

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: June 3, 2025

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To: Honorable Mayor and City Councilmembers

From: Deborah Muchmore – Human Resources Consultant, MTC
Ana Kwong – Administrative Services Director

Subject: Approve a Resolution Authorizing the Acting City Manager to Revise Classifications of Administrative Technician and Public Works Maintenance Workers I and II, Senior Maintenance Worker, Revise and Retitle Laborer to Maintenance Assistant and Assistant Public Works Superintendent to Public Works Operations Supervisor; and make future non-substantive corrections.

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RECOMMENDATIONS:

Staff recommends the City Council Approve a Resolution Authorizing the Acting City Manager to take the following actions:

1. Revise the following classifications per recommendations from the recent staffing and classification and compensation studies
 - a. Administrative Technician
 - b. Senior Maintenance Worker
 - c. Maintenance Worker I
 - d. Maintenance Worker II
2. Retitle and Revise the classifications of Laborer to Maintenance Assistant and Assistant Public Works Superintendent to Public Works Operations Supervisor
3. Authorize future non-substantive revisions and corrections

EXECUTIVE SUMMARY:

On January 21, 2025, the Sebastopol City Council directed staff to bring forward updates to classifications and positions recommended by recent studies that did not affect budget. Approval of this item effects changes to the City's classification plan to revise and retitle classifications in Administration and Public Works and.

BACKGROUND:

The City Council received presentations on a Classification and Compensation Study by Bryce Consulting and a Staffing Study by Muchmore Than Consulting on January 21, 2025. After discussion, the Council provided direction to staff to bring forward updates to classifications and positions recommended by the studies that did not affect budget. Approval of this item affects changes to classifications in Administration and Public Works and has no budget effect.

DISCUSSION

This item, if approved, effects revisions to the following classifications which are discussed further following this introduction:

- Administrative Technician
- Senior Maintenance Worker
- Maintenance Worker I
- Maintenance Worker II
- Laborer

- Assistant Public Works Superintendent

The **Administrative Technician** classification is a paraprofessional classification which allows for a broad spectrum of technical and administrative functions and is designed to serve in any City department and be cross trained for work between departments when necessary or assigned.

The **Senior Maintenance Worker** is the advanced journey and lead classification carrying many of the certifications required for work

The **Maintenance Workers I and II** are the entry and journey levels of the Maintenance Worker Series and perform much of the work throughout the City. For Maintenance Worker I and II positions, work is often reviewed, scheduled, and training is provided by Senior Maintenance Workers.

The following classifications are receiving a title change in addition to updated language and structure as described above:

The **Laborer** has an outdated title for the purpose and use of the position. The studies recommend retitling the position to Maintenance Assistant which is more in alignment with the type of work as performed in Sebastopol and in other regional municipalities. Therefore, the staff recommend retitling the position as well as revising the language and structure of the related specification.

With the combination of Public Works and Engineering, the City no longer employs a Public Works Superintendent. Therefore, the title of **Assistant Public Works Superintendent** is no longer applicable. The work of the position oversees the maintenance, water, sewer, parks, and streets operations of the City's Public Works Department. Therefore, based on study recommendations, staff recommend retitling the position to Public Works Operations Supervisor as revising the language and structure of the related specification.

Representatives of the Services International Employees' Union and the City met and conferred in good faith regarding the impacts of the changes to the classifications contained in their membership and concur with this item.

The Public Works Operations Supervisor is exempt from the overtime rules of the Federal Labor Standards Act. All other classifications are non-exempt.

STAFF ANALYSIS

Generally, the changes to the above-mentioned job classifications and their related specifications modernize classification language and provide a common document structure and elements across the City's classification plan. The two positions being retitled were out of alignment with comparable positions in the market and the new titles better describe the propensity of the position's work.

CITY COUNCIL GOALS/PRIORITIES/ AND OR GENERAL PLAN CONSISTENCY:

This agenda item represents the City Council goals/priorities as follows:

Goal 4 – High Performance Organization

Action Plan 1 - Achieving staffing/ Program targets that match best standards and efficiency/operational staffing efficiencies/baseline budgets/performance management

Action Plan 12 – Cross Training of Administrative Staff/Actions from Class and Comp Study and Staffing Assessment

This agenda item represents the City Council General Plan Consistency (if applicable): Not Applicable

FISCAL IMPACT:

There is no fiscal impact to retitling or revising classification specifications.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

As of the writing of this agenda item report, the City has not received any public comment. However, if staff receive public comment from interested parties following the publication and distribution of this agenda item report, such comments will be provided to the City Council as supplemental materials before or at the meeting.

RESTATED RECOMMENDATION:

That the City Council Approve a Resolution to take the following actions:

1. Revise the following classifications per recommendations from the recent staffing and classification and compensation studies
 - a. Administrative Technician
 - b. Senior Maintenance Worker
 - c. Maintenance Worker I
 - d. Maintenance Worker II
2. Retitle and Revise the classifications of
 - a. Laborer to Maintenance Assistant
 - b. Assistant Public Works Superintendent to Public Works Operations Supervisor
3. Authorize future non-substantive revisions and corrections

CITY COUNCIL OPTIONS:

1. Approve the revisions of all listed classes and retitle of Laborer to Maintenance Assistant
2. Decline to approve all, one, or more of the classification changes.

ATTACHMENTS:

Attachment 1 Resolution and Exhibit A Class Specifications

APPROVALS:

Department Head Approval: Approval Date: 5/22/25

CEQA Determination (Planning): Approval Date: N/A

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines.

Administrative Services (Financial): Approval Date: 5/22/25

Costs authorized in City Approved Budget: ☐ Yes ☐ No ☒ N/A

Account Code (if applicable) _____

City Attorney Approval Approval Date: N/A

City Manager Approval Approval Date: N/A

RESOLUTION NUMBER: XXXX-2025

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL
AUTHORIZING THE INTERIM CITY MANAGER TO REVISE CLASSIFICATIONS OF ADMINISTRATIVE TECHNICIAN AND PUBLIC
WORKS MAINTENANCE WORKERS I AND II, SENIOR MAINTENANCE WORKER, REVISE AND RETITLE LABORER TO
MAINTENANCE ASSISTANT AND ASSISTANT PUBLIC WORKS SUPERINTENDENT TO PUBLIC WORKS OPERATIONS
SUPERVISOR; AND MAKE FUTURE NON-SUBSTANTIVE REVISIONS OR CORRECTIONS.

WHEREAS, the City of Sebastopol maintains a classification plan that includes the titles, duties, and responsibilities of all City positions, and

WHEREAS, the City Council recently received the results of a Classification and Compensation Study and a Staffing Study, both of which recommended changes to classes within the classification plan and directed staff to return with commensurate changes that did not impact budget, and

WHEREAS, the staff determined, and the City Council agrees, that the following classifications will benefit from revisions to language and structure: Administrative Technician, Senior Maintenance Worker, Maintenance Worker I, and Maintenance Worker II, and

WHEREAS, the following classifications are not in alignment with current staffing structure, duties, or expectations and will benefit from retitling and revising: Laborer to Maintenance Assistant and Assistant Public Works Superintendent to Public Works Operations Supervisor, and

WHEREAS, The City desires to update the classification specifications consistent with best practices in the industry to improve alignment with the labor market and minimize barriers to entry and allow for future non-substantive revisions or corrections.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Sebastopol hereby authorizes the Interim City Manager to:

- a. revise the classification specifications of
 - Administrative Technician
 - Senior Maintenance Worker
 - Maintenance Worker I
 - Maintenance Worker II
- b. retitle and revise the classifications of:
 - Laborer to Maintenance Assistant
 - Assistant Public Works Superintendent to Public Works Operations Supervisor
- c. and authorize future non-substantive revisions and corrections to the classifications or plan documents

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 3rd day of June 2025.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

VOTE:

Ayes:

Noes:

Absent:

Abstain:

APPROVED: Diana Rich, Mayor

ATTEST: Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: Larry McLaughlin, City Attorney



City of Sebastopol

ADMINISTRATIVE TECHNICIAN

DEFINITION:

To perform a variety of technical level administrative duties in support of an assigned City department or program, which may include financial, grant, planning, building, public works, engineering, or general support of City operations; to research, collect, and analyze data and prepare draft reports; to track and report operational statistics; and to provide technical assistance to management.

DISTINGUISHING CHARACTERISTICS:

This is a single journey level class where employees within this class perform the full range of technical program support for the department to which they are assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, receive cross training for intra-departmental assignments, and are fully aware of the operating procedures and policies of the assigned work unit.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from an assigned supervisor or manager.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop, coordinate, and implement program activities of a technical area of assignment related to department activities and programs.
- Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.
- Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.

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Administrative Technician
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- Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection, research and analysis; provide project oversight for the less complex or political projects.
- Assist with the development of Requests for Proposals and contract administration.
- Establish and maintain systems related to assigned technical area of responsibility; monitor area activities and report progress as required.
- Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.
- Depending on assignment, perform a variety of complex and specialized accounting duties in an assigned functional area of responsibility which may include accounts payable, accounts receivable, payroll, business licenses, and/or utility billing; to function as liaison between the Finance Department, citizens, and other City departments by answering questions and solving complicated and/or sensitive problems.
- Depending on assignment, provide information and direction to the public on planning, engineering and/or building/fire inspection issues, processes and requirements; receive, review, route, process and plan check minor applications and permits.
- Depending on assignment, support engineering and public works projects and operations including contract administration; review and ensure insurance complies with City policy; maintain contract documents; and review of certified payroll.
- Depending on assignment, support human resources activities which may include onboarding of employees and tracking administrative tasks such as evaluations and training.
- Depending on assignment, prepare, distribute, and post agendas and minutes for a variety of meetings including City Council, Boards, Committees, Commissions, Authority Boards and other civic organizations; provide additional administrative support, including staffing and running public meetings, as necessary which may include the transcription of recorded or written information.
- Establish and maintain a wide variety of filing and reporting systems as necessary; develop and maintain record keeping procedures; provide relevant information to relevant parties prepare and type correspondence and compile and type reports.
- Compile and develop information for special studies and reports from a variety of resources; collect, compile and report findings and recommendations.
- Assist with the testing, implementation and maintenance of new/upgraded software technologies and systems; maintain a variety of databases.
- Assist supervisor and manager with a variety of administrative operations; prepare, recommend and implement procedural modifications.

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- Coordinate and assist in the development and administration of a department budget; prepare budget reports; compile annual budget requests; monitor and classify expenditures; track and reconcile bills; produce budget reports; research and resolve discrepancies.
- Independently respond to letters, e-mail and general correspondence based on areas of assignment.
- Coordinate, compile and draft City Council communications, as requested.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Specialized and designated areas of expertise such as: budgetary and fiscal process, human resources operations, permit processing, contract administration, and local government public relations and communications.
- Principles and practices of intermediate analytical research and project coordination.
- Techniques and principles of effective interpersonal communication.
- Principles and methods of business letter and report writing.
- Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.
- General functions and objectives of municipal government.
- Research methods and techniques.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Independently perform a variety of technical duties including research, compilation and report development in support of assigned department or program.
- On a continuous basis, sit at a desk. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.
- Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Collect, compile, analyze and present a variety of data in a meaningful way.
- Develop and implement various data collection and reporting systems.
- Interpret, apply and explain laws, rules, code and City policies and procedures.
- Review budget submissions and revisions for mathematical and accounting accuracy.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Understand and interpret complex policies, procedures and regulations.
- Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action.
- Obtain information through interview; handle multiple project assignments; and deal firmly and courteously with the public.
- Analyze situations quickly and objectively to determine proper course of action.
- Understand the organization and operations of the City and of outside agencies as necessary to assume assigned technical responsibilities.
- Coordinate the development and monitoring of an assigned program project budget; project, track and reconcile expenses.
- Compose professional quality correspondence and letters; write highly technical, detailed and analytical reports.
- Maintain a high level of confidentiality of a wide range of sensitive information when involved with human resource, payroll or other confidential issues.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

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Administrative Technician
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- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to an associate's degree from an accredited college or university with major coursework in Public Administration, Business Administration or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Two years of progressively responsible administrative and technical support experience.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment.



City of Sebastopol

SENIOR PUBLIC WORKS MAINTENANCE WORKER

DEFINITION:

To organize, assign, and review the work of assigned staff engaged in the performance of a variety of semi-skilled and skilled duties related to the construction, maintenance, and repair of streets, water, sewer, parks and related public works facilities; to perform duties requiring specialized knowledge; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class in the Public Works Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including provision of technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Public Works Operations Supervisor.

Exercises technical and functional supervision over maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

- Develop schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide or coordinate staff training; work with employees to correct deficiencies.

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Senior Public Works Maintenance Worker
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- Depending on assignment, plan, prioritize, review, and participate in 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, vector combination truck, construction, and other related equipment.
- Depending on assignment, plan, prioritize, review, and participate in 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-vector/excavation truck, construction, and other related equipment.
- Depending on assignment, plan, prioritize, review, and participate in the work staff assigned to the construction, maintenance and repair of City parks and landscapes, public facilities, and Ives Pool mechanical operations and maintenance.
- Patch potholes, resurface roads, and ensure proper drainage to prevent flooding; inspect, maintain, and repair pipelines, manholes, and valves; respond to leaks or blockages.
- Operate light and moderately heavy power-driven equipment, including loaders, backhoes, bucket truck, and dump trucks in the performance of various construction and maintenance tasks; load and transport materials; excavate and grade land and assist with the installation and repair of infrastructure projects.
- Safely operate power tools and perform regular inspections and routine maintenance.
- Clean and repair water and sewer lines and mains using jetters and vacuums to remove blockages, debris, and buildup from pipes and mains; conduct inspections to identify issues such as leaks, corrosion, or structural damage, and determine the appropriate repair methods.
- Excavate trenches necessary for installing water and sewer lines, fire hydrants, water meter services, water mains, valves, and hydrant laterals.
- Paint street markings and install street signs for traffic safety, ensuring compliance with regulations.
- Perform minor plumbing and electrical repairs and installations in City public buildings, including fixing leaks, replacing faucets, troubleshooting electrical issues, and installing new fixtures.
- Maintain and repair public facilities by conducting routine inspections; patch walls, repaint surfaces, maintain HVAC systems, and perform installations and repairs to siding, trim, roof, windows, and doors.
- Perform vegetation removal by clearing obstructive growth to improve visibility and accessibility, clean and repair park amenities, trails, and recreational areas.
- Perform homeless encampment cleanup.

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Senior Public Works Maintenance Worker
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- Adhere to safety protocols and best practices while working on-site to ensure a safe and efficient work environment, promoting the well-being of all personnel involved in the projects.
- Document work performed and report out on any significant issues to supervisors to facilitate timely repairs and improvements
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Advanced methods, techniques, tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sidewalks, signs, and storm drains.
- Advanced methods, techniques, tools and the operational characteristics of mechanical equipment used in traffic painting, striping and sign installation.
- Use of parks/landscaping and maintenance equipment, including commercial mowing equipment; uses, handling, and storage of pesticides and herbicides; construction and repair methods used in carpentry, plumbing, and painting.
- Methods, techniques, tools, and operating characteristics of mechanical equipment used in the construction and maintenance of wastewater and water systems facilities.
- Uses and purposes of general construction tools and equipment.
- Methods, tools, materials, and equipment used in grounds maintenance.
- Facilities construction and repair work and methods, including minor carpentry, pipe fitting, painting, and cement work.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

City of Sebastopol
Senior Public Works Maintenance Worker
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Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; remember street names and general geographic areas.
- Work regular shifts, as assigned, including on-call weeks, call back shifts, emergency schedules, evenings, weekends, and/or holidays.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

Two years of progressively responsible experience at a level comparable to a Public Works Maintenance Worker II with the City of Sebastopol.

Licenses and/or Certifications (all assignments):

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

City of Sebastopol
Senior Public Works Maintenance Worker
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When Assigned to Collections:

Possession of a California Water Environment Association Grade 3 (Lead) Collection System Maintenance Certificate within one year of appointment.

Possession of a California State Water Resources Board Grade 2 Water Distribution Operator Certificate within one year of appointment.

Possession of a Compressed Gas Association (CGA) compliant Utility Line Locator Accreditation from the National Utility Line Contractors Association (NULCA) within six months of appointment.

Completion of a Qualified Industrial Stormwater Practitioner certification from the California Storm Water Quality Association within 12 months.

When Assigned to Water System:

Possession of a California Water Environment Association Grade II Wastewater Collection System Maintenance Certificate within one year of appointment.

Possession of a California State Water Resources Board Grade 2 Water Distribution Operator Certificate within one year of appointment.

Possession of a California State Water Resources Board Grade 2 Water Treatment Operator Certificate within one year of appointment.

Possession of a Backflow Prevention Assembly Tester certificate from the American Water Works Association California-Nevada section.

Possession of a Compressed Gas Association (CGA) compliant Utility Line Locator Accreditation from the National Utility Line Contractors Association (NULCA) within six months of appointment.

Completion of a Qualified Industrial Stormwater Practitioner certification from the California Storm Water Quality Association within 12 months.

When Assigned to Parks:

Possession of a California State Water Resources Board Grade 1 Water Distribution Operator Certificate within one year of appointment.

Possession of a Certified Pool & Spa Operator certification from the Pool and Hot Tub Alliance within 12 months of appointment.

Completion of a Qualified Industrial Stormwater Practitioner certification from the California Storm Water Quality Association within 12 months.

City of Sebastopol
Senior Public Works Maintenance Worker
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Working Conditions:

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business hours including evenings and weekends. Travel is rare.



City of Sebastopol

PUBLIC WORKS MAINTENANCE WORKER II

DEFINITION:

To perform a variety of semi-skilled and skilled duties related to the construction, maintenance, and repair of streets, water, sewer, parks and related public works facilities.

DISTINGUISHING CHARACTERISTICS:

This is the journey level class in the Public Works Maintenance Worker series where employees within this class perform the full range of public works infrastructure construction and maintenance duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from level I in that the latter is not expected to perform the full scope of duties with the same level of independence. It is further distinguished from the Senior Public Works Maintenance Worker in that the latter performs the more complex and specialized duties and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Public Works Operations Supervisor and technical and functional supervision from a Senior Public Works Maintenance Worker. Provides work direction and training to Maintenance Worker I's, Maintenance Assistants and part-time temporary workers.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

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Public Works Maintenance Worker II
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- Independently operate light and moderately heavy power-driven equipment, including loaders, backhoes, bucket trucks, and dump trucks in the performance of various construction and maintenance tasks; load and transport materials; excavate and grade land and assist with the installation and repair of infrastructure projects.
- Safely operate power tools and perform regular inspections and routine maintenance.
- Independently perform maintenance and repair tasks on City streets, water and sewer services, and other public works infrastructure including patching potholes, resurfacing roads, and ensuring proper drainage to prevent flooding; inspect, maintain, and repair pipelines, manholes, and valves; respond to leaks or blockages.
- Independently clean and repair water and sewer lines and mains using jetters and vacuums to remove blockages, debris, and buildup from pipes and mains; conduct inspections to identify issues such as leaks, corrosion, or structural damage, and determine the appropriate repair methods.
- Excavate trenches necessary for installing water and sewer lines, fire hydrants, water meter services, water mains, valves, and hydrant laterals.
- Paint street markings and install street signs for traffic safety, ensuring compliance with regulations.
- Independently perform minor plumbing and electrical repairs and installations in City public buildings, including fixing leaks, replacing faucets, troubleshooting electrical issues, and installing new fixtures.
- Independently maintain and repair public facilities by conducting routine inspections; patch walls, repaint surfaces, maintain HVAC systems, and perform installations and repairs to siding, trim, roof, windows, and doors.
- Perform vegetation removal by clearing obstructive growth to improve visibility and accessibility, clean and repair park amenities, trails, and recreational areas.
- Perform homeless encampment cleanup.
- Adhere to safety protocols and best practices while working on-site to ensure a safe and efficient work environment, promoting the well-being of all personnel involved in the projects.
- Document work performed and report out on any significant issues to supervisors to facilitate timely repairs and improvements
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Methods, techniques, tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sidewalks, signs, and storm drains.
- Methods, techniques, tools and the operational characteristics of mechanical equipment used in traffic painting, striping and sign installation.
- Use of parks/landscaping and maintenance equipment, including commercial mowing equipment; uses, handling, and storage of pesticides and herbicides; construction and repair methods used in carpentry, plumbing, and painting.
- Methods, techniques, tools, and operating characteristics of mechanical equipment used in the construction and maintenance of wastewater and water systems facilities.
- Uses and purposes of general construction tools and equipment.
- Basic methods, tools, materials, and equipment used in grounds maintenance.
- Basic facilities construction and repair work and methods, including minor carpentry, pipe fitting, painting, and cement work.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Independently perform semi-skilled and skilled tasks in a variety of construction and maintenance activities.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; remember street names and general geographic areas.
- Intermittently, sit while completing forms and reports; load/unload equipment off truck; walk around job sites; kneel and bend while examining streets; climb in and out of trenches; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.
- Use and operate a variety of vehicular and stationary equipment, hand tools, mechanical equipment, power tools and related equipment required for the work in a safe and efficient manner.

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Public Works Maintenance Worker II
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- Operate equipment skillfully, safely, and in accordance with traffic laws and regulations; diagnose and resolve equipment problems.
- Complete required reports.
- Independently perform work in gardening and maintenance duties in the construction, maintenance, and repair of parks and recreation grounds and related facilities.
- Independently perform routine semi-skilled and skilled work in the construction, maintenance, and repair of wastewater and water systems facilities.
- Read technical manuals.
- Perform heavy manual labor.
- Work regular shifts as assigned; including on-call weeks, callback, emergency schedules, evenings, weekends, and/or holidays.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

Two years of progressively responsible experience at a level comparable to a Public Works Maintenance Worker I with the City of Sebastopol.

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Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of a California Water Environment Association Grade I Wastewater Collection System Maintenance Certificate within two years of appointment.

Possession of a California State Water Resources Board Grade 1 Water Distribution Operator Certificate is highly desirable.

Working Conditions:

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business hours including evenings and weekends. Travel is rare.



City of Sebastopol

PUBLIC WORKS MAINTENANCE WORKER I

DEFINITION:

To perform a variety of routine and semi-skilled duties related to the construction, maintenance, and repair of streets, water, sewer, parks and related public works facilities.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Public Works Maintenance Worker series. Positions in this class typically require little directly related work experience. The Public Works Maintenance Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned areas of responsibility are learned.

This class is distinguished from level II in that the latter is the journey level, independently performing the full scope with employees receiving relatively less instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Public Works Operations Supervisor and technical and functional supervision from a Senior Public Works Maintenance Worker, provides work direction and training to Maintenance Assistants and temporary workers.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

- Learn to operate light and moderately heavy power-driven equipment, including loaders, bucket trucks, backhoes, and dump trucks in the performance of various construction and maintenance tasks; load and transport materials; excavate and grade land and assist with the installation and repair of infrastructure projects.

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- Safely operate power tools and perform regular inspections and routine maintenance.
- Assist in maintenance and repair tasks on City streets, water and sewer services, and other public works infrastructure including patching potholes, resurfacing roads, and ensuring proper drainage to prevent flooding; inspect, maintain, and repair pipelines, manholes, and valves; respond to leaks or blockages.
- Assist in cleaning and repairing water and sewer lines and mains using jetters and vacuums to remove blockages, debris, and buildup from pipes and mains; assist with inspections to identify issues such as leaks, corrosion, or structural damage, and determine the appropriate repair methods.
- Excavate trenches necessary for installing water and sewer lines, fire hydrants, water meter services, water mains, valves, and hydrant laterals.
- Paint street markings and install street signs for traffic safety, ensuring compliance with regulations.
- Learn to and perform minor plumbing and electrical repairs and installations in City public buildings, including fixing leaks, replacing faucets, troubleshooting electrical issues, and installing new fixtures.
- Learn to and conduct routine inspections of public facilities; patch walls, repaint surfaces, maintain HVAC systems, and perform installations and repairs to siding, trim, roof, windows, and doors.
- Perform vegetation removal by clearing obstructive growth to improve visibility and accessibility, clean and repair park amenities, trails, and recreational areas.
- Perform homeless encampment cleanup.
- Adhere to safety protocols and best practices while working on-site to ensure a safe and efficient work environment, promoting the well-being of all personnel involved in the projects.
- Document work performed and report out on any significant issues to supervisors to facilitate timely repairs and improvements
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Uses and purposes of general construction tools and equipment.

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- Basic methods, tools, materials, and equipment used in grounds maintenance.
- Basic facilities construction and repair work and methods, including minor carpentry, pipe fitting, painting, and cement work.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Perform semi-skilled tasks in a variety of construction and maintenance activities.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; remember street names and general geographic areas.
- Intermittently, sit while completing forms and reports; load/unload equipment off truck; walk around job sites; kneel and bend while examining streets; climb in and out of trenches; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.
- Read technical manuals.
- Perform heavy manual labor.
- Learn to operate appropriate equipment efficiently and safely.
- Work regular shifts as assigned; including on-call weeks, callback, emergency schedules, evenings, weekends, and/or holidays.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

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Public Works Maintenance Worker I
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Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

Two years of progressively responsible experience at a level comparable to a Public Works Maintenance Assistant with the City of Sebastopol.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business hours including evenings and weekends. Travel is rare.



City of Sebastopol

PUBLIC WORKS MAINTENANCE ASSISTANT (was Laborer)

DEFINITION:

To learn to perform a variety of routine and semi-skilled duties related to the construction, maintenance, and repair of streets, water, sewer, parks and related public works facilities.

DISTINGUISHING CHARACTERISTICS:

This is the trainee level class in the Public Works Maintenance Worker series. Positions in this class typically require no directly related work experience. Positions work under immediate supervision while learning job tasks.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from the Public Works Operations Manager and technical, functional supervision from a Senior Public Works Maintenance Worker, work direction from MW II's and I's. May provide training and work direction to temporary maintenance workers.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

- Learn to and perform landscape maintenance duties including but not limited to, weed abatement and pruning of landscaping, transporting and spreading of mulch, brush and tree pruning and removal, cleaning of restrooms, garbage removal, replanting of landscape material as needed, and repair of irrigation.
- Learn to operate light and moderately heavy power-driven equipment, including loaders, bucket trucks, backhoes, and dump trucks in the performance of various construction and maintenance tasks; load and transport materials; excavate and grade land and assist with the installation and repair of infrastructure projects.
- Safely operate power tools and perform regular inspections and routine maintenance.

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- Learn to and while doing so assist with the repair of streets and sidewalks; install street barricades and cones prior to the performance of street repair activities; direct and control traffic around work sites.
- Excavate trenches for the installation of water and sewer lines; may paint and/or install street signs, stop signs, fire hydrants and curbs; may install water meter services, water mains, valves and hydrant laterals.
- Learn to and while doing so perform routine maintenance and repair of City public buildings which may include minor plumbing and electrical repair and installation work as necessary.
- Assist in cleaning and repairing water and sewer lines and mains and learn to use jetters and vacuums to remove blockages, debris, and buildup from pipes and mains; assist with inspections to identify issues such as leaks, corrosion, or structural damage, and determine the appropriate repair methods.
- Respond to emergency calls.
- Inspect and clear obstructions from storm drains.
- Learn to and participate in painting street markings and installing street signs for traffic safety, ensuring compliance with regulations.
- Perform graffiti removal.
- Perform vehicle inspections and minor maintenance including oil and filter changes and washing of vehicles.
- Install street barricades and cones prior to the performance of street repair activities; direct and control traffic around work sites.
- Assist in replacement of traffic signs and traffic control markings.
- Learn to and participate in performing inspections, preventive maintenance and light repair on a variety of City equipment; identify and report significant repair and maintenance problems.
- Learn to and conduct routine inspections of public facilities; patch walls, repaint surfaces, maintain HVAC systems, and perform installations and repairs to siding, trim, roof, windows, and doors.
- Perform vegetation removal by clearing obstructive growth to improve visibility and accessibility, clean and repair park amenities, trails, and recreational areas.
- Perform homeless encampment cleanup.
- Adhere to safety protocols and best practices while working on-site to ensure a safe and efficient work environment, promoting the well-being of all personnel involved in the projects.
- Learn to and prepare and update records and files of preventive maintenance and other repair/maintenance work; prepare necessary forms and reports.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.

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- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Basic maintenance practices and procedures are desirable but not mandatory.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- On a continuous basis, walk, stand, bend, squat, climb, kneel, twist, and reach while operating equipment and perform maintenance and/or construction activities; perform heavy manual labor; operate a variety of hand and power tools used in maintenance activities; know and understand maintenance operations, observe safety rules.
- Intermittently, analyze equipment problems; identify safety hazards; remember and locate equipment and tools; may interpret and explain work orders; sit while completing work papers; travel from jobsite to jobsite sitting in assigned vehicle or on equipment; lift or carry equipment weighing 75 pounds or less.
- Learn to perform semi-skilled tasks in a variety of maintenance activities.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Work regular shifts as assigned; including on call (where qualified) call back, emergency schedules, evenings, weekends, and/or holidays.

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Public Works Maintenance Assistant
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- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

No experience is required. Some experience in streets maintenance installation and repair or equipment maintenance is highly desirable.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business hours including evenings and weekends. Travel is rare.



City of Sebastopol

PUBLIC WORKS OPERATIONS SUPERVISOR

DEFINITION:

To plan, organize, direct and supervise the work of staff involved in the construction, maintenance, and repair of streets, water, sewer, parks and related public works facilities; to coordinate with other City departments and outside agencies for the completion of projects; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS:

The Public Works Operations Supervisor level recognizes positions that perform full supervisory responsibilities for a unit including planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Public Works Director/City Engineer.

Exercises direct supervision over maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the construction, maintenance and repair of public works infrastructure; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff assigned to the construction, maintenance and repair of streets and roadways, parks and facilities, and water and sewer lines
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Supervise the repair and patching of streets and other roadways, including potholes and resident concerns regarding pavement surfaces and sidewalks.

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Public Works Operations Supervisor
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- Supervise the construction, maintenance, and repair of parks and related facilities such as restrooms, playgrounds, gazebos, fencing, bridges, pathways, and lighting, and City pool.
- Supervise the construction, maintenance, and repair of water and sewer lines and mains, pumping and booster systems; and stormwater system, related facilities; supervise water meter reading, maintenance, and replacement.
- Prepare and submit State regulatory reports.
- Supervise the operation of equipment used in construction and maintenance work; coordinate for the outside repair of vehicles and equipment.
- Supervise the maintenance and repair of City buildings and facilities.
- Receive and respond to questions and complaints received by the public regarding Public Works facilities.
- Inspect the work performed by staff and outside contractors, ensuring consistency with City standards.
- Coordinate with Engineering for the completion of capital improvement projects and issuance of encroachment and special event permits.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Methods for the construction, maintenance and repair of streets, water distribution, water treatment and sewer collection systems.
- Equipment, tools and materials used in the repair, maintenance, and construction of streets, water distribution, water treatment and sewer collection systems.
- Underground utilities and asphalt placement and repair.
- Pertinent local, State, Federal rules and regulations and laws.
- Principles of supervision, training and performance evaluations.

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- Basic principles of budget monitoring.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize, implement and direct public works maintenance and construction operations and activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 30 pounds or less.
- Read and interpret technical documents.
- Interpret and explain pertinent department and City policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Supervise, train and evaluate assigned staff.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

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Education:

Equivalent to an associate's degree from an accredited college or university with major coursework in Construction Management, Business Administration, Public Administration or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Three years of increasingly responsible public works construction and maintenance experience including one year of lead responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of a California Water Environment Association Grade I Wastewater Collection System Maintenance Certificate at the time of appointment.

Possession of a California State Water Resources Board Grade 1 Water Distribution Operator Certificate at the time of appointment.

Possession of a Grade 1 Water Treatment Operator Certificate at the time of appointment.

Possession of a California Water Environment Association Grade II Wastewater Collection System Maintenance Certificate within 18 months.

Possession of a California State Water Resources Board Grade 2 Water Distribution Operator Certificate within 18 months.

Possession of a Grade 2 Water Treatment Operator Certificate within 18 months.

Completion of Storm Water Best Management Practice Municipal course within 12 months.

Working Conditions:

Work is performed in either a typical temperature controlled office environment subject to typical office noise and environment or in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business including evenings and weekends.