

RESOLUTION NO. 6339-2021

A RESOLUTION OF THE CITY COUNCIL AMENDING THE SALARY PLAN IN ACCORDANCE WITH ORDINANCE NO. 563

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WHEREAS the City of Sebastopol Municipal Code Section 2.60.040 provides that the City Council may by resolution adopt a classification plan for all the positions in City employment; and

WHEREAS the City of Sebastopol Municipal Code Section 2.12.110 authorizes the City Manager to recommend reorganizations of offices, positions, departments or units under his direction as may be indicated in the interest of efficient, effective, and economical conduct of the City's business; and

WHEREAS staff has determined that it is in the best interest of efficient, effective, and economical conduct of the City's business, the Public Works Department establishes one new classifications, retitle another classification; and

WHEREAS the recommendation includes the new classifications of Senior Maintenance Worker-Sanitary Sewer System Operator be established and the retitle classification specifications for Water Treatment Operator to Senior Maintenance Worker-Water System Treatment Operator and wage ranges approved as provided in the pay rates and ranges schedule attached to this resolution; and

WHEREAS staff has also determined that this new established position is non-exempt under the Federal Labor Standards Act and that the position is aligned with the Service Employees International Union, Local 1021; and

WHEREAS staff has created one new classification specifications and salary ranges for the new position be placed in the existing pay rates and ranges of the Water Treatment Operator to Senior Maintenance Worker-Water System Treatment Operator; and

WHEREAS staff is requested that City Manager be authorized to make non-substantive changes to all City job classification specifications that do not affect scope, complexity, discipline, wages, or job level; and

WHEREAS, the California Public Employee's Retirement Law, at Section 570.5 of the California Code of Regulations Title 2, requires the City to publish Pay Rates and Ranges on the City's internet site and the City Council to approve the Pay Rates and Range in its entirety each time a modification is made; and

WHEREAS, the City Council previously approved the City Pay Rates and Ranges document dated October 6, 2020 pursuant to Resolution No. 6314-2020, and

NOW, THEREFORE, BE IT RESOLVED that the salary range and steps contained in this resolution be amended and/or established and shall become effective on April 20, 2021;

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 20<sup>th</sup> Day of April 2021, by the following vote:

**VOTE:**

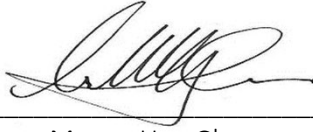
Ayes: Councilmembers Hinton, Rich, Slayter, Vice Mayor Gurney and Mayor Glass

Noes: None

Absent: None

Abstain: None

APPROVED:



\_\_\_\_\_  
Mayor Una Glass

ATTEST:



\_\_\_\_\_  
Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM:



\_\_\_\_\_  
Larry McLaughlin, City Attorney

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
City Council	N/A			N/A	\$ 300	\$ 3,600
<b>MANAGEMENT</b>						
City Manager   City Attorney	Appointed	A	\$ 69.07	\$ 5,526	\$ 11,973	\$ 143,673
		B	\$ 72.52	\$ 5,802	\$ 12,570	\$ 150,841
		C	\$ 76.14	\$ 6,092	\$ 13,198	\$ 158,381
		D	\$ 79.95	\$ 6,396	\$ 13,859	\$ 166,304
		E	\$ 83.95	\$ 6,716	\$ 14,551	\$ 174,610
Assistant City Manager   City Clerk	Appointed	A	\$ 64.25	\$ 5,140	\$ 11,137	\$ 133,649
		B	\$ 67.47	\$ 5,398	\$ 11,695	\$ 140,335
		C	\$ 70.84	\$ 5,667	\$ 12,279	\$ 147,344
		D	\$ 74.38	\$ 5,950	\$ 12,893	\$ 154,710
		E	\$ 78.10	\$ 6,248	\$ 13,537	\$ 162,447
Administrative Services Director	Unrepresented	A	\$ 62.48	\$ 4,998	\$ 10,829	\$ 129,953
		B	\$ 65.60	\$ 5,248	\$ 11,371	\$ 136,454
		C	\$ 68.88	\$ 5,511	\$ 11,940	\$ 143,277
		D	\$ 72.32	\$ 5,786	\$ 12,536	\$ 150,434
		E	\$ 75.94	\$ 6,075	\$ 13,163	\$ 157,961
City Clerk	Appointed	A	\$ 58.39	\$ 4,671	\$ 10,121	\$ 121,449
Finance Director	Unrepresented	B	\$ 61.30	\$ 4,904	\$ 10,625	\$ 127,506
		C	\$ 64.38	\$ 5,150	\$ 11,159	\$ 133,908
		D	\$ 67.60	\$ 5,408	\$ 11,717	\$ 140,607
		E	\$ 70.97	\$ 5,678	\$ 12,302	\$ 147,628
Building Official	Unrepresented	A	\$ 52.29	\$ 4,183	\$ 9,063	\$ 108,756
		B	\$ 54.90	\$ 4,392	\$ 9,515	\$ 114,182
		C	\$ 57.65	\$ 4,612	\$ 9,992	\$ 119,904
		D	\$ 60.53	\$ 4,842	\$ 10,492	\$ 125,899
		E	\$ 63.55	\$ 5,084	\$ 11,015	\$ 132,178
Engineering Director Planning Director	Unrepresented	A	\$ 58.70	\$ 4,696	\$ 10,174	\$ 122,092
		B	\$ 61.63	\$ 4,930	\$ 10,682	\$ 128,186
		C	\$ 64.71	\$ 5,177	\$ 11,217	\$ 134,600
		D	\$ 67.95	\$ 5,436	\$ 11,778	\$ 141,337
		E	\$ 71.34	\$ 5,707	\$ 12,366	\$ 148,394
Fire Chief	Unrepresented	A	\$ 59.29	\$ 4,743	\$ 10,277	\$ 123,328
		B	\$ 62.25	\$ 4,980	\$ 10,789	\$ 129,471
		C	\$ 65.37	\$ 5,229	\$ 11,330	\$ 135,960
		D	\$ 68.63	\$ 5,490	\$ 11,895	\$ 142,746
		E	\$ 72.06	\$ 5,765	\$ 12,491	\$ 149,890

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi- Weekly	Monthly	Annually
<b>MANAGEMENT</b>						
Police Chief	Unrepresented	A	\$ 60.32	\$ 4,826	\$ 10,456	\$ 125,466
		B	\$ 63.33	\$ 5,067	\$ 10,978	\$ 131,733
		C	\$ 66.50	\$ 5,320	\$ 11,527	\$ 138,321
		D	\$ 69.83	\$ 5,586	\$ 12,104	\$ 145,242
		E	\$ 73.32	\$ 5,866	\$ 12,709	\$ 152,510
Public Works Superintendent	Unrepresented	A	\$ 57.21	\$ 4,577	\$ 9,917	\$ 119,002
		B	\$ 60.06	\$ 4,805	\$ 10,411	\$ 124,935
		C	\$ 63.07	\$ 5,046	\$ 10,932	\$ 131,189
		D	\$ 66.23	\$ 5,298	\$ 11,479	\$ 137,752
		E	\$ 69.54	\$ 5,563	\$ 12,053	\$ 144,637

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi- Weekly	Monthly	Annually
<b>MID-MANAGEMENT</b>						
Assistant Public Works Superintendent Engineering Manager	Unrepresented	A	\$ 45.49	\$ 3,639	\$ 7,885	\$ 94,616
		B	\$ 47.76	\$ 3,821	\$ 8,278	\$ 99,337
		C	\$ 50.15	\$ 4,012	\$ 8,692	\$ 104,306
		D	\$ 52.65	\$ 4,212	\$ 9,126	\$ 109,510
		E	\$ 55.29	\$ 4,423	\$ 9,583	\$ 114,997
Fire Engineer	Unrepresented	A	\$ 32.11	\$ 2,569	\$ 5,566	\$ 66,793
		B	\$ 33.72	\$ 2,697	\$ 5,844	\$ 70,131
		C	\$ 35.40	\$ 2,832	\$ 6,136	\$ 73,629
		D	\$ 37.17	\$ 2,974	\$ 6,443	\$ 77,312
		E	\$ 39.03	\$ 3,122	\$ 6,765	\$ 81,180
Principal Civil Engineer	Unrepresented	A	\$ 59.12	\$ 4,730	\$ 10,248	\$ 122,976
		B	\$ 62.08	\$ 4,966	\$ 10,760	\$ 129,125
		C	\$ 65.18	\$ 5,214	\$ 11,298	\$ 135,577
		D	\$ 68.44	\$ 5,475	\$ 11,864	\$ 142,362
		E	\$ 71.87	\$ 5,749	\$ 12,457	\$ 149,482
Senior Civil Engineer	Unrepresented	A	\$ 52.44	\$ 4,195	\$ 9,089	\$ 109,068
		B	\$ 55.06	\$ 4,405	\$ 9,544	\$ 114,528
		C	\$ 57.81	\$ 4,625	\$ 10,021	\$ 120,250
		D	\$ 60.70	\$ 4,856	\$ 10,521	\$ 126,257
		E	\$ 63.74	\$ 5,099	\$ 11,048	\$ 132,573
Police Captain	Unrepresented	A	\$ 54.95	\$ 4,396	\$ 9,525	\$ 114,305
		B	\$ 57.70	\$ 4,616	\$ 10,002	\$ 120,021
		C	\$ 60.59	\$ 4,847	\$ 10,502	\$ 126,022
		D	\$ 63.62	\$ 5,089	\$ 11,027	\$ 132,323
		E	\$ 66.80	\$ 5,344	\$ 11,578	\$ 138,939
Police Lieutenant	Unrepresented	A	\$ 50.48	\$ 4,038	\$ 8,750	\$ 104,998
		B	\$ 53.01	\$ 4,241	\$ 9,189	\$ 110,264
		C	\$ 55.66	\$ 4,453	\$ 9,648	\$ 115,776
		D	\$ 58.44	\$ 4,675	\$ 10,129	\$ 121,548
		E	\$ 61.37	\$ 4,909	\$ 10,637	\$ 127,642

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
<b>MISCELLANEOUS</b>						
Accountant   Analyst (Confidential)	Unrepresented	A	\$ 39.03	\$ 3,122	\$ 6,765	\$ 81,180
		B	\$ 40.98	\$ 3,279	\$ 7,104	\$ 85,247
		C	\$ 43.03	\$ 3,443	\$ 7,459	\$ 89,511
		D	\$ 45.19	\$ 3,615	\$ 7,832	\$ 93,985
		E	\$ 47.44	\$ 3,795	\$ 8,224	\$ 98,682
Associate Planner	SEIU	A	\$ 38.26	\$ 3,061	\$ 6,632	\$ 79,586
		B	\$ 40.28	\$ 3,222	\$ 6,981	\$ 83,776
		C	\$ 42.40	\$ 3,392	\$ 7,349	\$ 88,189
		D	\$ 44.63	\$ 3,571	\$ 7,736	\$ 92,836
		E	\$ 46.98	\$ 3,758	\$ 8,143	\$ 97,718
Assistant Planner	SEIU	A	\$ 34.96	\$ 2,797	\$ 6,059	\$ 72,714
Junior Accountant		B	\$ 36.71	\$ 2,937	\$ 6,363	\$ 76,360
Management Analyst		C	\$ 38.54	\$ 3,083	\$ 6,681	\$ 80,167
		D	\$ 40.47	\$ 3,237	\$ 7,014	\$ 84,172
		E	\$ 42.49	\$ 3,399	\$ 7,366	\$ 88,386
Administrative Assistant	SEIU	A	\$ 26.44	\$ 2,115	\$ 4,584	\$ 55,002
		B	\$ 27.76	\$ 2,221	\$ 4,812	\$ 57,746
		C	\$ 29.15	\$ 2,332	\$ 5,053	\$ 60,638
		D	\$ 30.61	\$ 2,449	\$ 5,306	\$ 63,666
		E	\$ 32.15	\$ 2,572	\$ 5,572	\$ 66,868
Account Clerk I	SEIU	A	\$ 22.63	\$ 1,811	\$ 3,923	\$ 47,079
		B	\$ 23.76	\$ 1,901	\$ 4,119	\$ 49,428
		C	\$ 24.96	\$ 1,997	\$ 4,326	\$ 51,912
		D	\$ 26.20	\$ 2,096	\$ 4,541	\$ 54,495
		E	\$ 27.51	\$ 2,201	\$ 4,769	\$ 57,227
Account Clerk II	SEIU	A	\$ 28.21	\$ 2,257	\$ 4,890	\$ 58,685
		B	\$ 29.63	\$ 2,371	\$ 5,137	\$ 61,639
		C	\$ 31.12	\$ 2,490	\$ 5,394	\$ 64,729
		D	\$ 32.66	\$ 2,613	\$ 5,662	\$ 67,943
		E	\$ 34.31	\$ 2,745	\$ 5,947	\$ 71,367
Office Assistant	SEIU	A	\$ 20.23	\$ 1,618	\$ 3,506	\$ 42,073
		B	\$ 21.23	\$ 1,699	\$ 3,680	\$ 44,162
		C	\$ 22.30	\$ 1,784	\$ 3,865	\$ 46,375
		D	\$ 23.42	\$ 1,873	\$ 4,059	\$ 48,711
		E	\$ 24.60	\$ 1,968	\$ 4,263	\$ 51,158
Senior Administrative Assistant	SEIU	A	\$ 30.76	\$ 2,461	\$ 5,331	\$ 63,975
		B	\$ 32.29	\$ 2,583	\$ 5,597	\$ 67,164
		C	\$ 33.90	\$ 2,712	\$ 5,876	\$ 70,514
		D	\$ 35.59	\$ 2,848	\$ 6,170	\$ 74,036
		E	\$ 37.38	\$ 2,991	\$ 6,480	\$ 77,757

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi- Weekly	Monthly	Annually
<b>POLICE PERSONNEL</b>						
Police Technician	SPOA	A	\$ 23.20	\$ 1,856	\$ 4,022	\$ 48,266
		B	\$ 24.36	\$ 1,949	\$ 4,222	\$ 50,664
		C	\$ 25.58	\$ 2,046	\$ 4,433	\$ 53,197
		D	\$ 26.87	\$ 2,149	\$ 4,657	\$ 55,880
		E	\$ 28.20	\$ 2,256	\$ 4,888	\$ 58,661
Police Dispatcher	SPOA	A	\$ 27.86	\$ 2,229	\$ 4,830	\$ 57,956
		B	\$ 29.27	\$ 2,341	\$ 5,073	\$ 60,873
		C	\$ 30.73	\$ 2,458	\$ 5,326	\$ 63,914
		D	\$ 32.26	\$ 2,581	\$ 5,592	\$ 67,102
		E	\$ 33.88	\$ 2,710	\$ 5,872	\$ 70,464
Records Dispatcher Supervisor	SPOA	A	\$ 33.31	\$ 2,665	\$ 5,773	\$ 69,278
		B	\$ 34.97	\$ 2,798	\$ 6,062	\$ 72,739
		C	\$ 36.72	\$ 2,937	\$ 6,364	\$ 76,372
		D	\$ 38.55	\$ 3,084	\$ 6,683	\$ 80,192
		E	\$ 40.48	\$ 3,238	\$ 7,016	\$ 84,196
Police Officer	SPOA	A	\$ 36.47	\$ 2,918	\$ 6,322	\$ 75,866
		B	\$ 38.30	\$ 3,064	\$ 6,638	\$ 79,660
		C	\$ 40.21	\$ 3,216	\$ 6,969	\$ 83,628
		D	\$ 42.23	\$ 3,378	\$ 7,319	\$ 87,830
		E	\$ 44.34	\$ 3,547	\$ 7,685	\$ 92,218
Police Sergeant	SPOA	A	\$ 42.62	\$ 3,409	\$ 7,387	\$ 88,646
		B	\$ 44.75	\$ 3,580	\$ 7,756	\$ 93,071
		C	\$ 46.98	\$ 3,758	\$ 8,143	\$ 97,718
		D	\$ 49.33	\$ 3,947	\$ 8,551	\$ 102,613
		E	\$ 51.80	\$ 4,144	\$ 8,979	\$ 107,742

## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Group	Step	Hourly	Bi- Weekly	Monthly	Annually
<b>SEIU PHYSICAL   FIELD PERSONNEL</b>						
Laborer	SEIU	A	\$ 19.15	\$ 1,532	\$ 3,319	\$ 39,824
		B	\$ 20.10	\$ 1,608	\$ 3,484	\$ 41,814
		C	\$ 21.11	\$ 1,689	\$ 3,659	\$ 43,903
		D	\$ 22.16	\$ 1,773	\$ 3,842	\$ 46,103
		E	\$ 23.27	\$ 1,862	\$ 4,033	\$ 48,402
Maintenance Worker I	SEIU	A	\$ 23.41	\$ 1,873	\$ 4,057	\$ 48,686
		B	\$ 24.57	\$ 1,966	\$ 4,259	\$ 51,109
		C	\$ 25.80	\$ 2,064	\$ 4,472	\$ 53,667
		D	\$ 27.09	\$ 2,167	\$ 4,696	\$ 56,349
		E	\$ 28.45	\$ 2,276	\$ 4,931	\$ 59,167
Maintenance Worker II	SEIU	A	\$ 29.86	\$ 2,389	\$ 5,176	\$ 62,109
		B	\$ 31.36	\$ 2,509	\$ 5,435	\$ 65,224
		C	\$ 32.92	\$ 2,634	\$ 5,706	\$ 68,474
		D	\$ 34.57	\$ 2,765	\$ 5,992	\$ 71,898
		E	\$ 36.30	\$ 2,904	\$ 6,291	\$ 75,495
Maintenance Worker III	SEIU	A	\$ 34.89	\$ 2,791	\$ 6,048	\$ 72,578
Senior Parks & Facilities Maintenance Worker III		B	\$ 36.63	\$ 2,931	\$ 6,350	\$ 76,199
		C	\$ 38.47	\$ 3,078	\$ 6,668	\$ 80,019
		D	\$ 40.39	\$ 3,231	\$ 7,001	\$ 84,011
		E	\$ 42.40	\$ 3,392	\$ 7,350	\$ 88,201
Senior Maintenance Worker	SEIU	A	\$ 35.77	\$ 2,862	\$ 6,201	\$ 74,407
		B	\$ 37.56	\$ 3,005	\$ 6,511	\$ 78,128
		C	\$ 39.44	\$ 3,155	\$ 6,836	\$ 82,033
		D	\$ 41.41	\$ 3,312	\$ 7,177	\$ 86,124
		E	\$ 43.48	\$ 3,478	\$ 7,537	\$ 90,438
Senior Maintenance Worker-Water System Treatment Operator	SEIU	A	\$ 36.49	\$ 2,919	\$ 6,324	\$ 75,890
Senior Maintenance Worker-Sewer System Treatment Operator		B	\$ 38.31	\$ 3,065	\$ 6,640	\$ 79,685
		C	\$ 40.23	\$ 3,218	\$ 6,973	\$ 83,677
		D	\$ 42.23	\$ 3,379	\$ 7,320	\$ 87,843
		E	\$ 44.35	\$ 3,548	\$ 7,687	\$ 92,243



## CITY OF SEBASTOPOL - PAY RATES AND RANGES

Job Classification	Amount	Hourly	Monthly
<b>VOLUNTEER FIREFIGHTER STIPEND</b>			
Emergency Call-Out	\$ 15.00		
Extended On Scene (Overtime)	\$ 20.00		
Firefighter Drill	\$ 15.00		
Captain Drill	\$ 18.00		
Volunteer Assistant Chief Drill	\$ 20.00		
Captain Weekend Standby	\$ 500.00		
Shift Pay	\$ 200.00		
<b>TEMPORARY/SEASONAL UNCLASSIFIED POSITIONS</b>			
Living Wage - Per Ordinance		\$ 19.07	
Laborer		\$ 19.07	
Maintenance Assistant		\$ 19.07	
Office Assistant		\$ 19.07	
Per Diem Police Dispatcher Trainee		\$ 19.07	
Police Aide Trainee		\$ 19.07	
Video Recording Operator		\$ 19.07	
City Attorney			\$ 7,790
Part-time City Engineer		\$ 50.00	
Account Clerk (Temporary)		\$ 27.51	
Per Diem Police Dispatcher <sup>1</sup>		\$ 32.26	
Police Reserve Officer <sup>2</sup>		\$ 36.47	

<sup>1</sup> Based on Dispatcher Step D hourly rate without benefits or pay incentives

<sup>2</sup> Based on Police Officer Step A hourly rate without benefits or pay incentives

## City of Sebastopol

### Job Description

<b>Job Title:</b>	<b>SENIOR MAINTENANCE WORKER- SANITARY SEWER SYSTEM OPERATOR</b>
<b>Division:</b>	Public Works Maintenance
<b>Department:</b>	Public Works
<b>Location:</b>	Corporation Yard
<b>Labor Unit:</b>	SEIU
<b>Shift:</b>	Daytime
<b>Reports To:</b>	Public Works Superintendent
<b>Prepared By:</b>	Public Works Superintendent
<b>Approved By:</b>	City Council
<b>Approved Date:</b>	<b>04/06/2021</b>
<b>FLSA Status:</b>	Nonexempt

#### PURPOSE

Under direction, performs a variety of skilled journey level work and manual labor in the operations, maintenance, and repair of wastewater collection system facilities and to operate light and moderately heavy power-driven equipment; demonstrate a full understanding of all applicable policies and work methods associated with assigned duties; perform a variety of semiskilled or skilled manual tasks, and to do specialized skilled jobs as required.

#### DISTINGUISHING CHARACTERISTICS

Senior Maintenance Worker-Sanitary Sewer System Operator is the specialist and lead worker level in the Maintenance Worker series. Positions in this classification are assigned to function either as a lead worker or as an expert in a specialized assignment. The former involves assignment as a lead worker on the maintenance crew performing routine maintenance and repair of wastewater collection systems, pump stations, or special projects related to pump stations. Specialized assignments include the following: administrative facilities documentation, responsibilities for Sanitation Sewer System maintenance and special projects related to pump station maintenance. This classification is distinguished from the lower-level classifications in the Maintenance Worker series by lead worker responsibilities and specialized assignments. This classification is distinguished from the Assistant Public Works Superintendent class in that the Assistant Public Works Superintendent is a full supervisory level in the Maintenance series responsible for overseeing all maintenance activities in the Public Works Department.

#### SUPERVISION RECEIVED AND EXERCISED

Receives direction from a higher-level supervisor or manager or other professional or supervisory class as assigned. May exercise lead technical and functional supervision over others.

**TYPICAL JOB DUTIES** include but are not limited to the following. Other duties may be assigned.

- Plan, prioritize, and review the work of staff assigned to inspect, clean, maintain, construct, and repair of the City's wastewater collection and conveyance systems utilizing a variety of mechanical and specialized equipment including, but not limited to, CCTVs, vactor combination truck, construction, and other related equipment.
- Assist in the development of schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Inspect, trouble-shoot, and maintain proper collection system operation.
- Inspect and maintain easements, some of which may be remote or difficult to access.

- Participate in the repair of wastewater collection system, including damaged pipes, manholes, and casting adjustments.
- Participate in the removal and restoration of concrete and paved surfaces using a variety of construction equipment, and hand and power tools.
- Conduct daily inspections of vehicles and equipment, perform lubrication and minor operating adjustments to ensure proper operation and arrange for maintenance as needed.
- Ensure that hand and power tools are in proper operating condition for daily use and arrange for maintenance when required.
- Complete and maintain accurate, legible, and timely records and computerized asset management systems reports of work performed.
- As assigned, participate in the containment and clean-up of emergency sanitary sewer overflows (SSOs) assigned to the rotating schedule of 24/7 on-call Standby Duty.
- As a First Responder, may be assigned to direct and oversee the containment and clean-up of sanitary sewer overflows (SSOs).
- Participate in the development of Standard Operating Procedures (SOPs) and policies; make recommendations for changes and improvements to existing policies and procedures.
- Locate the City's underground utility lines and infrastructures to include laterals, mainlines, and force mains.
- Under general supervision of the Assistant Superintendent , performs skilled and complex preventive maintenance and repairs in the operation, maintenance, repair, and inspection of the sewer collection Pump Stations system.
- Repair, maintain, install, inspect, and adjust a variety of pumps and mechanical equipment at wastewater collection facilities.
- Perform common preventive and corrective maintenance and troubleshooting.
- Test and maintain process control equipment, telemetering devices, recorders, sensors, and controllers on wastewater collection process instruments and devices.
- Read and interpret basic blueprints, schematics, single line drawings and equipment manuals to perform common electrical and instrumentation maintenance on wastewater collection system facilities.
- Observe all safety precautions as required by regulatory agencies and the City, including using personal protective equipment and following hazardous communication policies and procedures.
- Prepare verbal, written, and electronic reports.
- Perform advanced electrical mathematical calculations related to assignment.
- Prepare time and equipment maintenance testing reports.
- Assist in the planning, developing, and implementing safety and training programs.
- Perform other maintenance and repair duties as assigned.

## **KNOWLEDGE, SKILLS, and ABILITIES**

### Knowledge of:

- Principles and practices of technical and functional supervision.
- Safe work practices, occupational hazards, and standard safety procedures.
- Operation and repair of maintenance utility systems and heavy equipment.
- Basic mathematics commonly used in the construction and collection system industry.
- Operation of tools and equipment used in collection system maintenance and repair.
- Methods, principles, practices, and materials used in collection system maintenance and repair.
- Utility locating practices and procedures.
- Confined space entry procedures.
- Codes, regulations, and laws pertaining to USA North's current California Excavation Manual and traffic control methods and requirements.
- Standard operating procedures of the City.

- The operation of G.I.S and G.P.S. equipment.
- Cal-OSHA and City required safety procedures.
- Reporting procedures and regulatory compliance for Sanitary Sewer Overflows.

Ability to:

- Organize, assign, and review the work of staff engaged in administrative support tasks.
- Interacting with co-workers, supervisors, subordinates, and the general public in a professional manner.
- Employ effective communication techniques that maintain productive working relationships and facilitates a useful exchange of ideas.
- Working independently or as a team member as assigned.
- Reading and comprehending instructions, correspondence, plans, drawings, and memos
- Preparing effective written and electronic correspondence.
- Performing basic computer operations, data entry, utilizing Microsoft Office and email.
- Presenting information in one-on-one and small group situations to other employees and supervisors.
- Adding, subtracting, multiplying, and dividing in all units of measure, using whole numbers, common fractions, and decimals; computing rate, ratio, and percent; drawing and interpreting bar graphs.
- Operating a motor vehicle safely.
- Operating common hand and power tools.
- Learning and adapting to improvements in industry standards.
- Read, understand, and follow oral and written directions.
- Perform heavy manual labor; climb and pull hoses uphill and downhill.
- Read and interpret documents such as safety rules, operating and maintenance instructions, diagrams, and procedure manuals.
- Write reports, correspondence, and procedures.
- Present information and respond to questions from staff, other departments' managers, customers, the public, and technical representatives.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Reading and interpreting utility maps and as-built civil engineering drawings.
- Locating underground utilities using multiple methods of locating equipment and techniques.
- Competent in use of Computerized Asset Management System as it relates to wastewater collection systems.
- Operating a variety of power-driven equipment and sewer cleaning machines.
- Operating equipment used in sewer maintenance, cleaning, and inspection.
- Recognize, mitigate, and correct unsafe conditions.
- Reading and interpreting utility maps and as-built civil engineering drawings.
- Locating underground utilities using multiple methods of locating equipment and techniques.
- Collaboratively identify problems and develop solutions.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Possession of a High School diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate and three (3) years related experience and/or training in sewer collection system maintenance and operations; or equivalent combination of education and experience.

## **LICENSES, CERTIFICATES, REGISTRATIONS**

Possession of the following licensures, certifications, and/or registrations is required (Failure to maintain the above standards may result in loss of employment):

- Possession of an appropriate valid, California driver's license operator's license and a satisfactory driving record to meet the City vehicle liability insurance driving standards.
- Possession of the following certifications are required within one (1) year of appointment to the position and must be renewed and maintained during the course of employment in the position:
  - Collection System Maintenance Grade 3 Certificate (C-3) from the California Water Environment Association (CWEA).
  - State of California Department of Health Services, Water Distribution Operator Grade 2 (D-2) within one year of appointment to the position
  - California State Department of Health, Water Treatment Operator Grade 1 (T-1).
- Completion of Stormwater Best Management Practices Municipal Training from California State University, Sacramento.
- Utility Line Locator Certification within six (6) months of appointment to the position.
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- Excavation Training for Competent Person Certification.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

## **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **OTHER QUALIFICATIONS**

Establish and maintain cooperative working relationships with those contacted in the course of work.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; sit, and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally, with assistance, lift and/or move 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.

**City of Sebastopol  
Job Description**

**Job Title:** Senior Maintenance Worker-Water System Treatment Operator  
**Division:** Miscellaneous  
**Department:** Public Works  
**Location:** Corporation Yard  
**Shift:** Daytime  
**Reports To:** Public Works Superintendent  
**Prepared By:** Public Works Superintendent  
**Approved By:** City Council  
**Approved Date:** 06/18/2013  
**Revision Date:** 04/06/2021  
**FLSA Status:** Nonexempt

**PURPOSE**

Under direction, performs a variety of skilled journey-level work and manual labor in the operations, , maintenance, and repair of the City's water utility system facilities , including well heads, pumps, reservoirs, backflow prevention devices, treatment systems and to operate light and moderately heavy power-driven equipment; demonstrate a full understanding of all applicable policies and work methods associated with assigned duties; perform a variety of semiskilled or skilled manual tasks, and to do specialized skilled jobs as required.

**DISTINGUISHING CHARACTERISTICS**

Senior Maintenance Worker-Water System Treatment Operator is the specialist and lead worker level in the Maintenance Worker series. Positions in this classification are assigned to function either as a lead worker or as an expert in a specialized assignment. The former involves assignment as a lead worker for performing routine maintenance and repair on the City's municipal water supply system or special projects related to the inspection of well heads, booster pumps , and reservoirs in the water supply system; making adjustments to treatment pumping system flows based upon demand and water quality and making repairs and adjustments to filtration, pumping, chlorinating, chemical feed, monitoring, and recording equipment; Specialized assignments include the following: administrative facilities documentation, Water System Treatment Facility maintenance and special projects related to the water supply system operations and maintenance. This classification is distinguished from the lower-level classifications in the Maintenance Worker series by lead worker responsibilities and specialized assignments. This classification is distinguished from the Assistant Public Works Superintendent class in that the Assistant Public Works Superintendent is a full supervisory level in the Maintenance series responsible for overseeing all maintenance activities in the Public Works Department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a higher-level supervisor or manager or other professional or supervisory class as assigned. May exercise lead technical and functional supervision over others.

**TYPICAL JOB DUTIES** include but are not limited to the following.  
Other duties may be assigned.

- Plan, prioritize, and review the work of staff assigned to inspect, clean, maintain, construct, and repair the City's municipal water system, utilizing a variety of mechanical and specialized equipment including, but not limited to, combination hydro-vactor/excavation truck, construction, and other related equipment.

- Assist in the development of schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Inspect, trouble-shoot, and maintain proper water system operation.
- Inspect and maintain easements, some of which may be remote or difficult to access.
- Inspect well heads, booster pumps , and reservoirs in the water supply system.
- Make adjustments to flows based upon demand and water treatment quality.
- Make major and minor repairs and adjustments to filtration, pumping, chlorinating, chemical feed, monitoring, and recording equipment as needed.
- Take water samples and perform water quality tests.
- Monitor and report water quality sampling results and system operating records.
- Respond to citizen inquiries.
- Test and repair backflow prevention devices.
- Clean and repair water and sewer lines and mains as necessary and perform other water and sewer maintenance, as necessary.
- Respond to emergency calls.
- Participate in excavating trenches and the restoration of concrete and paved surfaces using a variety of construction equipment, and hand and power tools.
- Conduct daily inspections of vehicles and equipment, perform lubrication and minor operating adjustments to ensure proper operation and arrange for maintenance as needed.
- Ensure that hand and power tools are in proper operating condition for daily use and arrange for maintenance when required.
- Complete and maintain accurate, legible, and timely records and computerized asset management systems reports of work performed.
- As assigned, participate in the containment and clean-up of emergency sanitary sewer overflows (SSOs) assigned to the rotating schedule of 24/7 on-call Standby Duty.
- As a First Responder, may be assigned to direct and oversee the containment and clean-up of sanitary sewer overflows (SSOs).
- Participate in the development of Standard Operating Procedures (SOPs) and policies; make recommendations for changes and improvements to existing policies and procedures.
- Locate the City's underground utility lines and infrastructures to include laterals, mainlines, and force mains.
- Under general supervision of the Assistant Superintendent , performs skilled and complex preventive maintenance and repairs in the operation, maintenance, repair, and inspection of the water system.
- Read and interpret basic blueprints, schematics, single line drawings and equipment manuals to perform common electrical and instrumentation maintenance on water system facilities.
- Observe all safety precautions as required by regulatory agencies and the City , including using personal protective equipment and following hazardous communication policies and procedures.
- Prepare verbal, written, and electronic reports.
- Interpret, implement, and document complex maintenance requirements, electrical and instrumentation testing, and calibration routines.
- Perform advanced electrical mathematical calculations related to assignment.
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- Assist in the planning, developing, and implementing safety and training programs.
- Perform other maintenance and repair duties as assigned.



## **KNOWLEDGE, SKILLS, and ABILITIES**

Knowledge of:

- Principles and practices of technical and functional supervision.
- Safe work practices, occupational hazards, and standard safety procedures.
- Operation and repair of maintenance systems and heavy equipment.
- Basic mathematics as used in the construction and water treatment industry.
- Operation of tools and equipment used in utility systems maintenance and repair.
- Methods, principles, practices, and materials used in water treatment distribution system maintenance and repair.
- Functions and operation of water and sewer pumping equipment such as pumps, motors, chlorinators, and related equipment.
- Chlorine residual monitors.
- Principles of electricity, electronics, pneumatics, pumping, hydraulics, and backflow prevention devices as related to the areas of responsibility.
- Programmable Logic Controllers (PLC's), Supervisory Control and Data Acquisition system (SCADA), Microsoft Office (Word, Excel, Outlook).
- Utility locating practices and procedures.
- Confined space entry procedures.
- Codes, regulations, and laws pertaining to USA North's current California Excavation Manual and traffic control methods and requirements.
- Standard operating procedures of the City.
- The operation of GIS and GPS equipment.
- Cal-OSHA and City required safety procedures.
- Reporting procedures and regulatory compliance for water treatment systems.

Ability to:

- Organize, assign, and review the work of staff engaged in administrative support tasks.
- Interact with co-workers, supervisors, subordinates, and the general public in a professional manner.
- Employ effective communication techniques that establish and maintain cooperative, productive working relationships with all those contacted in the course of work and facilitates a useful exchange of ideas.
- Work independently or as a team member as assigned.
- Present information in one-on-one and small group situations to other employees and supervisors.
- Collaboratively identify problems and develop solutions.
- Recognize, mitigate, and correct unsafe conditions.
- Read and comprehend instructions, correspondence, plans, drawings, and memos.
- Prepare effective written and electronic correspondence.
- Perform basic computer operations and data entry utilizing Microsoft Office and email.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percentages; drawing and interpreting bar graphs.
- Learn and adapt to improvements in industry standards.
- Read, understand, and follow oral and written directions.
- Read and interpret documents such as safety rules, operating and maintenance instructions, diagrams, and procedure manuals.
- Observe all safety precautions as required by regulatory agencies and the City, including using personal protective equipment and follow hazardous communication policies and procedures.

- Write reports, correspondence, and procedures.
- Present information and respond to questions from staff, other departments' managers, customers, the public, and technical representatives.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Read and interpret utility maps and as-built civil engineering drawings.
- Competently use a Computerized Asset Management System as it relates to utility systems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Possession of a High School diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate and three (3) years related experience and/or training in water treatment system maintenance and operations; or equivalent combination of education and experience.

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  - State of California Department of Health Services, Water Distribution Operator Grade 2 Certificate (D-2).
  - Collection System Maintenance Grade 2 Certificate (C-2) from the California Water Environment Association (CWEA).
  - Backflow Prevention Assembly Certificate
- Completion of Stormwater Best Management Practices Municipal Training from California State University, Sacramento.
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