concise reports, correspondence and other written materials related to the work.
25. Assist other departments and agencies with utilities related items as needed.
26. Perform related duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**SKILLS:**

1. Conduct research, evaluate alternatives, make sound recommendations to supervisor and/or the project manager, and prepare effective technical staff reports.
2. Prepare clear and concise correspondence, written recommendations, procedures, checklists, and other written materials.
3. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
4. Use sound judgment, to include evaluating past experiences, when making recommendations to supervisor and/or project manager.
5. Prepare complete plans and estimates of routine utilities projects.
6. Prepare comprehensive responses to requests for information.
7. Prepare, read, and interpret survey notes, engineering specifications, construction plans, and legal property descriptions.
8. Use civil engineering principles to identify and implement solutions to engineering problems and design projects.
9. Provide outstanding customer service (internally and externally).
10. Computer skills to include the use of common office software including Microsoft Office Suite and applicable specialized engineering software including AutoCAD, BlueBeam, and Virtual Project Manager or other similar software.
11. Strong organizational and time management skills to achieve efficiency in the performance of work.
12. Ability to multi-task and track progress on multiple assignments and/or projects.

KNOWLEDGE: Knowledge of:

1. Principles and practices of civil engineering.
2. Computer applications related to the work.
3. Applicable laws, codes, and regulations.
4. Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in-person, over the telephone, by email, or via a platform such as See Click Fix.
5. Pertinent Federal, State, and local laws, codes, and regulation applicable to municipal public works.
6. Basic budgeting, project management, and scheduling principles, practices, and techniques.

ABILITIES: Ability to:

1. Apply experience and education to facilitate efficient and effective applications of modern construction methods for public and private projects.
2. Perform increasingly more difficult engineering design computations and plan check, design and prepare engineering plans, studies, profiles, and maps.

3. Apply existing laws and regulatory codes applicable to areas assigned.
4. Apply City engineering policies and procedures to your work.
5. Communicate clearly and concisely, orally and in writing.
6. On occasion, present reports to committees, commissions and City Council and attend community meetings with other staff.
7. Maintain a variety of project files and records.
8. Establish, maintain, and foster cooperative working relations with others contacted in the course of work and foster teamwork within the department.
9. Prioritize workload and exercise sound judgement within established procedural guidelines.
10. Execute difficult engineering computations quickly and accurately, applying engineering principles, computer programs and mathematical tables to the solution of civil engineering problems, and prepare estimates, designs, plans and specifications.
11. Assist in the review and/or preparation of cost estimates of infrastructures.
12. Prepare schedules and periodic project status reports.
13. Establish, maintain, and foster cooperative working relations with co-workers, developers, community members and other agencies.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard, mouse, and monitor
2. Tablet and/or laptop
3. Telephone or headset
4. Cell phone
5. Standard copier/printer to include Multi-Function Machines (copy/scan/fax)
6. Large-format plotter
7. Traffic counters
8. Engineering tools and equipment
9. Presentation equipment, microphones, easels, overhead projectors, etc.
10. Specialized computer software
11. Automobile
12. Other related equipment

PHYSICAL DEMANDS:

When working in the office or in the field, employee will perform the following physical activities including the handling of engineering equipment, two-way radios, blueprints, plans, files, books, binders, and boxes of work-related material.

1. Sitting, for prolonged periods of time when working at a computer or attending meetings or seminars.
2. Walking, during site visits, inspections, and enforcement activities in the field.
3. Standing, for prolonged periods of time while working in the field, during meetings or at other presentations.
4. Kneeling, when performing site visits, inspections, or enforcement activities.
5. Bending/stooping, when performing site visits, inspections, or enforcement activities.
6. Twisting, when performing site visits, inspections, or enforcements.
7. Reaching, when performing site visits, inspections, or enforcement activities.
8. Carrying
9. Pushing/pulling
10. Lifting and moving up to 25 lbs.
11. Driving
12. Must have sufficient mobility to inspect construction projects in the field.
13. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, telephone, multi-function machine, cell phone, tablet, paper shredder, paper cutter, camera, microphone, projector, easel, engineering equipment, automobile, etc.:

1. Seeing, color vision necessary when reading plans, maps, and other drawings.
2. Speaking
3. Hearing
4. Touching
5. Smelling
6. While performing the duties of this job, the employee is regularly required to talk or hear.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

Indoors: Typical office conditions, approximately 80% of the time.

Flooring: Low level carpeting, linoleum, tile, wood, etc.

Noise Level: Conducive to office settings with phones, computer, printers, and multi-function machines (copy/scan/fax).

Lighting: Conducive to normal office setting.

Ventilation: Provided by central heating and air conditioning.

Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plans, copiers, scanners, multi-function machines, or other office-related equipment.

Field Conditions:

Outdoors: Typical field conditions during site visits, inspections, and enforcement activities, approximately 20% of the time.

Travel: Under varying conditions via automobile or plane, less than 5% of the time.

Flooring: Asphalt, grass, dirt, wood, tile, linoleum, carpeting, uneven surfaces, etc.

Noise Level: Varying low to high equipment noise may occur during site visits or inspections.

Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.

Ventilation: Heating and air conditioning provided by a vehicle or plane.

Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, and construction, inspection, and enforcement activities.

Must be willing to work out of doors in various weather conditions.
The work environment indoors is usually in a temperature-controlled office.

HAZARDS:

During a site visit, inspection, or enforcement activity, there may be a higher risk of exposure to biological, mechanical, or electrical hazards due to the nature of a wastewater treatment plant, construction sites or businesses that manufacture or process various materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle.

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, multi-function machines (copy/scan/fax), projector, microphone, easel, calculator, paper shredder, paper cutter, etc.

ATMOSPHERIC CONDITIONS:

Minimal to moderate exposure to fumes occurs in the field when visiting or inspecting construction sites, infrastructure sites, or businesses. There is minimal exposure to fumes in a typical office environment which may result from use of copiers/multi-function machines, printers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

MINIMUM REQUIREMENTS, TRAINING, EXPERIENCES AND QUALIFICATIONS:

1. Bachelor's degree from an accredited university or college in Civil Engineering, Environmental Engineering, or other engineering field deemed relevant by the City.
2. At least two years of full-time work experience at a level equivalent to the City of Gilroy Junior Engineer position with strong work performance. Equivalency in evaluating work experience shall be at the sole discretion of the City of Gilroy. Preference may be given to candidates with specific Utilities related work experience.
3. Possess a California Engineer in Training (EIT) Certificate.
4. Ongoing study and work toward registration as a Professional (Civil) Engineer in the State of CA is strongly encouraged but not required.
5. Possess and maintain a valid California Driver's License and a safe driving record necessary to operate assigned vehicle(s).
6. Willing to continue education and training, expand skills, attend classes, seminars, webinars, and workshops, and complete individual study.
7. Pass an employment background check including a criminal records check.
8. Pass a post-offer medical examination, which includes a drug test.
9. Prefer non-tobacco user.

**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
JUNIOR ENGINEER**

GENERAL DUTIES & CLASS CHARACTERISTICS:

Under direct supervision of a Senior Civil Engineer in the Public Works Department, performs pre-professional civil engineering work in the municipal government setting. Junior Engineer is the first in the three-level professional civil engineering series. The work of a Junior Engineer is more clearly defined and performed under close review and oversight of an Associate or Senior Engineer. The Junior Engineer class is distinguished from the higher-level Assistant Engineer by relevant municipal professional experience in civil engineering, certification required, and the ability to be assigned more complex work with less oversight and greater independence of decision-making. The position is flexibly staffed meaning that a Junior Engineer may be considered for upgrade to Assistant Engineer based upon meeting Assistant Engineer job requirements and strong overall job performance as evidenced by an Employee Performance Appraisal (EPA). The Junior Engineer classification is a non-exempt, non-supervisory classification represented by Gilroy AFSCME, Local 101 (General Unit).

GENERAL REQUIREMENTS:

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

Attendance - Follows department/City policy for 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, residents, 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-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 gender-identity differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Process (intake, review and recommend action) encroachment permits, special event permits and related activities.
2. Review building permits to ensure conformity with plans, specifications, conditions of approval and mitigation measures in the public right of way.

3. Perform limited design and drafting duties for public works projects, such as street, striping/signage, stormwater projects, and ramps and other accessibility features in compliance with the Americans with Disabilities Act (ADA).
4. Conduct field inspection of public/private improvements subject to encroachment permits and as directed by the supervisor.
5. Research and provide information regarding existing and planned infrastructure in response to inquiries from staff, developers, and residents.
6. Compute appropriate fees for engineering permits, plan checks and related functions.
7. Assist in providing direction and guidance to applicants at the public counter, by email, and by phone.
8. Respond to public questions, concerns, and requests for service at the public counter, via email, and by phone.
9. Plan check parcel maps, tract maps and other private/public agency development plans.
10. Conduct and/or coordinate collection of traffic and accident data and at times, prepare draft warrant studies.
11. Conduct and/or coordinate collection of public works related data and as directed, prepare summary reports and documents as directed.
12. Field verify existing conditions and make recommendations to project manager regarding existing structures, roadways, site improvements and their implications on public work projects, utility projects, and private development.
13. Assist the project manager in preparing, releasing, review and award of advertised projects, designs, and studies.
14. Assist the project manager in preparation of bids, specifications, contracts, agreements, and other related documents; assist with the related routing and approvals.
15. Conduct studies and use computer programs to solve specific engineering challenges.
16. Modify and maintain Public Works records, maps, files, databases, and make changes to associated GIS base map.
17. Prepare correspondence and establish and maintain appropriate records and files.
18. Assist with the review, analysis, and/or preparation of environmental documents and related technical studies; confers and coordinates with other Departments.
19. Assist with the preparation of the Five-Year Capital Improvement Plan, biennial Capital Budget and as directed, the biennial operating budget.
20. Build and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
21. Maintain accurate records and prepare clear and concise reports, correspondence and other written materials related to the work.
22. Assist other departments and agencies with public works related items as needed.
23. Perform related duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Conduct research, evaluate alternatives, make sound recommendations to supervisor and/or the project manager.
2. Prepare clear and concise correspondence, written recommendations, procedures, checklists, and other written materials.
3. Use sound judgment, to include evaluating past experiences, when making recommendations to your supervisor and/or project manager.
4. Prepare complete and comprehensive responses to requests for information.
5. Read and interpret survey notes, engineering specifications, construction plans, and legal property descriptions.
6. Use common civil engineering principles to identify solutions to engineering problems.
7. Provide outstanding customer service (internally and externally).
8. Computer skills to include the use of common office software including Microsoft Office Suite and applicable specialized engineering software including AutoCAD, BlueBeam, and Virtual Project Manager or other similar software.
9. Strong organizational and time management skills to achieve efficiency in the performance of work.
10. Ability to multi-task and track progress on multiple assignments and/or projects.

KNOWLEDGE: Knowledge of:

1. Principles and practices of civil engineering.
2. Computer applications related to the work.
3. Applicable laws, codes, and regulations.
4. Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
5. Pertinent Federal, State, and local laws, codes, and regulation applicable to municipal public works.
6. Basic budgeting, project management, and scheduling principles, practices, and techniques.

ABILITIES: Ability to:

1. Provide technical information, research, and related support to public works team member and others.
2. Perform basic engineering design computations and check, design, and prepare engineering plans, studies, profiles, and maps.
3. Learn applicable laws and regulatory codes applicable to areas assigned.
4. Learn and understand City engineering policies and procedures.
5. Communicate clearly and concisely, orally and in writing.

6. Maintain a variety of project files and records.
7. Establish, maintain, and foster cooperative working relations with co-workers, developers, community members and other agencies.
8. Prioritize workload in conjunction with your supervisor and exercise sound judgement within established procedural guidelines.
9. Execute basic/common engineering computations quickly and accurately, applying engineering principles, computer programs and mathematical tables to the solution of civil engineering problems.
10. Assist in the review and/or preparation of cost estimates of infrastructure related projects and private development.
11. Prepare schedules and periodic project status reports.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard, mouse, and monitor
2. Tablet and/or laptop
3. Telephone or headset
4. Cell phone
5. Standard copier/printer to include Multi-Function Machines (copy/scan/fax)
6. Large-format plotter
7. Traffic counters
8. Engineering tools and equipment
9. Presentation equipment, microphones, easels, overhead projectors, etc.
10. Specialized computer software
11. Automobile
12. Other related equipment

PHYSICAL DEMANDS:

When working in the office or in the field, employee will perform the following physical activities including the handling of engineering equipment, two-way radios, blueprints, plans, files, books, binders, and boxes of work-related material.

1. Sitting, for prolonged periods of time when working at a computer or attending meetings or seminars.
2. Walking, during site visits, inspections, and enforcement activities in the field.
3. Standing, for prolonged periods of time while working in the field, during meetings or at other presentations.
4. Kneeling, when performing site visits, inspections, or enforcement activities.
5. Bending/stooping, when performing site visits, inspections, or enforcement activities.
6. Twisting, when performing site visits, inspections, or enforcements.

7. Reaching, when performing site visits, inspections, or enforcement activities.
8. Carrying
9. Pushing/pulling
10. Lifting and moving up to 25 lbs.
11. Driving
12. Must have sufficient mobility to inspect construction projects in the field.
13. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, telephone, multi-function machine, cell phone, tablet, paper shredder, paper cutter, camera, microphone, projector, easel, engineering equipment, automobile, etc.:

1. Seeing, color vision necessary when reading plans, maps, and other drawings.
2. Speaking
3. Hearing
4. Touching
5. Smelling
6. While performing the duties of this job, the employee is regularly required to talk or hear.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, approximately 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, computer, printers, and multi-function machines (copy/scan/fax).
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plans, copiers, scanners, multi-function machines, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections, and enforcement activities, approximately 20% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, wood, tile, linoleum, carpeting, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise may occur during site visits or inspections.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, and construction, inspection, and enforcement activities.
8. Must be willing to work out of doors in various weather conditions.
9. The work environment indoors is usually in a temperature-controlled office.

HAZARDS:

During a site visit, inspection, or enforcement activity, there may be a higher risk of exposure to biological, mechanical, or electrical hazards due to the nature of a wastewater treatment plant,

construction sites or businesses that manufacture or process various materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle.

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, multi-function machines (copy/scan/fax), projector, microphone, easel, calculator, paper shredder, paper cutter, etc.

ATMOSPHERIC CONDITIONS:

Minimal to moderate exposure to fumes occurs in the field when visiting or inspecting construction sites, infrastructure sites, or businesses. There is minimal exposure to fumes in a typical office environment which may result from use of copiers/multi-function machines, printers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

MINIMUM REQUIREMENTS, TRAINING, EXPERIENCES AND QUALIFICATIONS:

1. Education and experience equivalent to a Bachelor's degree from an accredited university or college in Civil Engineering, Environmental Engineering or other engineering field deemed relevant by the City. Paid professional experience can substitute for up to two years of the education on a year-to-year basis at the sole discretion of the City. For those with a Bachelor's degree, internship(s) and other related work experience is highly desired, but not required.
2. Possess and maintain a valid California Driver's License and a safe driving record necessary to operate assigned vehicle(s).
3. Willing to continue education and training, expand skills, attend classes, seminars, webinars, and workshops, and complete individual study.
4. Pass an employment background check including a criminal records check.
5. Pass a post-offer medical examination, which includes a drug test.
6. Prefer non-tobacco user.

**UTILITIES DEPARTMENT
ENGINEERING DIVISION
JUNIOR ENGINEER**

GENERAL DUTIES & CLASS CHARACTERISTICS:

Under direct supervision of a Senior Civil Engineer in the Utilities Department, performs pre-professional civil engineering work in the municipal government setting. Junior Engineer is the first in the three-level professional civil engineering series. The work of a Junior Engineer is more clearly defined and performed under close review and oversight of an Associate or Senior Engineer. The Junior Engineer class is distinguished from the higher-level Assistant Engineer by relevant municipal professional experience in civil engineering, certification required, and the ability to be assigned more complex work with less oversight and greater independence of decision-making. The position is flexibly staffed meaning that a Junior Engineer may be considered for upgrade to Assistant Engineer based upon meeting Assistant Engineer job requirements and strong overall job performance as evidenced by an Employee Performance Appraisal (EPA). The Junior Engineer classification is a non-exempt, non-supervisory classification represented by Gilroy AFSCME, Local 101 (General Unit).

GENERAL REQUIREMENTS:

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

Attendance - Follows department/City policy for 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, residents, 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-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 gender-identity differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Process (intake, review and recommend action) encroachment permits and related activities.
2. Review building permits to ensure conformity with plans, specifications, conditions of approval and mitigation measures as they relate water and wastewater utilities in the public right of way.
3. Perform limited design and drafting duties for water and wastewater projects.
4. Conduct field inspection of public/private utilities improvements subject to encroachment permits and as directed by the supervisor.

5. Research and provide information regarding existing and planned water and wastewater infrastructure in response to inquiries from staff, developers, and residents.
6. Compute appropriate fees for engineering permits, plan checks and related functions for water and wastewater.
7. Assist in providing direction and guidance to applicants at the public counter, by email, and by phone.
8. Respond to public questions, concerns, and requests for service at the public counter, via email, and by phone.
9. Plan check parcel maps, tract maps and other private/public agency development plans as they related to water and wastewater utilities.
10. Conduct and/or coordinate collection of water and wastewater utilities related data and as directed, prepare summary reports and documents as directed.
11. Field verify existing conditions and make recommendations to project manager regarding existing structures, site improvements and their implications on water and wastewater utilities projects.
12. Assist the project manager in preparing, releasing, review and award of advertised utilities projects, designs, and studies.
13. Assist the project manager in preparation of bids, specifications, contracts, agreements, and other related documents; assist with the related routing and approvals.
14. Conduct studies and use computer programs to solve specific engineering challenges.
15. Modify and maintain Utilities records, maps, files, databases, and associated GIS base map.
16. Prepare correspondence and establish and maintain appropriate records and files.
17. Assist with the review, analysis, and/or preparation of environmental documents and related technical studies; confers and coordinates with other departments.
18. Assist with the preparation of the Five-Year Capital Improvement Plan, biennial Capital Budget and as directed, the biennial operating budget.
19. Build and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
20. Maintain accurate records and prepare clear and concise reports, correspondence and other written materials related to the work.
21. Assist other departments and agencies with utilities related items as needed.
22. Perform related duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Conduct research, evaluate alternatives, make sound recommendations to supervisor and/or the project manager.
2. Prepare clear and concise correspondence, written recommendations, procedures, checklists, and other written materials.
3. Use sound judgment, to include evaluating past experiences, when making recommendations to your supervisor and/or project manager.

4. Prepare complete and comprehensive responses to requests for information.
5. Read and interpret survey notes, engineering specifications, construction plans, and legal property descriptions.
6. Use common civil engineering principles to identify solutions to engineering problems.
7. Provide outstanding customer service (internally and externally).
8. Computer skills to include the use of common office software including Microsoft Office Suite and applicable specialized engineering software including AutoCAD, BlueBeam, and Virtual Project Manager or other similar software.
9. Strong organizational and time management skills to achieve efficiency in the performance of work.
10. Ability to multi-task and track progress on multiple assignments and/or projects.

KNOWLEDGE: Knowledge of:

1. Principles and practices of civil engineering and, over time, gain knowledge related to Utilities.
2. Computer applications related to the work.
3. Applicable laws, codes, and regulations.
4. Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
5. Pertinent Federal, State, and local laws, codes, and regulation applicable to municipal water and wastewater utilities.
6. Basic budgeting, project management, and scheduling principles, practices, and techniques.

ABILITIES: Ability to:

1. Provide technical information, research, and related support to public works team member and others.
2. Perform basic engineering design computations and check, design, and prepare engineering plans, studies, profiles, and maps.
3. Learn applicable laws and regulatory codes applicable to areas assigned.
4. Learn and understand City engineering policies and procedures.
5. Communicate clearly and concisely, orally and in writing.
6. Maintain a variety of project files and records.
7. Establish, maintain, and foster cooperative working relations with co-workers, developers, community members and other agencies.
8. Prioritize workload in conjunction with your supervisor and exercise sound judgement within established procedural guidelines.
9. Execute basic/common engineering computations quickly and accurately, applying engineering principles, computer programs and mathematical tables to the solution of civil engineering problems.
10. Assist in the review and/or preparation of cost estimates of water and wastewater infrastructure related projects.
11. Prepare schedules and periodic project status reports.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard, mouse, and monitor
2. Tablet and/or laptop
3. Telephone or headset
4. Cell phone
5. Standard copier/printer to include Multi-Function Machines (copy/scan/fax)
6. Large-format plotter
7. Traffic counters
8. Engineering tools and equipment
9. Presentation equipment, microphones, easels, overhead projectors, etc.
10. Specialized computer software
11. Automobile
12. Other related equipment

PHYSICAL DEMANDS:

When working in the office or in the field, employee will perform the following physical activities including the handling of engineering equipment, two-way radios, blueprints, plans, files, books, binders, and boxes of work-related material.

1. Sitting, for prolonged periods of time when working at a computer or attending meetings or seminars.
2. Walking, during site visits, inspections, and enforcement activities in the field.
3. Standing, for prolonged periods of time while working in the field, during meetings or at other presentations.
4. Kneeling, when performing site visits, inspections, or enforcement activities.
5. Bending/stooping, when performing site visits, inspections, or enforcement activities.
6. Twisting, when performing site visits, inspections, or enforcements.
7. Reaching, when performing site visits, inspections, or enforcement activities.
8. Carrying
9. Pushing/pulling
10. Lifting and moving up to 25 lbs.
11. Driving
12. Must have sufficient mobility to inspect construction projects in the field.
13. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, telephone, multi-function machine, cell phone, tablet, paper shredder, paper cutter, camera, microphone, projector, easel, engineering equipment, automobile, etc.:

1. Seeing, color vision necessary when reading plans, maps, and other drawings.
2. Speaking

3. Hearing
4. Touching
5. Smelling
6. While performing the duties of this job, the employee is regularly required to talk or hear.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**Office Conditions:**

1. Indoors: Typical office conditions, approximately 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, computer, printers, and multi-function machines (copy/scan/fax).
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plans, copiers, scanners, multi-function machines, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections, and enforcement activities, approximately 20% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, wood, tile, linoleum, carpeting, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise may occur during site visits or inspections.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, and construction, inspection, and enforcement activities.
8. Must be willing to work out of doors in various weather conditions.
9. The work environment indoors is usually in a temperature-controlled office.

HAZARDS:

During a site visit, inspection, or enforcement activity, there may be a higher risk of exposure to biological, mechanical, or electrical hazards due to the nature of a wastewater treatment plant, construction sites or businesses that manufacture or process various materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle.

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, multi-function machines (copy/scan/fax), projector, microphone, easel, calculator, paper shredder, paper cutter, etc.

ATMOSPHERIC CONDITIONS:

Minimal to moderate exposure to fumes occurs in the field when visiting or inspecting construction sites, infrastructure sites, or businesses. There is minimal exposure to fumes in a typical office environment which may result from use of copiers/multi-function machines, printers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

MINIMUM REQUIREMENTS, TRAINING, EXPERIENCES AND QUALIFICATIONS:

1. Education and experience equivalent to a Bachelor's degree from an accredited university or college in Civil Engineering, Environmental Engineering or other engineering field deemed relevant by the City. Paid professional experience can substitute for up to two years of the education on a year-to-year basis at the sole discretion of the City. For those with a Bachelor's degree, internship(s) and other related work experience is highly desired, but not required.
2. Possess and maintain a valid California Driver's License and a safe driving record necessary to operate assigned vehicle(s).
3. Willing to continue education and training, expand skills, attend classes, seminars, webinars, and workshops, and complete individual study.
4. Pass an employment background check including a criminal records check.
5. Pass a post-offer medical examination, which includes a drug test.
6. Prefer non-tobacco user.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Descriptions for Public Works Maintenance Worker I/II and Utilities Maintenance Worker I/II

Meeting Date: August 3, 2026

From: Michael Horta, Human Resources Director/Risk Manager

Department: Human Resources/Risk Management

Submitted by:

Prepared by: LeeAnn McPhillips, Interim Human Resources Director/Risk Manager.

RECOMMENDATION

1. Approve job descriptions for Public Works Maintenance Worker I and Public Works Maintenance Worker II
2. Approve job descriptions for Utilities Maintenance Worker I and Utilities Maintenance Worker II

BACKGROUND

Over the last two years, staff has been implementing the new department of Utilities. Initially, a Utilities Director was hired along with several other key positions to lead, manage, and administer the department. Over the last year, staff has been moving staff from the Public Works Department to the Utilities Department to align with the reorganization. Recently, the Maintenance Worker I/II's assigned to the Water and Wastewater Sections have been officially moved from Public Works to the Utilities Operations Division of the Utilities Department. The Maintenance Worker I/II employees remaining in the Public Works Operations Division include those assigned to the Parks & Landscape Section and the Streets/Trees/Stormwater & Drainage Section. The Maintenance Worker I/II's in the Utilities Operations Division are assigned in the Water and Wastewater Sections. Given that there are some distinct differences in the types of maintenance work performed by each department, new job descriptions were developed to accurately describe the position, essential duties, and job requirements.

Staff worked closely with AFSCME representatives to develop and finalize the attached job descriptions. There are four new job descriptions for review and approval:

- Public Works Maintenance Worker I
- Public Works Maintenance Worker II
- Utilities Maintenance Worker I
- Utilities Maintenance Worker II

Within each department, the positions are flexibly staffed, meaning that a Public Works Maintenance Worker I can advance to Public Works Maintenance Worker II with good performance and attainment of the level II job requirements. The same flexible staffing applies to the Utilities Maintenance Worker I and II positions. In each department, it is possible to have all employees at the II level. If a Public Works Maintenance Worker I/II wants to work in the Utilities Department, there would need to be an opening and the employee would have to apply for the position to be considered for movement to another department. However, if a Public Works Maintenance Worker I/II wants to transfer from the Parks & Landscape Section to the Street/Trees/Stormwater & Drainage Section, they can put in a transfer request for consideration by management.

The same applies to a Utilities Maintenance Worker I/II in the Utilities Department, in which a Utilities Maintenance Worker I/II in the Water Section could request a transfer to the Wastewater Section. Typically, transfers are considered when there is a vacancy. However, there is also the option for an employee from each section to change assignments. Transfers can be at the request of the employee or management.

No change to the current salary ranges assigned to the Maintenance Worker I and II positions in each department are recommended. The labor negotiations process with the AFSCME group just concluded and the new Memoranda of Understanding (MOUs), including updated salary schedules, were approved by the Gilroy City Council on July 27, 2026. The July 1, 2026 salary ranges for these classifications are as follows:

Public Works Maintenance Worker I and Utilities Maintenance Worker I: \$5,306.83 - \$7,467.08 per month

Public Works Maintenance Worker II and Utilities Maintenance Worker II: \$5,861.92 - \$8,248.58 per month

As additional information for the Personnel Commission, the MOU also includes the ability for Gilroy Maintenance Workers to earn additional pay for attaining certifications relevant to their assigned position. The certification program is designed to provide an incentive for our team of maintenance employees to attain skills and expertise in their assigned area. For example, a Utilities Maintenance Worker I can earn an additional \$50 per month for attaining a State of California Grade I Water Distribution Operator certificate. The certificates require training and the passing of a knowledge-based exam. The \$ amount of certification pay increases based on the level of certification attained.

As an example, the State of California Water Distribution Operator certifications go from Level I to Level V.

Staff will be commencing a recruitment process in the near future for positions in both departments. Having accurate and current job descriptions in place will aid in the selection process.

Attachments:

1. Public Works Maintenance Worker I FINAL DRAFT July 2026
2. Public Works Maintenance Worker II FINAL DRAFT July 2026
3. Utilities Maintenance Worker I FINAL DRAFT July 2026
4. Utilities Maintenance Worker II FINAL DRAFT July 2026

**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
PUBLIC WORKS MAINTENANCE WORKER I**

GENERAL DUTIES AND CHARACTERISTICS: Under direct supervision of the assigned Operations Services Supervisor, or the oversight of a Senior Maintenance Worker, perform work in one of the two following sections as assigned: Parks and Landscape or Streets/Trees/Stormwater & Drainage. Maintenance Worker I is the entry level in the two-level Public Works Maintenance Worker series. As a Public Works Maintenance Worker I, daily work is assigned by the Supervisor, tasks are clearly defined and expectations for daily performance are set and articulated by the Senior Maintenance Worker. The position is part of a flex-staffed classification meaning that a Maintenance Worker I, upon meeting minimum qualifications and performance expectations as evidenced by an Employee Performance Appraisal, may be considered for upgrade to Public Works Maintenance Worker II. Employees in this job classification may rotate/transfer between the sections noted above as determined by the City and will be required to fully meet the job requirements, including the obtaining of certifications, when assigned to a specific section for an extended period of time. The Public Works Maintenance Worker I classification is a non-exempt position and is represented by AFSCME.

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 regard 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-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 gender identity differences of others and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

Parks and Landscape Section:

1. Perform routine maintenance of City parks, landscaped areas, and recreational facilities including mowing, trimming, edging, blowing, and general grounds upkeep.

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2. Assist with planting, watering, pruning, and maintaining turf, trees, shrubs, and landscaped areas within parks and public spaces.
3. Assist with irrigation system maintenance, including inspection and minor repairs to sprinkler heads, valves, and irrigation lines.
4. Prepare and maintains athletic fields, including dragging, lining, watering, and general field conditioning for scheduled practices and games.
5. Assist Recreation staff with park and facility reservations by preparing sites for use, including setting up tables, benches, and other amenities, and performing post-event cleanup.
6. Perform park inspections and routine maintenance of amenities such as playground areas, picnic tables, benches, fencing, and signage.
7. Maintain park cleanliness through litter removal, debris pickup, graffiti removal, and general sanitation of park facilities.
8. Operate hand tools and landscape maintenance equipment such as mowers, weed eaters, blowers, and hedge trimmers under supervision.
9. Respond to service requests and assists with documenting completed work in the City's work order system while interacting with the public in a courteous and professional manner.

Streets/Trees/Stormwater & Drainage Section:

1. Perform routine maintenance within the public right-of-way including streets, sidewalks, storm drainage facilities, and street trees.
2. Assist with roadway maintenance activities including pothole repair, asphalt patching, crack sealing, and minor repairs to sidewalks, curbs, and gutters.
3. Assist with cleaning and maintenance of storm drain infrastructure, including catch basins, culverts, and drainage channels, to remove litter, debris and maintain proper water flow.
4. Assist with tree trimming, pruning, and vegetation management along streets and rights-of-way to maintain safe clearance and visibility.
5. Install and maintains street signs, posts, and other traffic control devices.
6. Remove debris, fallen branches, and other hazards from streets, sidewalks, and drainage facilities in response to service requests.
7. Assist with temporary traffic control, including placement of cones, barricades, and warning signs to support safe work zones.
8. Operate hand tools and power equipment such as chainsaws, blowers, compactors, and other maintenance tools under supervision.
9. Respond to service requests and assists with documenting completed work in the City's work order system while interacting with the public in a courteous and professional manner.

All Sections:

1. Operate and provide daily maintenance on equipment, vehicles, as well as hand and power tools, as assigned.

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2. Participate in related training programs.
3. Provide safety training to other staff as part of tailgate meetings.
4. Prepare and keep accurate records and reports.
5. Investigate service requests and complaints.
6. Conduct inspections.
7. Oversee the work of part-time and seasonal employees, volunteers, and others (such as Social Service and Department of Correction programs or individuals) as assigned.
8. Perform disaster relief work as required.
9. May assist the Utilities Department with maintenance work as assigned.
10. Perform related work as necessary and required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**SKILLS:**

All Sections:

1. Ability to safely perform manual labor for extended periods of time in outdoor environments and varying weather conditions.
2. Ability to use and maintain basic hand tools and power equipment commonly used in municipal maintenance operations.
3. Ability to follow verbal and written instructions and complete assigned tasks under supervision.
4. Ability to learn routine maintenance procedures related to streets, storm drainage systems, parks, landscaped areas, and public facilities.
5. Ability to safely work around traffic, equipment, and other hazards commonly present in public works environments.
6. Ability to assist with traffic control setup and maintain safe work zones.
7. Ability to maintain a clean and organized work area and properly care for tools and equipment.
8. Ability to interact with members of the public in a courteous and professional manner while performing assigned duties.
9. Ability to work cooperatively as part of a crew and support team operations.
10. Ability to learn and assist with documenting work activities through the City's work order or asset management system.

KNOWLEDGE: Knowledge of:

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All Sections:

1. Basic methods, materials, and tools used in municipal maintenance work including parks, streets, storm drainage, and landscaped areas.
2. Safe work practices and procedures related to manual labor, equipment operation, and working in public rights-of-way and park environments.
3. Operation and care of common hand tools and small power equipment used in maintenance activities.
4. Basic traffic control principles used to maintain safe work areas in and around roadways.
5. Routine grounds maintenance practices, including mowing, trimming, pruning, and irrigation system components.
6. Basic methods used in roadway and infrastructure maintenance, including pothole repair, debris removal, and storm drain cleaning.
7. General safety practices, including proper use of personal protective equipment (PPE).
8. Principles of maintaining clean, safe, and accessible public facilities and outdoor spaces.
9. Basic customer service practices when interacting with members of the public.

ABILITIES: Ability to:

All Sections:

1. Read and interpret basic schematic and blueprint plans and maps including planting diagrams, irrigation systems, drainage systems, and other related design items.
2. Walk or stand for long periods of time.
3. Perform minor tree work when needed.
4. Perform medium to heavy physical labor and manual tasks, including lifting and carrying heavy objects.
5. Lift, pull, carry, and move weighted objects (up to 75 pounds).
6. Dig, rake, shovel, saw and perform other manual tasks.
7. Use hand tools and power tools.
8. Understand and follow oral and written instructions.
9. Work outdoors under sometimes unfavorable conditions.
10. Read and write English to a sufficient degree to understand and execute written instructions and to keep accurate records.

11. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies (such as Social Service and Department of Corrections programs or individuals), and the general public.
12. Work in a safe manner.
13. Express ideas effectively, orally and in writing.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

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

1. Computer, keyboard, and monitor
2. Laser-jet or ink jet printer
3. Telephone
4. Cellphone
5. Copier/Printer
6. Calculator
7. Paper cutter and paper shredder
8. Specialized computer software, including MS Office Suite and Computer Maintenance Management Software
9. Handcart or dolly
10. Two-way radio
11. Safety goggles, gloves, hard-hat, shoes, earplugs, respirator, first-aid kit, and safety vest
12. Leak detectors
13. Confined space apparatus, tripod, oxygen sensor, full-body harness, and recovery wrench
14. Aerosol containers, muratic acid, hydrochloric acid, ascorbic acid, paint, thinners, P.V.C. glue, etc.
15. Broom and mop
16. Various hand tools such as rakes, shovels, pruners, hedge trimmer, trimmers (string or blade), backpack blower, sanders, dig bars, drills, crowbars, screwdrivers, pipe wrenches, hammers, electric drills, impact wrenches, etc.
17. Ladders and reservoir ladders equipped with a safety harness
18. Confined space apparatus, tripod, oxygen sensor, body harness, hand crank
19. Jumping jack, soil compactor, cement mixer, etc.
20. Water pump, welder, cutting torch, auger, pipe threader, pipe cutter, and drill press
21. Concrete saw, chain saw, chop-saw, and trench snapper, saber saw, circular saw, band saw
22. Air compressor, jackhammer, clay spade, impact wrenches, pneumatic nail gun, etc.
23. Traffic control barricades, cones, and signs and light bars
24. Automobiles, vans, trucks, and large vehicles such as dump trucks and trailers
25. Heavy equipment, cat loader, dump truck, roller, backhoe, bobcat, forklift, chipper, turf tractor, tractor mower, trailers, asphalt spreader, sweeper, hydraulic truck with tools and generators, sign board, light bars, etc.
26. Paint truck and portable sprayer
27. Power washer
28. Oiler, crack seal machine
29. Sign machine
30. Turf maintenance equipment, rototiller, mowers (push or riding), edger, turf vacuum, turf trucks, sprayers (3, 30, 100 gallon), seed and fertilizer spreader (hand and tractor-mounted), aerator (walk-behind/tractor-mounted), verti-cutter, tractor-mounted brush mower, etc.

31. Soil compactor, cement mixer
32. Irrigation controller

PHYSICAL DEMANDS:

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

1. Sitting, when using vehicles and heavy equipment for transportation and work, etc.
2. Standing, during meter reading, traffic control, painting, sewer cleaning, laying of asphalt, hydrant flushing, when notifying residents of pending water shut-offs, pruning, etc.
3. Walking, traffic-control, painting, laying of asphalt, marking of U.S.A. locates, backpack blowing, spraying, fertilizing, litter removal, irrigation inspection, mowing, lining ball fields, etc.
4. Stooping, painting stencil pick up, traffic control setup, weeding, repairing irrigation, removing debris, etc.
5. Kneeling, when painting, picking up stencils, repairing storm drain lines, pruning, repairing irrigation, repairing turf, hooking up trailers or equipment, etc.
6. Bending, when painting, viewing storm drains, repairing drains, raking asphalt, shoveling, picking up stencils, marking U.S.A. locates, setting up traffic control, shoveling, raking, pruning, lining ball fields, repairing irrigation equipment, etc.
7. Climbing, when working in and on heavy equipment, climbing ladders, painting, or when out in the field, etc.
8. Twisting, when watching for traffic, moving a barricade or cone, shoveling, using paint stencils, spraying, operating equipment, etc.
9. Pushing/Pulling, when loading and unloading vehicles, raking asphalt, laying concrete, preparing to paint, raking, lining ball fields, mowing, fertilizing, etc.
10. Lifting meter/irrigation boxes, concrete sacks, storm drain lids, barricades, cones, fertilizer bags, seed bags, garbage bags, field lining chalk, and unloading tools or equipment, etc. *(Maximum individual lifting requirement is 75 pounds; any lifting above this weight requirement is shared with two or more employees lifting as a team.)*
11. Carrying, to include hand tools, rake, shovel, cone, stencil, radio, cell phone field equipment, stencils, etc.
12. Dragging, while moving a meter lids, manhole covers, hoses, concrete sacks, sandbags, garbage bags, irrigation pipes, tree branches, etc.
13. Driving, when performing maintenance and repairs, purchasing, or delivering supplies, or attending meetings and training.
14. Speed, in meeting deadlines and using office equipment.

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

SENSORY DEMANDS:

Maintenance workers spend the majority of their time working outdoors. For safety reasons, employees are required to utilize all these senses throughout their workday, especially when working with light and heavy equipment or tools. Under typical office conditions, employees utilize these same senses while using a computer, printer, telephone, Multi-Function Machine (copy, scan, fax) , copier, calculator, or camera:

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. Also, vision helps maintain landscape and turf appearance.
2. Hearing, employee must be able to listen for traffic, heavy equipment, and communication from others. Also, necessary when performing hydrant flushing, leak detection or when monitoring faulty equipment.
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 with various tools, equipment, and chemicals.
5. Smelling, employees must be able to differentiate chemicals and gases.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

Indoors: Typical office conditions, approximately 10% of the time.

Flooring: Linoleum, tile, wood, concrete, and carpet.

Noise Level: Conducive to office settings with phones, copiers, printers, air conditioning, and radio.

Lighting: Conducive to normal office setting.

Ventilation: Provided by wall heater, central heating, or air conditioning unit.

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, approximately 70% of the time.

2. Travel: Under varying conditions via automobile, from 20% of the time.

3. Flooring: Asphalt, dirt, mud, tile, wood, concrete, uneven surfaces, etc.

4. Noise Level: Varying low to high equipment noise from trucks, chainsaws, chop-saws, rollers, mowers, edgers, trimmers, backpack blowers, radios, street traffic, electric motors, and other equipment.

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 utility vaults, 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 outdoor levels associated with paint, propane, gasoline, concrete dust, asphalt dust, vehicle exhaust, backpack blowers, trimmers, loading garbage bins, 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. Exposure is higher than normal around heavy equipment, and employees must always be aware of their surroundings to avoid injury to others or to avoid damage to unexposed electrical, gas or water lines. There is also potential exposure to biological waste products or bodily fluids when working in the stormwater system or encampment cleanup. In addition, there is some exposure to mechanical hazards when utilizing a vehicle. Also, when cleaning restrooms, removing litter, or performing other duties, employees must take precaution when working with biological waste products and bodily fluids. Poison oak and a variety of insect bites or stings are also common hazards and employees

should be aware of allergic reactions in order to protect against injury. Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, printer, copier, adding machine, Multi-Function Machine (copy/scan/fax), or radio.

ATMOSPHERIC CONDITIONS:

Minimal to high exposure occurs due to fumes from chlorine, acids, paints, vehicle exhaust, propane, acetylene, gasoline, solvents, chemicals, fertilizers, dust, or other materials when working out in the field.

Some exposure to exhaust fumes occurs in the 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.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Minimum twelfth grade education or a G.E.D.
2. One (1) year of construction, maintenance, or landscape experience. Prior work for a public agency or other similar service industry desired, but not required.
3. 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.
4. Subject to scheduled seven (7) day paid standby duty on a rotating basis.
5. Subject to recall on a scheduled and/or emergency basis.
6. Possess, at time of employment, and maintain during employment a valid California's Class C Driver License and a safe driving record necessary to operate assigned vehicle(s).
7. Possess and maintain a valid California Class A Driver License within 12 months of hire/transfer. May be required to obtain endorsements. Must participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing at such time the employee possesses a commercial license permit or a commercial license.
8. Required to obtain a Qualified Applicators Certificate with any one Category within twelve months of hire or transfer.
9. Must demonstrate proficiency in at least one of the following pieces of equipment within twelve months of hire or transfer: backhoe, paint truck, or loader. A training certificate may be required.
10. Pass an employment background check including a Department of Justice criminal record check.
11. Pass a post-offer medical examination, which includes a drug test.
12. Prefer non-tobacco user.

**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
PUBLIC WORKS MAINTENANCE WORKER II**

GENERAL DUTIES AND CHARACTERISTICS: Under direct supervision of the assigned Operations Services Supervisor, or the oversight of a Senior Maintenance Worker, perform work in one of the two following sections as assigned: Parks and Landscape or Streets/Trees/Stormwater & Drainage. Maintenance Worker II is the second level in the two-level Public Works Maintenance Worker series. As a Public Works Maintenance Worker II, daily work is assigned by the Supervisor, tasks are clearly defined and expectations for performance are provided by the Senior Maintenance Worker. The Public Works Maintenance Worker II class is distinguished from the Maintenance Worker I by related municipal work experience, ability to operate specialized equipment, greater proficiency with hand and power tools, the ability to use more independent judgement and to tackle in-the-field challenges. The Public Works Maintenance Worker II position may lead team efforts in the field under direction of Senior Maintenance Worker or Supervisor. Employees in this job classification may rotate/transfer between the sections noted above as determined by the City and will be required to fully meet the job requirements, including the obtaining of certifications, when assigned to a specific section for an extended period of time. The Maintenance Worker II classification is a non-exempt position and is represented by AFSCME.

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-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 gender-identity differences of others and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

Parks and Landscape Section:

1. Perform routine maintenance of City parks, landscaped areas, and recreational facilities including mowing, trimming, edging, blowing, and general grounds upkeep.
2. Assist with planting, watering, pruning, and maintaining turf, trees, shrubs, and landscaped areas within parks and public spaces.
3. Is proficient in the operation of backhoe, front end loader, dump truck, chain saw, compressor jack hammer, Tiger mower/flail, aerial lift, pressure washer, forklift, chipper, skid steer, paving box, water truck, sweeper, concrete/asphalt saw, emergency lights, oxyacetylene cutting and welding torch, and arrow and message board.
4. Proficient in the application of fertilizers, pesticides, and fungicides.
5. Assist with irrigation system maintenance, including inspection and minor repairs to sprinkler heads, valves, and irrigation lines.
6. Prepare and maintain athletic fields, including dragging, lining, watering, and general field conditioning for scheduled practices and games.
7. Assist Recreation staff with park and facility reservations by preparing sites for use, including setting up tables, benches, and other amenities, and performing post-event cleanup.
8. Perform park inspections and routine maintenance of amenities such as playground areas, picnic tables, benches, fencing, and signage.
9. Maintain park cleanliness through litter removal, debris pickup, graffiti removal, and general sanitation of park facilities.
10. Operate hand tools and landscape maintenance equipment such as mowers, weed eaters, blowers, and hedge trimmers under supervision.
11. Respond to service requests and assists with documenting completed work in the City's work order system while interacting with the public in a courteous and professional manner.

Streets/Trees/Stormwater & Drainage Section:

1. Performs routine maintenance within the public right-of-way including streets, sidewalks, storm drainage facilities, and street trees.
2. Assists with roadway maintenance activities including pothole repair, asphalt patching, crack sealing, and minor repairs to sidewalks, curbs, and gutters.
3. Assists with cleaning and maintenance of storm drain infrastructure, including catch basins, culverts, and drainage channels, to remove debris and maintain proper water flow.
4. Assists with tree trimming, pruning, and vegetation management along streets and rights-of-way to maintain safe clearance and visibility.
5. Installs and maintains street signs, posts, and other traffic control devices.

6. Removes debris, fallen branches, and other hazards from streets, sidewalks, and drainage facilities in response to service requests.
7. Assists with temporary traffic control, including placement of cones, barricades, and warning signs to support safe work zones.
8. Operates hand tools and power equipment such as chainsaws, blowers, compactors, and other maintenance tools under supervision.
9. Responds to service requests and assists with documenting completed work in the City's work order system while interacting with the public in a courteous and professional manner.
10. Perform work in carpentry, painting, and minor plumbing and electrical.
11. May assist in building maintenance as assigned.

All Sections:

1. Operate and provide daily maintenance on equipment, vehicles, and hand and power tools as assigned.
2. Oversee the work of full-time, part-time, volunteers and others (such as Social Service and Department of Correction programs and individuals) as assigned. Fill in for Senior Maintenance Worker or Operations Services Supervisor in his/her absence as assigned.
3. Provide safety training to other staff as part of tailgate meetings.
4. Participate in related training programs.
5. Prepare and keep accurate records and reports.
6. Investigate service requests and complaints.
7. Conduct inspections.
8. Provide training to Maintenance Worker I's, Maintenance Assistants, and others (including Social Service and Department of Correction individuals) as assigned.
9. Perform disaster relief work as required.
10. Perform related work as necessary and required.
11. May assist the Utilities Department or other departments with maintenance work, set-ups, or other related tasks.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

All Sections:

1. Safely perform manual labor for extended periods of time in outdoor environments and varying weather conditions.
2. Use and maintain basic hand tools and power equipment commonly used in municipal maintenance operations.
3. Follow verbal and written instructions and complete assigned tasks under supervision.
4. Learn routine maintenance procedures related to streets, storm drainage systems, parks, landscaped areas, and public facilities.
5. Safely work around traffic, equipment, and other hazards commonly present in public works environments.
6. Assist with traffic control setup and maintain safe work zones.
7. Maintain a clean and organized work area and properly care for tools and equipment.
8. Interact with members of the public in a courteous and professional manner while performing assigned duties.
9. Work cooperatively as part of a crew and support team operations.
10. Learn and assist with documenting work activities through the City's work order or asset management system.
11. Leadership skills necessary to oversee and direct the work of other employees.

KNOWLEDGE: Knowledge of:

All Sections:

1. Basic methods, materials, and tools used in municipal maintenance work including parks, streets, storm drainage, and landscaped areas.
2. Safe work practices and procedures related to manual labor, equipment operation, and working in public rights-of-way and park environments.
3. Operation and care of common hand tools and small power equipment used in maintenance activities.
4. Basic traffic control principles used to maintain safe work areas in and around roadways.
5. Routine grounds maintenance practices, including mowing, trimming, pruning, and irrigation system components.
6. Basic methods used in roadway and infrastructure maintenance, including pothole repair, debris removal, and storm drain cleaning.
7. General safety practices, including proper use of personal protective equipment (PPE).

8. Principles of maintaining clean, safe, and accessible public facilities and outdoor spaces.
9. Basic customer service practices when interacting with members of the public.

ABILITIES: Ability to:

All Sections:

1. Read and interpret advanced schematic and blueprint plans and maps pertaining to assigned Section.
2. Walk or stand for long periods of time.
3. Perform medium to heavy manual/physical labor including lifting and carrying weighted objects.
4. Oversee and direct the work of others, including taking responsibility for the work to be performed by the crew.
5. Lift, pull, carry, and move weighted objects.
6. Dig, rake, shovel, saw and perform other manual tasks.
7. Work out of doors under sometimes unfavorable weather conditions.
8. Express ideas effectively, orally and in writing.
9. Train and guide Maintenance Worker 1 and/or PT Maintenance Worker Assistant staff in work practices and methods.
10. Use hand and power tools.
11. Understand, follow, and provide verbal and written instructions and keep accurate records.
12. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public.
13. Work in a safe manner.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

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

1. Computer, keyboard, and monitor
2. Laser-jet or ink jet printer
3. Telephone
4. Cellphone
5. Copier
6. Calculator
7. Paper cutter and paper shredder
8. Specialized computer software, including Computer Maintenance Management Software
9. Handcart or dolly
10. Pager
11. Two-way radio
12. Safety goggles, gloves, hard-hat, shoes, earplugs, respirator, first-aid kit, and safety vest
13. Leak detectors

14. Confined space apparatus, tripod, oxygen sensor, full-body harness, and recovery wrench
15. Aerosol containers, muratic acid, hydrochloric acid, ascorbic acid, paint, thinners, P.V.C. glue, etc.
16. Broom and mop
17. Various hand tools such as rakes, shovels, pruners, hedge trimmer, trimmers (string or blade), backpack blower, sanders, dig bars, drills, crowbars, screwdrivers, pipe wrenches, hammers, electric drills, impact wrenches, etc.
18. Ladders and reservoir ladders equipped with a safety harness
19. Confined space apparatus, tri-pod, oxygen sensor, body harness, hand crank
20. Jumping jack, soil compactor, cement mixer, etc.
21. Water pump, welder, cutting torch, auger, pipe threader, pipe cutter, and drill press
22. Concrete saw, chain saw, chop-saw, and trench snapper, saber saw, circular saw, band saw
23. Air compressor, jackhammer, clay spade, impact wrenches, pneumatic nail gun, etc.
24. Traffic control barricades, cones, and signs and light bars
25. Automobiles, vans, trucks, and large vehicles such as sewer trucks, water trucks, etc.
26. Heavy equipment, cat loader, dump truck, roller, backhoe, bobcat, forklift, chipper, turf tractor, tractor mower, trailers, asphalt spreader, sweeper, vactor truck, hydraulic truck with tools and generators, sign board, light bars, etc.
27. Paint truck and portable sprayer
28. Power washer
29. Oiler, crack seal machine
30. Sign machine
31. Turf maintenance equipment, rototiller, mowers (push or riding), edger, turf vacuum, turf trucks, sprayers (3, 30, 100 gallon), seed and fertilizer spreader (hand and tractor-mounted), aerator (walk-behind/tractor-mounted), verti-cutter, tractor-mounted brush mower, etc.
32. Soil compactor, cement mixer
33. Irrigation controller

PHYSICAL DEMANDS:

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

1. Sitting, when using vehicles and heavy equipment for transportation and work, etc.
2. Standing, during meter reading, traffic control, painting, stormwater system cleaning, laying of asphalt, , pruning, etc.
3. Walking, traffic-control, painting, laying of asphalt, marking of U.S.A. locates, backpack blowing, spraying, fertilizing, litter removal, irrigation inspection, mowing, lining ball fields, etc.
4. Stooping, painting stencil pick up, traffic control setup, weeding, repairing irrigation, removing debris, etc.
5. Kneeling, when painting, picking up stencils, repairing and storm drain lines, pruning, repairing irrigation, repairing turf, hooking up trailers or equipment, etc.
6. Bending, when painting, repairing water lines, viewing storm drains, repairing drains, raking asphalt, shoveling, picking up stencils, marking U.S.A. locates, setting up traffic control, shoveling, raking, pruning, lining ball fields, repairing irrigation equipment, etc.
7. Climbing, when working in and on heavy equipment, climbing ladders, painting, or when out in the field, etc.
8. Twisting, when watching for traffic, moving a barricade or cone, shoveling, using paint stencils, spraying, operating equipment, etc.

9. Pushing/Pulling, when loading and unloading vehicles, raking asphalt, laying concrete, preparing to paint, raking, lining ball fields, mowing, fertilizing, etc.
10. Lifting, meter boxes, concrete sacks, storm drain lids, barricades, cones, fertilizer bags, seed bags, garbage bags, field lining chalk, and unloading tools or equipment, etc. (*Maximum individual lifting requirement is 75 pounds; any lifting above this weight requirement is shared with two or more employees lifting as a team.*)
11. Carrying, hand tools, rake, shovel, cone, stencil, radio, cell phone, field equipment, stencils, etc.
12. Dragging, while moving a meter lids, manhole covers, hoses, concrete sacks, sandbags, garbage bags, irrigation pipes, tree branches, etc.
13. Driving, when performing maintenance and repairs, purchasing, or delivering supplies, or attending meetings and training.
14. Speed, in meeting deadlines and using office equipment.

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

SENSORY DEMANDS:

Maintenance workers spend a majority of their time working outdoors. For safety reasons, employees are required to utilize all these senses throughout their workday, especially when working with light and heavy equipment or tools. Under typical office conditions, employees utilize these same senses while using a computer, printer, telephone, Multi-Function Machine (copy/scan/fax), copier, calculator, or camera:

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. Also, vision helps maintain landscape and turf appearance.
2. Hearing, employee must be able to listen for traffic, heavy equipment, and communication from others. Also, necessary when performing hydrant flushing, leak detection or when monitoring faulty equipment.
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 with various tools, equipment, and chemicals.
5. Smelling, employees must be able to differentiate chemicals and gases.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, approximately 10% of the time.
2. Flooring: Linoleum, tile, wood, concrete, and carpet.
3. Noise Level: Conducive to office settings with phones, copiers, air conditioning, radios, and printers.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by wall heater, central heating, or air conditioning unit.

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, approximately 70% of the time.
2. Travel: Under varying conditions via automobile, from 20% of the time.
3. Flooring: Asphalt, dirt, mud, tile, wood, concrete, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise from trucks, chainsaws, chop-saws, rollers, mowers, edgers, trimmers, backpack blowers, radios, street traffic, electric motors, and other equipment.
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 utility vaults, 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 outdoor levels associated with chlorine, paint, propane, gasoline, sewer gases, concrete dust, asphalt dust, vehicle exhaust, backpack blowers, trimmers, loading garbage bins, 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. Exposure is higher than normal around heavy equipment, and employees must always be aware of their surroundings to avoid injury to others or to avoid damage to unexposed electrical, gas or water lines. There is also potential exposure to biological waste products or bodily fluids when working in the stormwater system or during encampment cleanup. In addition, there is some exposure to mechanical hazards when utilizing a vehicle. Also, when cleaning restrooms, removing litter, or performing other duties, employees must take precaution when working with biological waste products and bodily fluids. Poison oak and a variety of insect bites or stings are also common hazards and employees should be aware of allergic reactions in order to protect against injury.

Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, Multi-Function Machine (copy/scan/fax), or radio.

ATMOSPHERIC CONDITIONS:

Minimal to high exposure occurs due to fumes from acids, paints, vehicle exhaust, propane, acetylene, gasoline, solvents, chemicals, fertilizers, dust, or other materials when working out in the field.

Some exposure to exhaust fumes occurs in the 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.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Minimum twelfth grade education or a G.E.D.
2. Three years of work experience in public works or utilities maintenance areas such as water, sewer, streets, trees, parks, landscape, or other related areas. Prior work for a public agency preferred.
3. Proficient in the use of tools, equipment, and vehicles used in public works or utilities maintenance areas such as water, sewer, streets, trees, parks, and landscape.
4. Must possess, or obtain within twelve months from appointment, upgrade or transfer to this position, a valid Qualified Applicators Certificate with a minimum of two Categories (one of which must be a Category B – Landscape Maintenance).
5. 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, aerial lift, pressure washer, forklift, chipper, skid steer, paving box, water truck, sweeper, concrete/asphalt saw, emergency lights, oxy-acetylene cutting and welding torch, and arrow and message board.
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. Subject to scheduled seven (7) day paid standby duty on a rotating basis.
8. May be subject to weekend work, work on holidays, and varied shifts.
9. Subject to recall and/or emergency basis.
10. Possess, at time of employment, and maintain during employment a valid California Class C Driver License and a safe driving record necessary to operate assigned vehicle(s).
11. Possess and maintain a valid California Class (A) Driver License within twelve (12) months of hire. May be required to obtain endorsements. Must participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing at such time the employee possesses a commercial license permit or a commercial license.
12. Pass an employment background check including a Department of Justice criminal record check.
13. Pass a post-offer medical examination, which includes a drug test.
14. Prefer non-tobacco user.

**UTILITIES DEPARTMENT
OPERATIONS DIVISION
UTILITIES MAINTENANCE WORKER I**

GENERAL DUTIES: Under direct supervision of the assigned Utilities Operations Manager, or assigned Supervisor, perform work in one of the two following sections as assigned: Water or Wastewater. Maintenance Worker I is the entry level in the two-level Utilities Maintenance Worker series. As a Utilities Maintenance Worker I, daily work is assigned by the Supervisor, tasks are clearly defined and expectations for daily performance are set and articulated by the Senior Maintenance Worker. The position is part of a flex-staffed classification meaning that a Maintenance Worker I, upon meeting minimum qualifications and performance expectations as evidenced by an Employee Performance Appraisal, may be considered for upgrade to Utilities Maintenance Worker II. Employees in this job classification may rotate/transfer between the sections noted above as determined by the City and will be required to fully meet the job requirements, including the obtaining of certifications, when assigned to a specific section for an extended period of time. The Utilities Maintenance Worker I classification is a non-exempt position and is represented by AFSCME.

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 regarding 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-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 gender-identity differences of others and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

Water Section:

1. Performs routine maintenance and support activities on the City's water distribution system including pipelines, valves, hydrants, and service connections.
2. Assists with installation, repair, and maintenance of water mains, service lines, meters, and related infrastructure.

3. Assists with locating and marking underground utilities and supports excavation and backfill operations.
4. Performs hydrant maintenance including flushing, cleaning, painting, and minor repairs. Assists with valve exercising, water system inspections, and routine system maintenance activities. Supports water service requests including turn-ons, shut-offs, leak investigations, and customer-related service calls.
5. Assists with emergency response activities including water main breaks, leaks, and service interruptions. Operates hand tools and light equipment such as jackhammers, compactors, pumps, and other maintenance equipment under supervision.
6. Responds to service requests and assists with documenting completed work in the City's work order system while interacting with the public in a courteous and professional manner.

Wastewater Section:

1. Performs routine maintenance and support activities on the City's wastewater collection system including sewer mains, laterals, manholes, and related infrastructure.
2. Assists with cleaning and clearing sewer lines using rodding, jetting, and other methods to remove debris and blockages.
3. Assists with inspection and maintenance of manholes including cleaning, minor repairs, and condition reporting.
4. Assist with operation and routine inspection of wastewater pump stations including wet wells, pumps, valves, generators, odor control systems, and associated equipment.
5. Assist with monitoring and responding to pump station alarms through SCADA, telemetry, and remote monitoring systems.
6. Assist with preventative maintenance activities on wastewater pump stations including cleaning, grease removal, exercising equipment, and documenting operational conditions.
7. Supports wastewater service requests including sewer backups, overflows, odor complaints, and customer-related issues.
8. Assists with emergency response activities including sewer spills, blockages, and system failures.
9. Assists with locating and marking underground utilities and supports excavation, repair, and backfill operations.
10. Assist with Closed Circuit Television inspection of sewer mains, laterals, and related infrastructure.
11. Operates hand tools and light equipment such as jetters, pumps, compactors, and other maintenance equipment under supervision.
12. Performs general housekeeping of work areas and assists with proper handling and disposal of waste materials in accordance with safety and environmental requirements.
13. Responds to service requests and assists with documenting completed work in the City's work order system while interacting with the public in a courteous and professional manner.

All Sections:

1. Operate and provide daily maintenance on equipment, vehicles, and hand and power tools as assigned.
2. Participate in related training programs.
3. Prepare and keep accurate records and reports.
4. Investigate service requests and complaints.
5. Conduct inspections.
6. Oversee the work of part-time and seasonal employees, volunteers, and others as assigned.
7. Perform disaster relief work as required.
8. Perform related work as assigned.
9. May assist the Public Works Department with maintenance work as assigned.
10. May assist the Public Works Department or other city departments with special events or other related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**SKILLS:**

All Sections:

1. Safely perform manual labor for extended periods of time in outdoor environments and varying weather conditions.
2. Use and maintain basic hand tools and power equipment commonly used in municipal/utility maintenance operations.
3. Follow verbal and written instructions and complete assigned tasks under supervision.
4. Learn routine maintenance procedures related to water and wastewater utility systems.
5. Safely work around traffic, equipment, and other hazards commonly present in public works environments.
6. Assist with traffic control setup and maintain safe work zones.
7. Maintain a clean and organized work area and properly care for tools and equipment.
8. Interact with members of the public in a courteous and professional manner while performing assigned duties.
9. Work cooperatively as part of a crew and support team operations.
10. Learn and assist with documenting work activities through the City's work order or asset management system.

KNOWLEDGE: Knowledge of:

All Sections:

1. Working safely around excavations, traffic, underground utilities, and potentially hazardous conditions.
2. Positive ways to interact with the public in a courteous and professional manner while performing field duties.
3. Basic methods, materials, and tools used in water and wastewater system maintenance.
4. Basic safe work practices related to construction, excavation, utility maintenance, and confined or hazardous environments.
5. Operation and care of common hand tools and small power equipment.
6. General safety practices including proper use of personal protective equipment (PPE).
7. Basic customer service practices when responding to public inquiries or service requests.
8. Proper safety practices and techniques related to lane closures and traffic control in the public right-of-way in accordance with MUTCD.
9. Maintenance procedures related to water mains, service lines, valves, hydrants, meters, sewer mains, laterals, and manholes.
10. Assisting with installation, repair, inspection, and maintenance of water and wastewater system infrastructure.
11. Learning to identify and report leaks, blockages, overflows, system deficiencies, and potential hazards.
12. Assisting with emergency response activities including water main breaks, sewer backups, spills, and service interruptions.
13. Working cooperatively as part of a crew and support team operations.
14. Maintaining basic records and assist with documenting work activities in the City's work order system.

ABILITIES: Ability to:

All Sections:

1. Read and interpret basic schematic and blueprint plans and maps , and other related design items.
2. Walk or stand for long periods of time.
3. Perform medium to heavy physical labor and manual tasks, including lifting and carrying heavy objects.
4. Lift, pull, carry, and move weighted objects (up to 75 pounds).
5. Dig, rake, shovel, saw and perform other manual tasks.
6. Use hand tools and power tools.
7. Understand and follow oral and written instructions.
8. Work outdoors under sometimes unfavorable conditions.
9. Read and write English to a sufficient degree to understand and execute written instructions and to keep accurate records.
10. Establish and maintain effective working relationships with supervisors, co-workers, other

departments, outside agencies, and the general public.

11. Work in a safe manner.

12. Express ideas effectively, orally and in writing.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

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

1. Computer, keyboard, and monitor/Tablet
2. Laser-jet or ink jet printer
3. Telephone
4. Cellphone
5. Copier or Multi-Function Machine (copy/scan/fax)
6. Calculator
7. Digital camera
8. Paper cutter and paper shredder
9. Specialized computer software, including the telemetry system, and Computer Maintenance Management Software
10. Handcart or dolly
11. Two-way radio
12. Safety goggles, gloves, hard-hat, shoes, earplugs, respirator, first-aid kit, and safety vest
13. Meter reader and meter boxes
14. Chlorine containers and equipment
15. Meter-reading interrogator
16. Leak detectors
17. PH meter
18. Colorimeter
19. Confined space apparatus, tripod, oxygen sensor, full-body harness, hand crank, and recovery wrench
20. Aerosol containers, muriatic acid, hydrochloric acid, ascorbic acid, paint, thinners, P.V.C. glue, etc.
21. Broom and mop
22. Various hand tools such as rakes, shovels, pruners, hedge trimmer, trimmers (string or blade), backpack blower, sanders, dig bars, drills, crowbars, screwdrivers, pipe wrenches, hammers, electric drills, impact wrenches, etc.
23. Ladders and reservoir ladders equipped with a safety harness
24. Jumping jack, soil compactor, cement mixer, etc.
25. Water pump, welder, cutting torch, auger, pipe threader, pipe cutter, and drill press
26. Concrete saw, chain saw, chop-saw, and trench snapper, saber saw, circular saw, band saw
27. Air compressor, jackhammer, clay spade, impact wrenches, pneumatic nail gun, etc.
28. Traffic control barricades, cones, and signs and light bars
29. Automobiles, vans, trucks, and large vehicles such as sewer trucks, water trucks, etc.
30. Heavy equipment, cat loader, dump truck, roller, backhoe, bobcat, forklift, trailers, victor truck, hydraulic truck with tools and generators, sign board, light bars, etc.
31. Portable sprayer

PHYSICAL DEMANDS:

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

1. Sitting, when using vehicles and heavy equipment for transportation and work, etc.
2. Standing, during meter reading, traffic control, painting, sewer cleaning, laying of asphalt, hydrant flushing, when notifying residents of pending water shut offs, pruning, etc.
3. Walking, during meter reading, pending water shut-offs, traffic-control, painting, laying of asphalt, marking of U.S.A. locates, backpack blowing, litter removal, mowing, etc.
4. Stooping, during meter reading, repairing, and installing meters, service taps, , traffic control setup, weeding, repairing irrigation, removing debris, etc.
5. Kneeling, when painting, repairing water lines, repairing sewer and storm drain lines, pruning, repairing irrigation, hooking up trailers or equipment, etc.
6. Bending, when painting, repairing water lines, viewing sewer and storm drains, repairing drains, raking asphalt, shoveling, marking U.S.A. locates, setting up traffic control, shoveling, raking, pruning, repairing irrigation equipment, etc.
7. Climbing, when working in and on heavy equipment, climbing reservoir ladders, painting, or when out in the field, etc.
8. Twisting, when watching for traffic, moving a barricade or cone, shoveling, turning hydrant valves, using paint stencils, spraying, operating equipment, etc.
9. Pushing/Pulling, when loading and unloading vehicles, raking asphalt, laying concrete, preparing to paint, raking, mowing, etc.
10. Lifting, meter boxes, concrete sacks, sewer and storm drain lids, barricades, cones, garbage bags, field lining chalk, and unloading tools or equipment, etc. *(Maximum individual lifting requirement is 75 pounds; any lifting above this weight requirement is shared with two or more employees lifting as a team.)*
11. Carrying, hand tools, rake, shovel, cone, radio, field equipment, etc.
12. Dragging, while moving a meter lids, manhole covers, hoses, concrete sacks, sandbags, garbage bags, irrigation pipes, tree branches, etc.
13. Driving, when performing maintenance and repairs, purchasing, or delivering supplies, or attending meetings and training.
14. Speed, in meeting deadlines and using office equipment.

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

SENSORY DEMANDS:

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

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. Also, necessary when performing hydrant flushing, leak detection or when monitoring faulty equipment.
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 with various tools, equipment, and chemicals.
5. Smelling, employees must be able to differentiate chemicals and gases.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

Indoors: Typical office conditions, approximately 10% of the time.

Flooring: Linoleum, tile, wood, concrete, and carpet.

Noise Level: Conducive to office settings with phones, copiers, air conditioning, and radio.

Lighting: Conducive to normal office setting.

Ventilation: Provided by wall heater, central heating, or air conditioning unit.

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, approximately 90% of the time.

2. Travel: Under varying conditions via automobile, from 10% of the time.

3. Flooring: Asphalt, dirt, mud, tile, wood, concrete, uneven surfaces, etc.

4. Noise Level: Varying low to high equipment noise from trucks, chainsaws, chop-saws, rollers, mowers, edgers, trimmers, backpack blowers, radios, street traffic, electric motors, and other equipment.

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 utility vaults, 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 outdoor levels associated with chlorine, paint, propane, gasoline, sewer gases, concrete dust, asphalt dust, vehicle exhaust, backpack blowers, trimmers, loading garbage bins, 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. Exposure is higher than normal around heavy equipment, and employees must always be aware of their surroundings to avoid injury to others or to avoid damage to unexposed electrical, gas or water lines. There is also exposure to biological waste products or bodily fluids when working in the sewer system. In addition, there is some exposure to mechanical hazards when utilizing a vehicle. Also, when cleaning, removing litter or performing other duties, employees must take precaution when working with biological waste products and bodily fluids. Poison oak and a variety of insect bites or stings are also common hazards and employees should be aware of allergic reactions in order to protect against injury. Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, printer, copier, adding machine, fax machine, or radio.

ATMOSPHERIC CONDITIONS:

Minimal to high exposure occurs due to fumes from chlorine, acids, paints, vehicle exhaust, propane, acetylene, sewer gases, gasoline, solvents, chemicals, fertilizers, dust, or other materials when working out in the field.

Some exposure to exhaust fumes occurs in the 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.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Minimum twelfth-grade education or a G.E.D.
2. One (1) year of construction or maintenance work experience.. Prior work for a public agency, water system, wastewater system or other similar service industry is desired, but not required.
3. 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.
4. Will be subject to scheduled 7-day paid standby duty on a rotating basis.
5. Subject to recall on a scheduled and/or emergency basis.
6. Possess, at time of employment, and maintain during employment a valid California's Class C Driver License and a safe driving record necessary to operate assigned vehicle(s).
7. Possess and maintain a valid California Class A Driver License within 12 months of hire/transfer. May be required to obtain endorsements. Must participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing at such time the employee possesses a commercial license permit or a commercial license.
8. When assigned to the Water Section, will be required to obtain a State of California Grade I Water Distribution Certification within twelve months of hire or transfer.
9. When assigned to the Wastewater Section, will be required to obtain a California Water Environment Association Collections System Maintenance I Certification within twelve months of hire or transfer.
10. Pass an employment background check to include Department of Justice criminal record check.
11. Pass a post-offer medical examination, which includes a drug test.
12. Prefer non-tobacco user.

**UTILITIES DEPARTMENT
OPERATIONS DIVISION
UTILITIES MAINTENANCE WORKER II**

GENERAL DUTIES: Under direct supervision of the Utilities Operations Manager, or assigned Operations Services Supervisor, and/or oversight of a Senior Maintenance Worker, perform work in one of the two following sections as assigned: Water or, Wastewater. Maintenance Worker II is the second level in the two-level Utilities Maintenance Worker series. As a Utilities Maintenance Worker II, daily work is assigned by the Supervisor, tasks are clearly defined and expectations for performance are provided by the Senior Maintenance Worker. The Utilities Maintenance Worker II class is distinguished from the Maintenance Worker I by related municipal work experience, ability to operate specialized equipment, greater proficiency with hand and power tools, the ability to use more independent judgement and to tackle in-the-field challenges. The Utilities Maintenance Worker II position may lead team efforts in the field under direction of Senior Maintenance Worker or Supervisor. Employees in this job classification may rotate/transfer between the sections noted above as determined by the City and will be required to fully meet the job requirements, including the obtaining of certifications, when assigned to a specific section for an extended period of time. The Utilities Maintenance Worker II classification is a non-exempt position and is represented by AFSCME.

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-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 gender-identity differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

Water Section:

1. Perform skilled maintenance, installation, and repair of the City's water distribution system including water mains, service lines, valves, hydrants, and meters.

2. Independently perform valve exercising, hydrant maintenance, and system inspections to ensure proper operation and reliability.
3. Locate and mark underground utilities and performs excavation, installation, repair, and backfill of water system infrastructure.
4. Diagnose and repair leaks, breaks, and system deficiencies in water mains and service connections. Respond to and takes a lead role in emergency situations including water main breaks, leaks, and service interruptions.
5. Install, maintain, and test water services and meters including turn-ons, shut-offs, and customer service requests.
6. Operate and maintains light and medium equipment such as dump trucks, backhoes, trenchers, and compactors.
7. Ensure proper traffic control setup and maintains safe work zones in compliance with applicable safety standards.
8. Document work performed, materials used, and system conditions in the City's work order and asset management system and provides guidance to less experienced staff as assigned.

Wastewater Section:

1. Perform skilled maintenance and repair of the City's wastewater collection system including sewer mains, laterals, manholes, and related infrastructure.
2. Operate, monitor, and perform routine maintenance of wastewater pump stations including pumps, motors, controls, generators, odor control systems, and related equipment.
3. Monitor, respond to, and troubleshoot SCADA, telemetry, and remote monitoring alarms associated with wastewater collection facilities.
4. Perform preventative and corrective maintenance activities on wastewater pump stations including cleaning, grease removal, exercising equipment, and documenting operational conditions.
5. Perform Closed Circuit Television (CCTV) inspections of sewer mains, laterals, siphons, and related infrastructure, and document operational conditions.
6. Independently perform cleaning and clearing of sewer lines using jetting, rodding, and other specialized equipment.
7. Inspect sewer lines and manholes and identifies defects, blockages, and system deficiencies requiring maintenance or repair.
8. Diagnose and respond to sewer backups, overflows, and collection system failures, taking a lead role in field response.
9. Perform manhole maintenance including adjustments, repairs, and condition assessments.
10. Locate and mark underground utilities and performs excavation, repair, and backfill operations for wastewater infrastructure.

11. Operate specialized equipment such as combination sewer cleaning trucks (vactor), jetting equipment, pumps, and related tools.
12. Implement proper traffic control and safety procedures while working in roadways and confined or hazardous environments.
13. Document work performed and system conditions in the City's work order system and provides guidance and support to Maintenance Worker I and/or PT Maintenance Worker Assistant staff as assigned.

All Sections:

1. Operate and provide daily maintenance on equipment, vehicles, and hand and power tools as assigned.
2. Oversee the work of full-time, part-time, volunteers and others as assigned. Fill in for Senior Maintenance Worker or Operations Services Supervisor in his/her absence as assigned.
3. Provide safety training to other staff as part of tailgate meetings.
4. Participate in related training programs.
5. Prepare and keep accurate records and reports.
6. Investigate service requests and complaints.
7. Conduct inspections.
8. Provide training to Maintenance Worker I's, Maintenance Assistants, and others (including Social Service and Department of Correction individuals) as assigned.
9. Perform disaster relief work as required.
10. Perform related work as necessary and required.
11. May assist the Public Works Department or other departments with maintenance work, set-ups, or other related tasks.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

All Sections:

1. Safely perform manual labor for extended periods of time in outdoor environments and varying weather conditions.
2. Use and maintain basic hand tools and power equipment commonly used in municipal/utility maintenance operations.
3. Follow verbal and written instructions and complete assigned tasks under supervision.
4. Learn routine maintenance procedures related to water and wastewater utility systems.

UTILITIES MAINTENANCE WORKER II

5. Safely work around traffic, equipment, and other hazards commonly present in public works environments.
6. Assist with traffic control setup and maintain safe work zones.
7. Maintain a clean and organized work area and properly care for tools and equipment.
8. Interact with members of the public in a courteous and professional manner while performing assigned duties.
9. Work cooperatively as part of a crew and support team operations.
10. Learn and assist with documenting work activities through the City's work order or asset management system.
11. Leadership skills necessary to oversee and direct the work of other employees.

KNOWLEDGE: Knowledge of:

All Sections:

1. Skilled maintenance, installation, and repair of water and wastewater system components with minimal supervision.
2. Operate and maintain light and medium construction equipment including backhoes, trenchers, dump trucks, compactors, and specialized equipment such as combination sewer cleaning trucks (vactor), jetting equipment, and pumps.
3. Safely perform excavation, shoring, and backfill operations around underground utilities.
4. Safely work in and around roadways, excavations, and hazardous or confined environments.
5. Interpret basic plans, maps, and utility locates.
6. Respond effectively to routine and emergency situations and take appropriate field action.
7. Methods, materials, and tools used in water and wastewater system maintenance and repair.
8. Principles of water and wastewater system operations including pipelines, valves, hydrants, service connections, sewer mains, laterals, and manholes.
9. Safe work practices related to excavation, confined space entry, traffic control, and utility maintenance.
10. Operation and maintenance of construction, maintenance, and sewer cleaning equipment.
11. Applicable safety and environmental regulations and procedures, including proper use of personal protective equipment (PPE).
12. Independently performing installation, maintenance, inspection, and repair of water and wastewater infrastructure.
13. Diagnosing leaks, blockages, overflows, system failures, and operational issues, and implementing appropriate corrective actions.
14. Reading and interpreting basic construction drawings, system maps, and utility markings.
15. Leading and/or assisting in emergency response activities including water main breaks, sewer backups, spills, and service interruptions.

16. Providing guidance and support to Maintenance Worker I/PT Maintenance Worker Assistant staff and assist in coordinating daily work activities as assigned.
17. Maintaining accurate records and documenting work activities in the City's work order and asset management system.
18. Applying basic leadership principles including coordinating work, supporting team performance, and assisting in resolving field issues.

ABILITIES: Ability to:

All Sections:

1. Read and interpret advanced schematic and blueprint plans and maps pertaining to assigned Section.
2. Walk or stand for long periods of time.
3. Perform medium to heavy manual/physical labor including lifting and carrying weighted objects.
4. Oversee and direct the work of others, including taking responsibility for the work to be performed by the crew.
5. Lift, pull, carry, and move weighted objects.
6. Dig, rake, shovel, saw and perform other manual tasks.
7. Work out of doors under sometimes unfavorable weather conditions.
8. Express ideas effectively, orally and in writing.
9. Train and guide Maintenance Worker I and/or Maintenance Worker Assistant staff in work practices and methods.
10. Use hand and power tools.
11. Understand, follow, and provide verbal and written instructions and keep accurate records.
12. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public.
13. Work in a safe manner.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

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

1. Computer, keyboard, and monitor
2. Laser-jet or ink jet printer
3. Telephone
4. Cellphone
5. Copier
6. Calculator
7. Digital camera
8. Paper cutter and paper shredder
9. Specialized computer software, Computer Maintenance Management Software, including the telemetry system
10. Handcart or dolly

11. Pager
12. Two-way radio
13. Safety goggles, gloves, hard-hat, shoes, earplugs, respirator, first-aid kit, and safety vest
14. Meter reader and meter boxes
15. Chlorine containers and equipment
16. Leak detectors
17. PH meter
18. Colorimeter
19. Confined space apparatus, tripod, oxygen sensor, full-body harness, hand crank, and recovery wrench
20. Aerosol containers, muratic acid, hydrochloric acid, ascorbic acid, paint, thinners, P.V.C. glue, etc.
21. Broom and mop
22. Various hand tools such as rakes, shovels, pruners, hedge trimmer, trimmers (string or blade), backpack blower, sanders, dig bars, drills, crowbars, screwdrivers, pipe wrenches, hammers, electric drills, impact wrenches, etc.
23. Ladders and reservoir ladders equipped with a safety harness
24. Jumping jack, soil compactor, cement mixer, etc.
25. Water pump, welder, cutting torch, auger, pipe threader, pipe cutter, and drill press
26. Concrete saw, chain saw, chop-saw, and trench snapper, saber saw, circular saw, band saw
27. Air compressor, jackhammer, clay spade, impact wrenches, pneumatic nail gun, etc.
28. Traffic control barricades, cones, and signs and light bars
29. Automobiles, vans, trucks and large vehicles such as sewer trucks, water trucks, etc.
30. Heavy equipment, cat loader, dump truck, roller, backhoe, bobcat, forklift, trailers, vector truck, hydraulic truck with tools and generators, sign board, light bars, etc.
31. Portable sprayer

PHYSICAL DEMANDS:

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

1. Sitting, when using vehicles and heavy equipment for transportation and work, etc.
2. Standing, during meter reading, traffic control, sewer cleaning, hydrant flushing, when notifying residents of pending water shut-offs, pruning, etc.
3. Walking, during meter reading, pending water shut-offs, traffic-control, painting, laying of asphalt, marking of U.S.A. locates, litter removal, etc.
4. Stooping, during meter reading, repairing, and installing meters, service taps, traffic control setup, weeding, repairing irrigation, removing debris, etc.
5. Kneeling, when painting, repairing water lines, repairing sewer and storm drain lines, pruning, repairing irrigation, hooking up trailers or equipment, etc.
6. Bending, when painting, repairing water lines, viewing sewer and storm drains, repairing drains, raking asphalt, shoveling, picking up stencils, marking U.S.A. locates, setting up traffic control, shoveling, raking, pruning, repairing irrigation equipment, etc.
7. Climbing, when working in and on heavy equipment, climbing reservoir ladders, painting, or when out in the field, etc.
8. Twisting, when watching for traffic, moving a barricade or cone, shoveling, turning hydrant valves, using paint stencils, spraying, operating equipment, etc.
9. Pushing/Pulling, when loading and unloading vehicles, raking asphalt, laying concrete, preparing to paint, raking, mowing, etc.

10. Lifting, meter boxes, concrete sacks, sewer and storm drain lids, barricades, cones, garbage bags, field lining chalk, and unloading tools or equipment, etc. (*Maximum individual lifting requirement is 75 pounds; any lifting above this weight requirement is shared with two or more employees lifting as a team.*)
11. Carrying, hand tools, rake, shovel, cone, radio, field equipment, etc.
12. Dragging, while moving a meter lids, manhole covers, hoses, concrete sacks, sandbags, garbage bags, irrigation pipes, tree branches, etc.
13. Driving, when performing maintenance and repairs, purchasing, or delivering supplies, or attending meetings and training.
14. Speed, in meeting deadlines and using office equipment.

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

SENSORY DEMANDS:

Maintenance workers spend a majority of their time working outdoors. For safety reasons, employees are required to utilize all these senses throughout their workday, especially when working with light and heavy equipment or tools. Under typical office conditions, employees utilize these same senses while using a computer, printer, telephone, Multi-Function Machine (copy/scan/fax), copier, calculator, or camera:

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. Also, necessary when performing hydrant flushing, leak detection or when monitoring faulty equipment.
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 with various tools, equipment, and chemicals.
5. Smelling, employees must be able to differentiate chemicals and gases.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, approximately 10% of the time.
2. Flooring: Linoleum, tile, wood, concrete, and carpet.
3. Noise Level: Conducive to office settings with phones, copiers, air conditioning, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by wall heater, central heating, or air conditioning unit.
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, approximately 70% of the time.
2. Travel: Under varying conditions via automobile, from 20% of the time.
3. Flooring: Asphalt, dirt, mud, tile, wood, concrete, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise from trucks, chainsaws, chop-saws, rollers, mowers, edgers, trimmers, backpack blowers, radios, street traffic, electric motors, and other equipment.
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 utility vaults, 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 outdoor levels associated with chlorine, paint, propane, gasoline, sewer gases, concrete dust, asphalt dust, vehicle exhaust, backpack blowers, trimmers, loading garbage bins, 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. Exposure is higher than normal around heavy equipment, and employees must always be aware of their surroundings to avoid injury to others or to avoid damage to unexposed electrical, gas or water lines. There is also exposure to biological waste products or bodily fluids when working in the sewer system. In addition, there is some exposure to mechanical hazards when utilizing a vehicle. Also, when cleaning restrooms, removing litter, or performing other duties, employees must take precaution when working with biological waste products and bodily fluids. Poison oak and a variety of insect bites or stings are also common hazards and employees should be aware of allergic reactions in order to protect against injury.

Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, Multi-Function Machine (copy/scan/fax), or radio.

ATMOSPHERIC CONDITIONS:

Minimal to high exposure occurs due to fumes from chlorine, acids, paints, vehicle exhaust, propane, acetylene, sewer gases, gasoline, solvents, chemicals, fertilizers, dust, or other materials when working out in the field.

Some exposure to exhaust fumes occurs in the 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.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Minimum twelfth-grade education or a G.E.D.
2. Three years of work experience in public works maintenance areas such as water, sewer, or other related areas. Prior work for a public agency preferred.
3. Proficient in the use of tools, equipment, and vehicles used in public works or utilities maintenance areas such as water, sewer, streets, trees, parks, and landscape.
4. When assigned to the Water Section, must possess, or obtain within twelve months from appointment, upgrade, or transfer to this position, a Grade II Water Distribution Operator Certificate issued by the State of California.
5. When assigned to the Wastewater Section, must possess, or obtain a California Water Environment Association Collections System Maintenance II Certification within twelve months of hire or transfer.
6. When assigned to the Water Section, may be required to obtain a Backflow Prevention Assembly General Tester Certificates within twelve months of hire, transfer, or notification that the certification is needed.
7. When assigned to the Water Section, may be required to obtain a Cross Connection Control Program Specialist Certificate within twelve months of hire, transfer, or notification that the certification is needed.
8. 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.
9. Will be subject to scheduled 7 day paid standby duty on a rotating basis.
10. May be subject to weekend work, work on holidays, and varied shifts.
11. Subject to recall and/or emergency basis.
12. Possess, at time of employment, and maintain during employment a valid California Class C Driver License and a safe driving record necessary to operate assigned vehicle(s).
13. Possess and maintain a valid California Class (A) Driver License within twelve (12) months of hire. May be required to obtain endorsements. Must participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing at such time the employee possesses a commercial license permit or a commercial license.
14. Pass a post-offer medical examination, which includes a drug test.
15. Pass an employment background check to include a Department of Justice criminal record check.
16. Prefer non-tobacco user.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description and Salary Range for Full-Time Environmental Programs Analyst

Meeting Date: August 3, 2026
 From: Michael Horta, Human Resources Director/Risk Manager
 Department: Human Resources/Risk Management
 Submitted by:
 Prepared by: LeeAnn McPhillips, Interim Human Resources Director/Risk Manager.

RECOMMENDATION

1. Approve job description for Environmental Programs Analyst
2. Approve salary range for Environmental Programs Analyst

BACKGROUND

In FY 26, the Personnel Commission approved the job description and hourly rate range for a new part-time position of Environmental Programs Analyst. Just as the recruitment process was coming to conclusion, the city learned that Recology was going to provide funding to the City to cover the cost of increasing this position to a full-time position to ensure the staffing necessary to comply with various new regulations related to maintaining a clean environmental and storm drain system. As a side note, in addition to the funding for the Environmental Program Analyst position, Recology is also funding two full-time Maintenance Worker positions that will have a primary focus of maintaining a cleaner community and gathering garbage/trash before it enters the storm drain system, causing pollution and other impacts to the environment.

Given that the part-time Environmental Program Analyst is being upgraded to a full-time position, the individual hired will have full-time capacity necessitating additions to the job description and alignment with the other existing full-time Analyst positions. Given this, staff developed a new position description that is reflective of the full-time job responsibilities associated with the work of this position. This full-time job description

aligns with other similar Analyst level positions supporting various functions at a similar level in the organization.

The salary range for the full-time Environmental Programs Analyst is recommended to be \$101,150 - \$138,930 annually with excellent benefits. This is the same salary range effective July 1, 2026, for the GMA classifications of Management Analyst, Financial Analyst and Police Crime Analyst.

The full-time Analyst level positions are all part of the Gilroy Management Association (GMA) employee group. Therefore, the job description and recommended salary range has been shared with GMA and feedback is pending. If there is feedback or comments received that necessitate any adjustments, those will be shared at the Personnel Commission meeting.

Attachments:

1. Environmental Programs Analyst FINAL DRAFT July 2026

**PUBLIC WORKS DEPARTMENT
ENVIRONMENTAL SERVICES DIVISION
ENVIRONMENTAL PROGRAMS ANALYST**

GENERAL DUTIES: Under general direction of the Environmental Programs Manager, performs journey-level professional analytical, compliance, and administrative duties in support of the City's environmental programs including, but not limited to, solid waste, recycling, organics diversion, stormwater compliance, hazardous waste, and State regulatory mandates such as SB 1383 and the MS4 Permit. This classification requires both office and field-based responsibilities, with approximately 40% of work performed in the field to verify compliance, conduct inspections, and engage with the community as well as oversee part time and or intern staff. The position will have regular communication with regulatory agencies and regional partners. The position supports contract and grant administration, field auditing, data management, public outreach, and regulatory reporting. This position is an exempt, mid-management level position the Gilroy Management Association employee group.

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 - 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-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 gender-identity differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assist with planning, implementing, and evaluating the City's compliance with SB 1383, Statewide Trash Amendments, and MS4 permit.
2. Perform routine field inspections and site visits to verify organics recycling participation, stormwater BMP maintenance, and compliance with trash capture requirements.
3. Oversee day-to-day work of part time and/or interns.

4. Collect, analyze, and interpret data for environmental compliance programs.
5. Maintain environmental compliance databases and assist in electronic submittals to regulatory agencies.
6. Draft a wide range of written materials including staff reports, technical memos, flyers, social media content, compliance letters, and training materials.
7. Serve as a liaison with local, state, and federal agencies, contracted hauler, consultants, and the public.
8. Participate in regional environmental initiatives and workgroups.
9. Where directed and necessary, communicate with staff of regulatory agencies.
10. Assist in preparing and monitoring program and grant budgets.
11. Respond to inquiries, investigate complaints, and support enforcement efforts.
12. Coordinate community outreach, tabling events, educational programs, and volunteer events.
13. Assist with grant writing, implementation, and reporting.
14. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS: Skill in:

1. Communicating effectively both orally and in writing.
2. Conducting field inspections and preparing related documentation.
3. Operating a personal computer and using software such as the Microsoft Office Suite.
4. Analyzing data and managing databases of information.
5. Engaging with the public and providing excellent customer service.
6. Managing time effectively and staying organized.

KNOWLEDGE: Knowledge of:

1. State and regional environmental regulatory agencies and related mandates (e.g., SB 1383, MS4 Permit, CalRecycle regulations)
2. Municipal environmental program operations and management
3. Field inspection practices and basic enforcement protocol
4. Public outreach and education strategies

5. Local government structure and reporting procedures
6. Contract and grant administration principles.

ABILITIES: Ability to:

1. Interpret and apply complex environmental regulations.
2. Work independently and collaboratively in office and field settings.
3. Develop and deliver presentations to internal and external audiences.
4. Conduct inspections, document findings, and communicate with regulated parties.
5. Research and analyze data and information and synthesize into a format for its intended audience.
6. Prepare clear and concise reports, correspondence, and visual materials.
7. Establish and maintain cooperative working relationships with others.
8. Occasionally work weekends and evenings for outreach

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include, but are not limited to the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. Mutli-Function Machine (copy, scan, fax)
7. Postage meter and scale
8. Digital camera
9. Paper shredder
10. Specialized computer software
11. Tables and chairs
12. Display equipment, easels, boards, etc.
13. Automobile, truck or van
14. Presentation equipment, microphones, projectors, tape recorder, etc.

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities which include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting, for prolonged periods of time while working at the computer or attending meetings
2. Walking
3. Standing, while making presentations or when working in a booth at a community event
4. Kneeling
5. Bending/stooping
6. Twisting

7. Reaching
8. Carrying, boxes of informational pamphlets/materials for display at community event booths
9. Pushing/pulling, boxes of informational material during setup and breakdown of booth
10. Lifting, up to 25 lbs., during presentations or when setting up for a community event booth
11. Driving, to meetings and community events throughout the County
12. Speed, in meeting deadlines and using office equipment

SENSORY DEMANDS:

Under typical office conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder/cutter, camera, or radio. When working and traveling in the field, all senses are used, especially when responding to complaints of illegal dumping or littering throughout the City:

1. Seeing
2. Speaking/Hearing
3. Touching
4. Smelling

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, about 50% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, multi-function machines, radios, and printers.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during presentations or when attending meetings, conducting inspections, or attending trainings, seminars, or public information events, about 50% of the time.
2. Travel: Varying conditions mainly in an automobile about 5% of the time.
3. Flooring: Carpeting, linoleum, tile, wood, asphalt, grass, rock, uneven surfaces, etc.
4. Noise Level: Varying low to medium equipment noise at public events or when conducting presentations either, indoors or outdoors.
5. Lighting: Normal outdoor conditions, and some exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by vehicle.
7. Dust or Fumes: Normal to high outdoor levels of pollen, dust, or vehicle exhaust.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, multi-function machine, postage meter, paper shredder, paper cutter, camera, and automobile. When traveling or working in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office or field environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university with major course work in Environmental Engineering, Environmental Science, Environmental Planning, Public Administration, or a closely related field as deemed acceptable by the City. Master's degree from an accredited college or university is highly desirable.
2. Five (5) years of progressively responsible professional analytical or administrative experience in sustainability, environmental programs, or a closely related field, including at least two (2) years at the journey level with supervisory/lead responsibility. Experience in a public agency and additional directly related professional experience are highly desirable.
3. Strong experience in utilization of computers including word-processing, spreadsheet, database, presentation (PowerPoint or Prezi) and e-mail communication applications.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. May be subject to work evenings and weekends when participating in community events or attending meetings.
6. Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses and attending seminars, workshops, and individual study.
7. Pass an employment background check to include a Department of Justice criminal record check.
8. Pass a post-office medical evaluation and drug screen.
9. Prefer non-tobacco user.
10. Bilingual English/Spanish desired, but not required.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description Updates for Part-Time Assistant Fleet Technician

Meeting Date: August 3, 2026

From: Michael Horta, Human Resources Director/Risk Manager

Department: Human Resources/Risk Management

Submitted by:

Prepared by: LeeAnn McPhillips, Interim Human Resources Director/Risk Manager.

RECOMMENDATION

Approve updates to the job description for Part-Time Assistant Fleet Technician

BACKGROUND

n/a

Attachments:

1. Assistant Fleet Technician DRAFT July 2026

**PUBLIC WORKS DEPARTMENT
FLEET AND FACILITY SERVICES DIVISION
PART-TIME ASSISTANT FLEET TECHNICIAN**

GENERAL DUTIES: Under the supervision of the Senior Equipment Mechanic, the Assistant Fleet Technician is an entry-level position that performs basic fleet maintenance tasks and assists the mechanics in the fleet shop as needed. This is a part-time, entry-level, unrepresented position intended to provide support to the other Equipment Mechanics in the Fleet Division.

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 regard 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 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 gender identity differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Cleans and washes passenger vehicles and large equipment.
2. Performs oil and filter changes on vehicles.
3. Rotate and/or replace tires on vehicles.
4. Replace windshield wipers on vehicles or other similar basic tasks.
5. Service and/or replace batteries in vehicles.
6. Jumpstart vehicles.
7. Perform light vehicle repairs as assigned.
8. Clean inside and outside of vehicles.

9. Move vehicles to and from other buildings for repairs and inspections, and taking vehicles to get smogged, or to the car wash.
10. Work with the Equipment Mechanics to assist them with larger vehicle repairs, as needed.
11. Obtain fleet parts needed from auto repair store or other location.
12. Maintain records of work performed.
13. May assist with or perform some inspections once properly trained and proficient in a specific type of inspection.
14. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**SKILLS:** Skill in:

1. Good communication skills, both verbally and written.
2. Perform work using safe, expedient, acceptable methods as trained.
3. Work independently and at times unsupervised.
4. Safely operate various shop equipment such as, but not limited to drill presses, pressure washers, solvent tanks, tire machines, vehicle hoists and jacks.
5. Attention to detail, as quality of work and inspections are extremely important.
6. Organizational skills to keep track of the order of assigned tasks.
7. Properly documenting inspections and repairs, using computer applications.
8. Ordering correct parts and supplies as assigned.
9. Provide excellent customer service and responsiveness to operating departments.
10. Basic auto maintenance and repair tasks, including, but not limited to oil changes, filter replacements, fluid top offs, tire repairs/replacements, belt replacements, battery service and/or replacement and basic vehicle inspections.

KNOWLEDGE: Knowledge of:

1. Internal combustion engines, both gasoline and diesel engines.
2. Fleet shop practices and procedures.
3. Automotive nomenclature, fuels, lubricants, and applicable fluids.
4. Basic automotive electrical and fuel systems.
5. Basic trouble shooting mechanical and electrical issues.

ABILITIES: Ability to:

1. Maintain a variety of shop and repair records and logs.
2. Use a personal computer or tablet/laptop device to perform work and maintain records.

3. Care for and properly maintain tools and equipment.
4. Prepare and maintain clear and accurate reports.
5. Understand and follow oral and written instructions.
6. Communicate clearly and concisely, both orally and in writing.
7. Demonstrate a high level of manual dexterity and mechanical aptitude.
8. Establish and maintain effective working relations with co-workers and the public.
9. Lift, pull and carry heavy objects weighing up to seventy-five (75) pounds.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

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

1. Computer, keyboard, and monitor
2. Laser-jet or ink jet printer
3. Desk telephone and cell phone
4. Copier
5. Calculator
6. Facsimile machine
7. Typewriter
8. Paper shredder or cutter
9. Specialized computer software
10. Handcart or dolly
11. Two-way radio
12. Specialized tools used in the repair and maintenance of vehicles and other equipment
13. Small equipment repairs: chain saws, chop saws, concrete saws, lawn mowers, etc.
14. Large equipment repairs: dump truck, police car, fire truck, fire engine, boom truck, bobcat, trench snapper, backhoes, cat loader, paint truck, asphalt spreader, roller, forklift etc.
15. Vehicle lifts
16. Oil, gasoline, grease, and a variety of equipment solvents and cleaners
17. Floor jack
18. Tire machine
19. Brake lathe
20. Engine hoist
21. Analyzer
22. Pressure washers
23. Automobile, truck, or van

PHYSICAL DEMANDS:

When working in the Repair Shop at the Corporation Yard, field, or in the office, employee will perform the following physical activities including handling heavy equipment and vehicle parts, tools, files, books, binders, and boxes of material or equipment:

1. Sitting, for prolonged periods of time while working at a computer or attending meetings.
2. Walking, to and from different facilities while in the process of repairing equipment.
3. Standing, when performing maintenance on light/heavy equipment such as trucks or cars.
4. Kneeling, when installing, repairing, or inspecting light or heavy equipment.
5. Bending/stooping, when installing, repairing, or inspecting light or heavy equipment.
6. Squatting/bending, when installing, repairing, or inspecting light or heavy equipment.
7. Crawling, when installing, repairing, or inspecting light or heavy equipment.
8. Climbing, ladders or stairs when performing maintenance on light or heavy equipment.
9. Balancing, when using ladders and when working on light or heavy equipment.
10. Twisting, when installing, replacing, or inspecting light or heavy equipment.
11. Reaching, when working with tools and equipment during repair procedures.
12. Carrying, equipment/tools when repairing or inspecting light or heavy equipment.
13. Pushing/pulling, handcart when installing, repairing, or inspecting light or heavy equipment.
14. Lifting up to 75 lbs., when installing, replacing, or repairing light or heavy equipment.
15. Driving, to other facilities to install, repair, or deliver equipment, in addition to purchasing supplies and attending meetings and training.
16. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

A majority of the time, employees are required to use these senses while using specialized equipment when performing routine maintenance on City vehicles and other equipment. Under typical office conditions, employee utilizes these senses while using a computer, printer, telephone, fax machine, copier, calculator, or camera:

1. Seeing, color vision for safety reasons when working with electrical wiring and cables. In addition, hand signals are used when verbal communication is comprised when working around loud machinery, equipment, or heavy traffic.
2. Speaking/Hearing, for safety reasons, when communicating with co-workers, customers, and the public.
3. Touching/Feeling, for safety reasons, when differentiating sharp or hot objects in order to prevent injury or an unsafe condition when working with equipment, tools, oils, etc.
4. Smelling, for safety reasons, when differentiating chemicals, gases, oils, propane, etc.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, approximately 50% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by 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, approximately 40% of the time.
2. Travel: Under varying conditions via automobile, up to 10% of the time.
3. Flooring: Asphalt, dirt, mud, concrete, turf, tile, wood, roof-tops, uneven surfaces, etc.
4. Noise Level: Varying low to high, light, and heavy equipment noise due to trucks, saws, drills, sanders, air compressors, jack hammers, backup alarms, etc.
5. Lighting: Conducive to day or night setting but may also work in poorly lit areas such as attics or basements.
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, during new construction or demolition projects. Also exposed to insect, vermin, pigeon, or rodent excrement.

HAZARDS:

Mechanical and electrical exposure is medium to high depending on the work being performed on City vehicles or other light or heavy equipment. There is potential exposure to biological waste or bodily fluids when working in Police or Fire vehicles. In addition, there is some exposure to mechanical hazards when driving a vehicle or truck.

Exposure is minimal when properly using standard office equipment such as a telephone, computer, printer, copier, adding machine, fax machine, camera, radio, etc.

ATMOSPHERIC CONDITIONS:

Low to medium exposure to fumes occurs from gasoline, propane, cleaners, solvents, oils, and vehicle exhaust when performing maintenance or repairs on City vehicles or other equipment. Minimal exposure to fumes occurs in the typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Any combination of education, training, and experience equivalent to:

- ~~1.~~**a.** Graduation from high school or GED equivalent.
- ~~2.~~**b.** Completion of at least one (1) semester or quarter course in the Automotive or Equipment Mechanics field.
- c.** Work experience in the automotive repair/service field of at least 100 hours
- ~~3.~~**d.** ~~(e)~~ Equivalency in any of the above areas to be determined at the sole discretion of the City of Gilroy).
- ~~4.~~**2.** Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle (s) at the time of hire.
- ~~5. Possess and maintain a personal collection of appropriate basic tools, sufficient to perform the required tasks.~~
- ~~6.~~**3.** Work varied shifts and/or days as assigned.
- ~~7.~~**4.** Pass an employment background check, including a Department of Justice criminal record check.
- ~~8.~~**5.** Pass a post-offer medical examination, which includes a drug test.
- ~~9.~~**6.** Prefer non-tobacco user.