

**CITY OF SAN MATEO
RESOLUTION NO. ____ (2020)**

**CLASSIFICATION UPDATES
IN COMMUNITY DEVELOPMENT DEPARTMENT AND PUBLIC WORKS DEPARTMENT**

WHEREAS, pursuant to the San Mateo Municipal Code Section 2.57.030(d), approval of new classifications, job specifications, salary schedules, reclassification of positions, and revisions of job specifications must be approved by City Council Resolution; and

WHEREAS, the proposed changes are as detailed below:

- Reallocate the vacant Principal Planner to a Senior Planner, and;
- Consolidate the job specifications for Sewer and Street Maintenance Leadworkers and create the job specification for the classification of Public Works Maintenance Leadworker, and;
- Revise the job specification for the classification of Laboratory Analyst I-II.

WHEREAS, the employee associations representing the impacted classifications have reviewed the proposed changes and have not brought forth any objections or concerns;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, RESOLVES that the following classification updates are approved:

1. The reallocation of the vacant Principal Planner to a Senior Planner, and;
2. The consolidation of the job specifications for Sewer and Street Maintenance Leadworkers and creation of the job specification for the classification of Public Works Maintenance Leadworker, attached as Exhibit 1, and;
3. The revision of the job specification for the classification of Laboratory Analyst I-II attached as Exhibit 2.



PUBLIC WORKS MAINTENANCE LEADWORKER

DEFINITION

To perform skilled work in the construction, maintenance, and repair and painting of streets, storm drains, sanitary sewage collection systems, and non-electrical traffic control devices; to assign and participate in the work of a maintenance crew; to operate power driven equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are responsible for lead supervision of a street, traffic safety, or sanitary sewer maintenance field crew. The work assigned involves leading the lower-level classifications, personally working as a member of the crew performing the more complex and difficult repair and maintenance tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Public Works Supervisor. Technical or functional supervision may be provided by higher level maintenance personnel.

Exercises lead supervision over Maintenance Worker I/IIs, including provision of technical supervision, assignment of work, and/or the training of less experienced maintenance personnel.

EXAMPLES OF DUTIES - Depending upon assignment, duties may include, but are not limited to the following:

Lead a small crew, assign and participate in construction, maintenance and repair work, prepare material requisitions, assist in the preparation of purchase orders and administrative reports, keep work records, prepare reports of completed work, fully utilize the computerized work systems in accordance with workflow processes, check and update as-built drawings and maps, and supervise, assist and train subordinate maintenance personnel.

SEWERS

Perform repairs and maintenance on sewer lines, and a variety of valves, pipes, fittings, and related appurtenances.

Lead and participate in the operation of a variety of equipment such as loaders, backhoes, trenching machines, compressors, sewer rodding and hydraulic flushing equipment, and

television inspection equipment.

Locate, excavate and repair sewer lines, and storm drain facilities.

Build and repair manholes; raise and lower manholes.

Operate a jackhammer; pour and finish concrete.

Operate a truck; perform minor servicing to truck and reports mechanical or other problems; keep truck stocked with supplies and materials.

Install barricades and route traffic in a safe manner.

Provide information to interested citizens and ensure the safety of the public in performing sewer maintenance.

Respond to daytime or after work hour emergency conditions such as storms, civil emergencies, and system malfunctions.

Assist and train less experienced personnel and train other departments.

Determine operational needs and performance, and estimate personnel, material, and equipment requirements, and inspect or assist in inspecting sites.

Participate in preparing performance evaluations for assigned staff and may participate in disciplinary actions.

Coordinate assigned activities with other departments, employees within his/her department, divisions and/or outside agencies and contractors.

Perform scheduling and securing needs of operational needs and provides direction on work.

Serve as acting supervisor or other classification.

Analyze materials, worksites, and documents (such as blueprints, markings, surveys, etc.) to problem solve the most effective approach to a task.

Formulate solutions to problems with equipment or operations, including logistics, operations, and processes.

Develop or recommend policies, manuals or forms.

Clean and maintain equipment.

Perform related duties and responsibilities as assigned.

STREETS

Supervise a work crew and participate in the installation and repair of sidewalks, curbs and gutters and fences.

Supervise and participate in the maintenance operation of streets and paving, grading, and minor repair of streets and alleys.

Operate a variety of heavy equipment such as a motor grader, tractor, loader, backhoe, black-top paving machine, sweeper and boom truck.

Direct and participate in cement construction involving storm drains, gutters, curbs, and sidewalks.

Order necessary materials used in street and storm repair and maintenance.

Respond to public inquiries regarding street maintenance problems.

Survey City streets to identify street maintenance needs.

Respond to daytime or after work hour emergency conditions such as storms, civil emergency and system malfunctions as required.

Assist and train less experienced personnel and train other departments

Determine operational needs and performance, and estimate personnel, material, and equipment requirements, and inspect or assist in inspecting sites.

Participate in preparing performance evaluations for assigned staff and may participate in disciplinary actions.

Coordinate assigned activities with other departments, employees within his/her department, divisions and/or outside agencies and contractors.

Perform scheduling and securing needs of operational needs and provides direction on work.

Serve as acting supervisor or other classification.

Analyze materials, worksites, and documents (such as blueprints, markings, surveys, etc.) to problem solve the most effective approach to a task.

Formulate solutions to problems with equipment or operations, including logistics, operations, and processes.

Develop or recommend policies, manuals or forms.

Clean and maintain equipment.

Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of: (Depending on duties assigned)

Occupational hazards and standard safety precautions necessary in the work.

Principles and practices of supervision and training.

Geographical and functional features of street and drainage systems.

Sewers:

Procedures of operation and regulations of sewer field work.

Principles, practices, and methods used in the construction, repair, and maintenance of sewer collection systems.

Streets: Materials, methods, practices and equipment used in street construction, maintenance, and repair activities, or street painting and sign construction and installation.

Ability to:

Lead maintenance and construction personnel in the performance of public works field activities.

Supervise and train subordinates.

Use computers and handheld electronic devices in the course of work.

Operate a variety of equipment used in municipal maintenance.

Trouble-shoot for faulty system equipment and facilities.

Read, interpret, and understand blueprints and construction drawings.

Perform a wide range of construction and maintenance activities, using standard methods and equipment.

Safely operate heavy construction and repair equipment with proficiency and efficiency.

Recognize and deal with hazards encountered in the course of work.

Read, interpret, and understand construction plans and specifications.

Make independent decisions in field situations with effectiveness and efficiency.

Assist in the preparation of purchase orders and administrative reports.

Schedule and plan the work of others.

Understand and carry out oral and written directions.

Modify as-built maps as necessary.

Perform inspections of City infrastructure.

Respond to emergencies as required.

Establish and maintain effective working relationships with other employees, contractors, and the general public.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience comparable to that of a Maintenance Worker II including prior experience in the maintenance of street system or sanitary sewer collection facilities.

Education:

High School diploma or equivalent.

License or Certificate

Possession of, or ability to obtain, and maintain a valid California Driver's License.

Possession of, and ability to maintain, a valid Class A Commercial Driver's License is required within 12 months of employment.

Certification in work zone safety regulations is desirable.

Sewers: Possession of a Grade II Wastewater Collection System Operator (or higher) Certificate issued by the California Water Environment Association or the ability to obtain one within 12 months of date of hire and retain the certification while employed in this position.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 90 pounds; exposure to extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, mechanical hazards, and explosive materials; availability for stand-by and call back.

Ability to wear a respirator and maintain a face seal while using a respirator.

ADOPTED CC:	3-01-81
REVISED CC:	5-20-02, 9-03-13, 2-01-16, 8-21-17, 9-8-20
FORMER TITLES:	
BARGAINING UNIT:	SEIU MAINTENANCE UNIT
FLSA:	NON EXEMPT
PERFORMANCE APPRAISAL:	MAINTENANCE LEAD WORKERS
DOT:	YES
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	YES
FORM 700:	NO
JOB CODES:	6129
DMV RECORDS CHECK:	YES
ABOLISHED:	



LABORATORY ANALYST I/II

DEFINITION

To perform a variety of physical, chemical, biological and bacteriological analyses of water and wastewater according to standard methods and procedures; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Laboratory Analyst I - This is the entry level class in the Laboratory Analyst series. This class is distinguished from the Laboratory Analyst II by the performance of the routine tasks and duties assigned to positions within the series including standardized laboratory tests on samples of wastewater and sewage. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Laboratory Analyst II - This is the journey level class within the Laboratory Analyst series. Employees within this class are distinguished from the Laboratory Analyst I by the performance of the full range of duties as assigned. Work in this class is distinguished from that of Laboratory Analyst I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate. 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. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Laboratory Analyst I or, when filled from the outside, require prior wastewater treatment experience.

SUPERVISION RECEIVED AND EXERCISED

Laboratory Analyst I

Receives immediate supervision from the Laboratory Supervisor.

Laboratory Analyst II

Receives general supervision from the Laboratory Supervisor.

May exercise technical or functional supervision over less experienced staff.

EXAMPLES OF DUTIES - Depending upon assignments, duties may include, but are not limited to, the following:

Following established procedures, perform physical, chemical and bacteriological analyses of

water, wastewater and related materials.

Collect varied samples for analysis from specific locations according to a predetermined schedule; may collect special samples as conditions indicate.

May collect industrial waste samples as part of the plant's pretreatment program.

Prepare chemicals, bacteriological media, stains and standard test solutions.

Compile and record onto standardized worksheets, logs and forms, perform calculations and transfer data to computer.

Clean and maintain laboratory, equipment and instruments; repair and calibrate equipment.

Maintain inventory of supplies.

May instruct new or lower level employees in the specific procedures of the work.

Assist in completing technical reports.

May assist on special projects, such as laboratory safety programs.

Assist in the development of new procedures.

Serve on committees within the plant and for special projects.

Operate equipment.

Perform inspections on equipment and process for proper functioning.

Formulate solutions to problems with operations, including problems with test results, sophisticated machinery and processes.

Assist members of the public, other departments, and own department with questions.

Verify the work of others for accuracy, proper work methods, techniques, and compliance.

Schedule and supervise assigned staff.

Perform other duties as assigned.

QUALIFICATIONS

Laboratory Analyst I

Knowledge of:

Principles and practices of modern chemistry, bacteriology and the physical sciences.

Care and maintenance of laboratory glassware, equipment and apparatus.

Standard and safe laboratory practices and techniques.

Basic mathematics.

Ability to:

Use standard laboratory testing and analysis equipment.

Understand and interpret verbal and written instructions.

Work weekends and holidays as assigned.

Lift and carry sampling equipment safely.

Experience and Training Guidelines:

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

Experience:

One year of work experience in an analytical laboratory.

Training:

Two years of college study with at least twenty semester units of chemistry, biology or related science. A Bachelor's degree in chemistry, biology or related science would also be qualifying.

License or Certificate

Possession of, or ability to obtain, an appropriate valid California driver's license.

Possession of, or ability to obtain, the California Water Environment Association Grade I Laboratory Analyst Certificate no later than two years after date of hire.

Laboratory Analyst II

In addition to the qualifications for Laboratory Analyst I

Knowledge of:

Methods and process of wastewater treatment.

Methods for collection and storage of samples.

Standard and safe laboratory practices and techniques.

Ability to:

Work with a minimum of close supervision.

Assemble data and prepare detailed records and reports.

Act as lead person on special project or in the absence of the Laboratory Supervisor.

Experience and Training Guidelines:

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

Experience:

Either

Two years of experience in a wastewater treatment plant laboratory and a Grade I Laboratory Analyst Certificate from the California Water Environment Association.

Or

Grade II Laboratory Analyst Certificate from the California Water Environment Association.

License or Certificate

Possession of a Grade II Certificate issued by the California Water Environment Association is desirable.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, crouch, squat, stoop, reach, twist and lift 25 pounds; exposure to outdoors, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

ADOPTED CC:	11-05-84
REVISED CC:	12-05-88, 5-20-02, 9-8-20
FORMER TITLES:	
BARGAINING UNIT:	GENERAL UNIT
FLSA:	NON EXEMPT
DOT:	NO
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	NO
FORM 700:	NO
JOB CODES:	LABORATORY ANALYST I – 5451, LABORATORY ANALYST II - 5450
DMV RECORDS CHECK:	YES
ABOLISHED:	