

RESOLUTION NO. 2016-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,  
COUNTY OF NAPA, STATE OF CALIFORNIA APPROVING POSITION  
CLASSIFICATION DESCRIPTIONS WITHIN THE CALISTOGA MISCELLANEOUS  
DEPARTMENT THAT ARE MEMBERS OF THE CALISTOGA PUBLIC EMPLOYEES'  
ASSOCIATION

WHEREAS, the City Council has reviewed and considered the recommendations contained in the Koff & Associates Classification and Compensation Study prepared for the City of Calistoga and accepted by the City Council on May 5, 2015; and

WHEREAS, there is need to have the position classifications within the Miscellaneous Department that are members of the Calistoga Public Employees' Association updated to reflect present industry standards and the needs of the City of Calistoga.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Calistoga hereby approves the position classification descriptions within the Miscellaneous Department that are members of the Calistoga Public Employees' Association, as set forth as Exhibit A to this resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Calistoga hereby rescinds any section of previous resolution(s) adopted by the City Council that establishes position classification descriptions within the Miscellaneous Department that are members of the Calistoga Public Employees' Association.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 2nd day of February, 2016 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

\_\_\_\_\_  
CHRIS CANNING, Mayor

ATTEST:

\_\_\_\_\_  
KATHY FLAMSON, City Clerk



**DECEMBER 2014  
FLSA: NON-EXEMPT**

## **ACCOUNTING ASSISTANT**

### **DEFINITION**

Under direct supervision, performs a variety of administrative account support duties including processing daily deposits, posting cash payments, serving as first line of contact with customers at the public counter; responding to customer service requests; issuing and processing payments for business licensing; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Administrative Services Director. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the entry level classification in the Accounting Assistant series. Initially under close supervision, incumbents with general administrative experience perform work in general account support activities. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied, and are performed under more general supervision. Positions at this level usually perform most of the duties required of the positions at the journey-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (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.*

- Performs customer service counter duties including cashiering, processing payments, providing information and applications for City business matters.
- Processes new business licenses and associated payments.
- Assists customers, departments, and employees by providing answers and information regarding specific account information; and accounting procedures; and updates related files.
- Balances cash drawer; prepares bank deposits and related reports.
- Performs a variety of routine clerical duties including opening and routing mail and deliveries; preparing correspondence; filing and record keeping; duplicating and distributing various written materials; and ordering and keeping inventory of office supplies.
- May provide backup to other Administrative Services staff on an as-needed basis.
- Assists with special projects as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Business arithmetic and basic financial and statistical techniques.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.

### **Ability to:**

- Perform detailed account and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

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

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and one (1) year of responsible experience in financial/accounting record-keeping.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

*The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



DECEMBER 2014  
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## ADMINISTRATIVE ASSISTANT

### DEFINITION

Under general supervision, performs a variety of administrative and office support duties of considerable complexity; provides support to department heads and related management, professional, and supervisory staff; performs technical support work related to the departments to which assigned; may provide functional direction and/or training to office support staff on a project or day-to-day basis; provides information to the public and staff; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned departmental head(s). Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

Incumbents perform complex administrative and office support duties, including taking and transcribing meeting minutes and assisting in department-related projects and programs. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Administrative Services Technician in that the latter is responsible for complex and specialized technical work, which requires a higher level of discretion and independent decision-making.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the rights 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.*

- Verifies and reviews forms, applications, and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Collects and accounts for fees and other monies collected; issues permits or licenses following standard procedures.
- Organizes and carries out administrative assignments; researches, compiles, logs and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares, updates and assembles a variety of periodic and special narrative reports, manuals, articles, announcements, and other informational materials.
- Composes, edits, and proofreads a variety of complex documents, including applications, forms, memos, administrative, statistical, financial, and staff reports, and correspondence for department staff from rough draft, handwritten copy, verbal instructions, or from other material

- using a computer; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Provides a variety of support to City commissions or committees; prepares and distributes agenda packets; arranges for necessary set-up and materials to be available at meetings; attends meetings, acts as meeting and/or committee secretary, prepares minutes; follows-up on decisions as required.
  - Maintains a calendar and coordinates the schedule of department staff with other City management staff, representatives of other organizations, and the public; makes travel arrangements as required.
  - Prepares, processes, and tracks forms, and records, requests for payments, purchase orders, invoices, requests for proposals, bid packages, contracts and agreements, and mailing lists for public hearing items.
  - Monitors and orders office and other related supplies.
  - Screens calls, visitors, and incoming mail; receives and responds to calls received or directs to proper department; provides information to the public, including contractors and vendors, by phone or in person to ensure contract compliance and an understanding of department and City policies and procedures; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate department source; coordinates or resolves problems of a moderate nature when appropriate.
  - Develops and implements file, index, tracking, and record keeping systems; researches records within areas of assigned responsibility to prepare reports and provides follow-up information to customer and staff inquiries.
  - Coordinates and integrates department services and activities with other City departments and outside agencies.
  - Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, postage meters, facsimile machines, multi-line telephones, and transcription equipment; may operate other department-specific equipment.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and function of public agencies, including the role of an elected City Council and appointed boards, commissions and committees.
- Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including web, word processing, database, and spreadsheet applications.
- Record keeping principles and practices.
- Business mathematics and basic statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Basic supervisory principles and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

**Ability to:**

- Perform responsible administrative and secretarial support work with accuracy, speed, and general supervision.
- Provide varied and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Interpret, apply, and explain administrative and departmental policies and procedures.
- Perform basic research and preparing reports and recommendations.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Operate modern office equipment including computer equipment and specialized software applications programs including word processing at a speed of 50 words per minute from printed copy.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by applicable college-level coursework and/or technical training in secretarial science and/or office administrative support and two (2) years of responsible office administrative experience. Possession of Associates of Arts degree from a business or community college in an appropriate curriculum is desirable and may be substituted for the experience on a year-for-year basis.

**Licenses and Certifications:**

May require a valid California class C driver's license and a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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**DECEMBER 2014**  
**FLSA: NON-EXEMPT**

## **ADMINISTRATIVE SERVICES TECHNICIAN**

### **DEFINITION**

Under general supervision, performs a variety of technical and administrative duties requiring the application of specialized operational, program, or regulatory knowledge in support of a department, or program; assumes on-going, technical and administrative responsibilities specific to area of assignment; coordinates assigned programs, projects, and services with other departments and outside agencies; and provides specialized program information and assistance to City staff and the general public; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Administrative Services Director, Public Works Director or other Department Head. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

Incumbents assigned to this class are expected to perform the full range of journey level duties, possess technical and/or functional expertise and perform specialized duties in a highly independent manner which may include financial and/or human resources areas such as cash, billing, payroll, accounts receivable and/or accounts payable, benefits administration, administration of contracts, agreements, and grants in addition to performing a variety of record keeping, reconciliation and report preparation activities. The work has technical and programmatic aspects, requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with staff, the public, and other outside agencies as well as performing basic research and analysis functions. Positions 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.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights 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.*

- Prepare and process reports, forms, and records, which may include timesheets, payroll, request for proposals, bid packages, grant and loan applications, contracts and agreements, and draft resolutions.
- Organize and carry out administrative and technical assignments and projects; research, compile, and analyze information and data from various sources on a variety of specialized topics related to assigned area; interpret results and develop and present preliminary findings and recommendations for review by senior staff.
- Provide support in developing and monitoring assigned budgets which may include gathering and analyzing financial data, developing narratives and project plans, monitoring

labor hours and other expenses, ensuring accurate allocation to accounts, providing account balances and updates to management and staff, recommending account adjustments and fund transfers, processing invoices and purchase orders, maintaining budget spreadsheets, entering information into the financial software system, and attending budget meetings.

- Prepare and submit financial, budgetary, operational, and other technical and programmatic reports, contracts and agreements, grant and loan reimbursement documentation, technical documentation, and various correspondence and informational materials regarding assigned activities.
- Organize, maintain, and update assigned record systems and databases; enter, update, and audit data to ensure quality control; develop queries and run reports; research and analyze data within areas of assigned responsibility to prepare reports and provide follow-up information to inquiries; periodically review and purge files in accordance with the records retention policy.
- Compose, type, edit, and proofread a variety of documents, including agendas, forms, memos, administrative, statistical, financial, and staff reports, contracts, agreements, and correspondence for unit staff; check draft documents for punctuation, spelling, and grammar; make or suggest corrections.
- Verify and review forms and reports for completeness and conformance with established regulations and procedures; apply City policies and procedures in determining completeness of applications, records, and files.
- Monitor and enforce compliance of assigned areas of responsibility with laws, rules, and regulations and City guidelines, policies, and procedures.
- Schedule and/or coordinate meetings, seminars, conferences, and training sessions for unit staff; maintain calendars and make meeting arrangements; arrange for necessary set-up and materials to be available at meetings.
- Act as meeting and/or committee secretary including preparing agendas and informational packets, setting up the room, and taking and transcribing minutes for assigned boards and committees.
- Serve as a liaison and provide information and assistance to employees, the public, and private organizations, community groups, and other agencies regarding assigned activities; receive and respond to complaints and questions; interpret and explain applicable regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; coordinate and resolve problems when appropriate.
- Operate a variety of standard office equipment, including computer hardware and software applications, copiers, facsimile machines, and multi-line telephones.
- Serves as backup to the Senior Accounting Assistant.
- Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of the financial, human resources and/or public works administration function in a public agency setting.
- Policies and procedures related to benefits administration.
- Computerized finance systems and computer software and systems related to payroll processes.
- Methods, techniques, and practices of data collection and report writing.
- Business letter writing and standard writing practices for correspondence.

- Modern office practices, methods, computer equipment, and computer applications related to work, including word processing and spreadsheet software.
- Principles and practices of auditing payroll.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Assist in developing and implementing systems, procedures, work standards and internal controls.
- Maintain accurate financial and personnel records and preparing clear and accurate reports for informational, auditing and operational use.
- Perform detailed accounting, financial and human resources office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain and research files.
- Make accurate arithmetic, financial and statistical computations.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

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

Equivalent to the completion of the twelfth grade supplemented by college-level coursework in business or public administration, finance, accounting, or related field. Three (3) years of increasingly responsible experience performing complex technical and/or programmatic duties.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification may frequently bend, stoop, kneel, reach, push, move file boxes, and pull drawers open and closed to retrieve and file information.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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**DECEMBER 2014  
FLSA: NON-EXEMPT**

## **SENIOR ACCOUNTING ASSISTANT**

### **DEFINITION**

Under direct or general supervision, performs a variety of routine to complex technical and administrative account support duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable, accounts receivable, utility billing, and business licensing, in addition to balancing and maintaining manual and computerized accounting and financial records; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Administrative Services Director. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to less experienced staff.

### **CLASS CHARACTERISTICS**

Incumbents in this classification perform the full range of support work in all of the following areas: accounts receivable, accounts payable, utility billing, and/or business licensing, in addition to performing a wide variety of record-keeping, reconciliation, and account support activities. Positions at this level are distinguished from the entry-level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions 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, and may exercise technical and functional direction over and provide training to less experienced staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (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.*

#### **When performing all assignments:**

- Performs a variety of routine to complex administrative and technical account support duties related to accounts receivable, accounts payable, utility billing, and/or department-specific technical account duties, including posting, balancing, adjusting, and maintaining manual and computerized account and financial records according to established policies and procedures.
- Verifies, posts and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting and statistical reports; generates reports by computer and balances them appropriately.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems specific to the department to which assigned.

- Maintains a variety of ledgers, registers, and journals according to established account policies and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports.
- Performs general office support duties such as preparing correspondence; filing and record keeping; duplicating and distributing various written materials.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items; may dispatch maintenance crews to assist with emergencies.
- May provide direction and training to lower-level or less experienced staff in area of assignment.
- May provide backup to the Accounting Assistant on an as-needed basis.
- Assists with the year-end closing process.
- Assists supervisor(s) with special projects as required.
- Serves as backup to the Administrative Services Technician as it relates to processing bi-monthly payroll.
- Performs other duties as assigned.

**When performing the accounts receivable assignment:**

- Provides direction to the Accounting Assistant in the processing of periodic invoice requests.
- Receives and balances cash receipts and general ledger debits; allocates revenue to proper cost accounts; posts revenue; prepares bank deposits and related reports.
- Processes City-wide returned checks and contacts customers as appropriate; prepares delinquent item reports, initiates and monitors delinquent processing for collection; prepares and processes year-end write-offs for un-collectable accounts.
- May receive mail and direct payments from the public and from other City departments, balances monies received, and prepares receipts.

**When performing the accounts payable assignment:**

- Processes payments in batches and logs batch reports as appropriate; prepares documentation for payment; confers with vendors as necessary; enters and verifies data into the automated accounts payable system to produce payment; may prepare manual checks; prepares payments for mailing and files copies with backup.
- Audits, verifies, codes, and batches accounts payable transactions; matches purchase orders, packing slips, and invoices; researches discrepancies and unauthorized purchases; checks allocations against department budget appropriations; prepares payment requests; balances and maintains retention accounts; liquidates purchase orders; processes purchasing requisitions for the assigned department.
- Sets up new vendor accounts; obtains necessary information and paperwork from vendors; prepares vendor invoice tracking; inputs vendor invoices and prints checks; totals and balances accounts.
- Maintains credit card accounts; processes receipts, reconciles to credit card statements and finalizes payment.
- Processes miscellaneous receipts.
- Reviews source documents for accuracy, receipt of necessary information, and compliance with rules, regulations, and procedures; determines proper handling for compliance.
- Receives vendor inquiries via telephone, fax, or mail; resolves any issues, problems, or requests using established procedures.
- Maintains signature authorization listing used to verify payment authorization signatures.

- Verifies bankruptcy information of vendors; participates in audits of vendors and other City departments; maintains vendor W-9 information for 1099 processing.

**When performing the utility billing assignment:**

- Sets up new accounts or closes out terminated accounts; notifies customers of excessive usage and initiates work orders to investigate for high consumption, potential leaks, or broken utility meters; calculates and processes billing adjustments due to leaks, penalty adjustments, or overestimating.
- Sends out late and final notices, collection notices, and performs necessary collections and delinquency processing.
- Maintains current billing book by downloading reads, printing and investigating problem accounts (e.g., high reads, missing reads, etc.); generates investigation list for the Customer Service Crew.
- Maintains accurate billing information through data entry, calculations, and verifications.
- May accept and process payments at the front counter, over the phone, and by mail, in cash, by check, or by credit card in the absence of the Accounting Assistant; makes changes as necessary and maintains cash drawer as appropriate; processes automatic customer account debits through electronic bank transfers; balances payments and posts transactions in the accounting system daily.

**QUALIFICATIONS**

**Knowledge of:**

- Terminology and practices of financial and account document processing and record-keeping, including accounts receivable, accounts payable, utility billing, and business licensing.
- Business arithmetic and basic financial and statistical techniques.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Perform detailed account and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and four (4) year of responsible experience in financial/accounting record-keeping. College-level coursework in accounting, finance, or a related field preferred.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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**DECEMBER 2014  
FLSA: NON-EXEMPT**

## **ASSISTANT/ASSOCIATE PLANNER**

### **DEFINITION**

Under direct and general supervision, performs various professional field and office planning work related to current and advance planning, including review of development and land use applications, zoning, site plans, and environmental documents; provides project management and administration; completes technical assessments and prepares written project analyses; provides environmental review and project analysis for Capital Improvement Program (CIP) and special projects in advance planning; provides professional advice and assistance to the public on planning, community development, and zoning; provides professional staff assistance to the Planning and Building Director, other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct and general supervision from the Planning and Building Director or Senior Planner. Exercises no supervision of staff. May exercise technical and functional direction over and provide training to lower-level staff.

### **CLASS CHARACTERISTICS**

Assistant Planner: This is the first experienced-level class in the professional planning series. Initially under close supervision, incumbents with basic planning experience perform professional and technical planning work in current, advance, and/or environmental planning activities. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Associate level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Associate Planner: This is the full journey-level class in the professional planning series. Incumbents are expected to perform the full range of professional and technical planning work in all of the following areas: current, advance, and/or environmental planning activities and daily departmental operations, in addition to providing project management and administration. Positions at this level are distinguished from the Assistant level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions 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 the Senior Planner in that the latter is the advanced journey-level class in the series and is responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff involved in a major area of the Planning Division, in addition to performing the more complex planning and project management activities.

Positions in the professional planner class series are flexibly staffed and positions at the Associate level are normally filled by advancement from the Assistant level requiring two (2) years of experience at the Assistant-level and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the employee is required to have three (3) years of experience that allows the employee to meet the qualification standards for the Associate level.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (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.*

- Reviews routine to complex commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance and for compliance with appropriate codes, ordinances, standards, laws, rules, regulations, and policies.
- Reviews permit applications and building plans for completeness and compliance with current City codes and regulations; provides interpretations of the California Environmental Quality Act (CEQA), Subdivision Map Act, and local environmental guidelines; identifies corrective actions to be taken by owners; recommends improvement and rehabilitation programs; conducts follow-up and re-check and approves or denies submittals.
- Reviews and signs off on plans submitted for Building Plan Check and permits.
- Prepares or assists in preparing and reviewing environmental impact reports; prepares written initial studies, negative declarations, and staff reports related to development projects or City projects.
- Assists the public at the front counter and on the phone, answering questions and providing information regarding zoning, land use, development standards, approved development proposals, and the City's entitlement process; performs plan check functions for various projects; receives and reviews applications for building permits for completeness; receives and records zoning and code compliance complaints, establishes appropriate files, performs inspections of document violations, coordinates actions with those of other agencies, and implements appropriate procedures to correct or resolve each complaint and violation.
- Serves as project manager on planning and development projects, which includes application and plan review, coordination with project applicants and other City departments, preparation and posting of legal notices, background research, environmental review, preparation of staff reports, scheduling meetings and hearings, and monitoring of project implementation to verify substantial conformance with approved plans, conditions, and mitigation measures; suggests revisions to site plans and architecture; inspects project development sites.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; researches and reviews previous entitlements and City records; develops recommendations and prepares written reports on various planning matters and the City's General Plan; participates in the implementation and administration of the City's General Plan and development regulations.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provides and clarifies information relative to land use, zoning, code interpretation, general plan compliance, signage, and other issues.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning and other types of public services as they relate to the area of assignment.
- May provide technical direction and training to other planning and technical staff.

- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles and practices of technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.
- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- State environmental review regulations and procedures.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Project management principles and techniques.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to:**

- Interpret planning and zoning programs to the general public; identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Read plans and specifications and make effective site visits.
- Assess, monitor, and report environmental impact on and of various City programs and services.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other City departments and agencies as required.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Assistant and Associate Planner: Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, geography, environmental studies, public administration, or a related field.

Assistant Planner: One (1) year of professional experience in planning, zoning and related community development activities.

Associate Planner: Three (3) years of professional experience in planning, zoning and related community development activities, or two (2) years of experience as Assistant Planner at the City of Calistoga.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



**DECEMBER 2014**  
**FLSA: NON-EXEMPT**

## **MAINTENANCE TECHNICIAN I/II**

### **DEFINITION**

Under direct or general supervision, performs a variety of work in the construction, modification, maintenance, and repair of City infrastructure, including buildings, parks, streets, water distribution and/or stormwater and drainage systems and facilities; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Public Works Maintenance Supervisor. Exercises no direct supervision over staff. May provide technical and functional direction to assigned staff.

### **CLASS CHARACTERISTICS**

**Maintenance Technician I:** This is the entry-level class in the maintenance technician series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually do not perform the full range of duties required of the positions at the II level and are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Maintenance Technician II:** This is the full journey-level class in the public works maintenance series that performs the full range of duties required to ensure that City infrastructure, systems, and facilities to which assigned, are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions 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 the Senior Maintenance Technician in that the latter is responsible for technical and functional supervision of lower-level maintenance staff and is capable of performing the most complex duties assigned to the division.

Positions in the Maintenance Technician class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring one (1) additional year of experience and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the employee is required to have two (2) years of prior related experience that allows the employee to meet the qualification standards for the II level.

**EXAMPLES OF TYPICAL JOB DUTIES (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.*

**When performing the street maintenance:**

- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City streets and related facilities.
- Participates in asphalt maintenance, including demolition and preparation of areas to be resurfaced; applying, raking, compacting, and paving appropriate materials to the surface and cleaning up work areas.
- Participates in concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicap ramps, curbs, and gutters.
- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing sign posts and signs in accordance with City, State, and Federal Codes.
- Performs tree trimming and removal services, including pruning branches, grinding tree stumps to ground level, and removing trees safely and efficiently.
- Performs legend painting and striping of City streets, curbs, and parking lots using appropriate materials.

**When performing the parks maintenance:**

- Performs a variety of technical landscape construction duties, including planting flowers, shrubs, and trees, pruning and repairing damaged trees, making and repairing tree wells, irrigating, mowing, and fertilizing turf, trimming and planting, fertilizing, and pruning shrubs.
- Inspects, maintains, repairs, and constructs developed and undeveloped parks, playgrounds, athletic fields, and other related facilities and properties.
- Performs pesticide applications as required, including calculating proper amounts of pesticides, spraying parks, trails, landscapes, and street trees, and completing necessary paperwork.
- Operates specialized vehicles and heavy equipment related to the construction, maintenance, and repair of City parks, landscapes, and street trees, and related facilities.
- Installs, inspects, and maintains park equipment and grounds to ensure safe operating conditions for citizens, including making repairs.
- Maintains parks and landscapes in a clean and safe condition, including picking up trash and maintaining trash receptacles, and cleaning and repairing restrooms.
- Maintains park appearance, including mowing, trimming, edging, fertilizing, and watering lawns and other landscaped areas.
- Maintains the interior and exterior of park facilities, including making repairs.
- Installs and repairs irrigation equipment, including installing irrigation pipes, maintaining clocks and timers, testing systems, replacing valves, and making repairs.
- Inspects City premises for graffiti vandalism, uses appropriate chemicals and high-pressure equipment to remove graffiti.

**When performing the water distribution maintenance assignment:**

- Operates and maintains light, medium, and heavy duty equipment and trucks appropriate to the construction, maintenance, and repair of the City's water distribution system.
- Installs and replaces water and fire services and hydrants, including installing parts and fittings and performing scheduled maintenance and making any repairs.
- Performs water meter maintenance, including installing new meters, testing and repairing meters of various sizes, repairing leaks, and replacing meters as necessary; installs service lines for newly

developed properties and accounts for the installation of meters for new homes; performs shut-downs of services, as required.

- Turns water service on or off; performs water service shut-offs for non-payments.
- Flushes water distribution lines to ensure water quality, utilizes chlorine level testing devices, and runs tests for dissolved solids, bacteria, and coliforms.
- Monitors flood control gates and pumps; cleans gates; installs new gates and pumps when necessary.
- Assists in pipeline installation and repair.

**When performing the stormwater/sewer maintenance assignment:**

- Performs inspection, construction, maintenance, and repair activities of City storm drain and sanitation systems and facilities to ensure safe and efficient access for the public.
- Inspects, rebuilds, and services pumps, check valves, and floats as necessary.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the maintenance and repair of the City's sanitation infrastructure system.
- Performs a variety of duties in the maintenance of drainage structures to ensure efficient drainage.
- Performs concrete and open channel maintenance, including inspecting and repairing stormwater conveyance systems, removing/abating weeds and other invasive vegetation, removing sediments, debris, and trash from channels, applying site delineation, best management practices, and erosion control before, during, and after maintenance activities, and keeping in compliance with applicable Federal, State, and local water regulatory laws and regulations.

**When performing the facilities maintenance:**

- Performs routine maintenance and alterations on City buildings and facilities; identifies and evaluates construction-related problems; repairs and/or renovates structures; installs and repairs ceiling tiles, floor tiles, linoleum, and/or carpet; repairs and patches roofs and paints or stains as necessary; and performs other related tasks.
- Performs installation and repairs on plumbing lines and fixtures; replaces broken pipes, cleans plugged drains, replaces washers and gaskets, replaces faucets and valves, and cleans grease traps.
- Performs basic maintenance on City electrical systems; repairs and replaces light bulbs and electrical fixtures.
- Sets up rooms and equipment for classes, parties, conferences, meetings, and other functions; moves and arranges furniture.
- Performs general custodial work, including cleaning and sanitizing restroom facilities and fixtures, sweeping, vacuuming, mopping, waxing, striping, and polishing floors and carpets, dusting and polishing furniture, woodwork, fixtures, and equipment, washing windows, mirrors, and walls and cleaning furniture and counter tops; empties, cleans, and sanitizes waste and recycle bins.

**When performing all assignments:**

- Inspects assigned City infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of construction systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.

- Maintains accurate logs and records of work performed and materials and equipment used.
- Responds to after-hours emergencies.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principals, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, systems, and appurtenances similar to those in a municipal environment.
- Basic mathematics.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Maintenance Technician II, in addition to the above:**

- Maintenance principles, practices, tools, and materials for maintaining and repairing streets and roadways, as well as parks and facilities.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

### **Ability to:**

- Perform basic construction, modification, maintenance, and repair work.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Maintenance Worker II, in addition to the above:**

- Perform construction, modification, maintenance and repair work on streets and roadways, as well as parks and facilities.
- Perform assigned maintenance and repair duties with accuracy, speed, and minimal supervision.
- Operate specialized construction maintenance and repair equipment.



- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

**Education and Experience:**

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

Maintenance Technician I and II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Maintenance Technician I: One (1) year of general maintenance experience related to the area of assignment is desirable.

Maintenance Technician II: Three (3) years of experience in construction, maintenance, and/or repair, including one (1) year of working for a municipality performing field maintenance work within the assigned area of responsibility.

**Licenses and Certifications:**

Public Works Maintenance Worker I:

- Possession of a valid California Driver's License.
- Depending on assignment, Grade I Water Distribution Operator Certificate issued by the California State Water Resources Control Board (formerly California Department of Public Health Services) within six (6) months of appointment may be required.

Public Works Maintenance Worker II:

- Possession of a valid California Driver's License.
- Depending on assignment, Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board (formerly California Department of Public Health Services) may be required.
- Depending on assignment, Grade I Wastewater Collection System Operator Certificate issued by the California Water Environment Association (CWEA) may be required.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and heavy equipment and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

*The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



**DECEMBER 2014  
FLSA: NON-EXEMPT**

## **PLANT OPERATOR I/II**

### **DEFINITION**

Under direct or general supervision, performs a variety of work in the operation, control, and maintenance of the City's water and wastewater treatment and pumping facilities to ensure the adequate and uninterrupted supply of water to the City; operates equipment, facilities, wastewater collection and water distribution systems, pump stations, and related appurtenances as found in water and wastewater treatment plants; assists with preventive maintenance and makes minor repairs to plant facilities and equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Utility Systems Superintendent. May provide technical and functional direction to lower-level staff.

### **CLASS CHARACTERISTICS**

**Plant Operator I:** This is the entry-level class in the plant operator series. Under direct supervision, incumbents learn to operate and maintain water and wastewater treatment plant equipment and appurtenances according to City practices and procedures, as well as State and Federal regulations. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Plant Operator II:** This is the full journey-level class in the wastewater treatment plant operations series that performs the full range of duties required to ensure that the water and wastewater treatment facilities and systems operate effectively and are maintained in a safe and effective working condition. Responsibilities include performing standardized tests on water and wastewater operations equipment, inspecting and attending to issues in a timely manner, and performing a wide variety of tasks in the preventative maintenance and minor repair of assigned facilities and systems. This class is distinguished from the Senior Plant Operator in that the latter is responsible for technical and functional supervision of lower-level operations staff and is capable of performing the most complex duties assigned to the division.

Positions in the Plant Operator class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring one (1) additional year of experience and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the employee is required to have two (2) years of prior related experience that allows the employee to meet the qualification standards for the II level.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

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

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Operates pumps, valves, chlorinators, telemetry controls, sludge presses, and other water and wastewater flow regulating controls and equipment.
- Collects water, wastewater and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that plants are operating effectively and that regulatory requirements are being met.
- Inspects and maintains water pipelines, pumps, valves, tanks, reservoirs, and related appurtenances; inspects and tests lines in the distribution system.
- Observes and responds to variations in operating conditions by interpreting meter, gauge, and graph readings and tests results to determine pressure requirements.
- Cleans and flushes water and wastewater analyzers; backwashes pressure filters and cleans scum boxes.
- Records meter reading for irrigation and river discharge; throttles pumps and valves to ensure water flow is within controllable bounds.
- Conducts alarm checks on all analytical and telemetry equipment, standby generators, and remote pumping stations.
- Performs preventative and routine maintenance on a variety of equipment related to the operation, maintenance, and control of water and wastewater treatment and production systems and facilities, including wastewater collection and water distribution systems.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Assists in ordering chemicals and supplies as needed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of water and wastewater treatment plants, facilities, and equipment.

- Basic principles and practices of record-keeping methods.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Plant Operator II, in addition to the above:**

- Principles, practices, tools, equipment, and supplies required to maintain, operate, and control water distribution systems, reservoirs, pump stations, and water and wastewater treatment plants.
- Mechanical, electrical, and hydraulic principles.
- Basic equipment troubleshooting principles and practices
- Operational and maintenance practices of electrical motors, pipes, pumps, and circuitry.
- Computer software related to the work, including the operation of the water telemetry system and its devices.
- Standard chemical and physical tests of water and wastewater.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals and confined space entry.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

**Ability to:**

- Safely and effectively use and operate hand tools, mechanical equipment, and power tools required for the work.
- Perform basic modification, maintenance, and repair work on water production systems, reservoirs, pump stations, and water and wastewater plants and equipment.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Plant Operator II, in addition to above:**

- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Conduct standard chemical and physical tests of water, wastewater, and related materials.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

**Education and Experience:**

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

Plant Operator I and II: Equivalent to the completion of the twelfth (12th) grade.

Plant Operator I: Some experience involving the installation, maintenance, and repair of water pumps and related systems is desirable.

Plant Operator II: Two years of increasingly responsible experience involving the routine operation of water and wastewater treatment plants and related equipment and systems.

**Licenses and Certifications:**

Plant Operator I/II

- Possession of a valid California Driver's License.

Plant Operator I

- Possession of a Wastewater Treatment Plant Operator Grade I certification issued by the California State Water Resources Control Board.
- Possession of a Water Treatment Operator Grade I certification issued by the California State Water Resources Control Board (formerly California Department of Public Health Services).

Plant Operator II

- Possession of a Wastewater Treatment Plant Operator Grade II certification issued by the State Water Resources Control Board.
- Possession of a Water Treatment Operator Grade II certification issued by the California State Water Resources Control Board (formerly California Department of Public Health Services).

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or

public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

*The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



**DECEMBER 2014  
FLSA: NON-EXEMPT**

## **SENIOR MAINTENANCE TECHNICIAN**

### **DEFINITION**

Under general supervision, leads, trains, oversees, and participates in the more complex and difficult work of a crew responsible for providing construction, maintenance, and repair to assigned City infrastructure, including buildings, parks, streets, water distribution and/or stormwater and drainage systems and facilities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex maintenance and repair work in an assigned area; provides technical and specialized assistance to the assigned management and supervisory staff; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned management and supervisory staff. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level in the maintenance technician class series that performs the most complex duties required to ensure that City infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned infrastructure, facilities, systems, and appurtenances. This class is distinguished from the Maintenance Superintendent in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (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.*

- Provides technical and functional supervision to assigned public works maintenance staff; reviews and controls quality of work; participates in performing routine to complex and specialized maintenance and repair work on assigned City public works infrastructure.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Maintenance Superintendent; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects assigned City infrastructure, facilities, systems, and appurtenances for maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.
- Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchase orders; assists in developing budget figures for the division; monitors expenditures.
- Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with City standards and specifications.



- Performs a wide variety of maintenance, repair, and installation work in the City infrastructure, systems, and facilities to which assigned, including buildings and facilities, parks, streets, sidewalks, curbs and gutters, asphalt pavement, concrete repair, traffic and street sign installation, repair, and reflectivity, pavement markings, wastewater collection and water distribution systems, wastewater pump stations, and/or stormwater and drainage systems and facilities.
- Assists in coordinating, overseeing and personally participating in all assigned maintenance programs.
- Inspects various public works improvement activities and private developments in the assigned functional area; interacts with engineers and contractors regarding compliance with City standards and specifications; reports, records, and documents inspections, observations, and conditions found during the inspection process.
- Performs the skilled operation of specialized construction and maintenance, light to heavy vehicles and equipment.
- Observes safe work methods and makes appropriate use of related safety equipment as required; may participate and assist in coordinating safety training.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- Stays current on the status of new and pending regulatory legislation; attends continuing education courses and seminars as required.
- Maintains accurate records and logs of daily activities, using appropriate computer software applications.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Public works maintenance principles, practices, tools, and materials for maintaining and repairing assigned City infrastructure, systems, and facilities.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Traffic control procedures and traffic sign regulations.
- Basic hydraulics and mathematics.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to:**

- Plan, schedule, assign, and oversee activities of public works maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in maintenance and related projects in the assigned functional area(s).

- Perform construction, modification, maintenance, and repair work on assigned municipal infrastructure, facilities, systems, and/or appurtenances.
- Operate specialized construction and maintenance light to heavy vehicles and equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work; perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Give, as well as understand and follow, oral and written instructions.
- Make accurate arithmetic calculations.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, and three (3) years of experience in construction, maintenance, and/or repair of parks, facilities, streets and roadways, storm water and drainage, traffic signs, and/or related facilities, systems, and appurtenances.

**Licenses and Certifications:**

- Possess and maintain a valid California class C driver's license with the appropriate endorsements.
- Depending on assignment, possession and maintenance of a valid California class B driver's license with the appropriate endorsements may be required.
- Depending on assignment, Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board (formerly California Department of Public Health Services) may be required.
- Depending on assignment, Grade I Wastewater Collection System Operator Certificate issued by the California Water Environment Association (CWEA) may be required.
- Depending on assignment, a Qualified Applicators Certificate may be required.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work

sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

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DECEMBER 2014  
FLSA: NON-EXEMPT

## SENIOR PLANT OPERATOR

### DEFINITION

Under general supervision, leads, trains, oversees, and participates in the more complex and difficult operation, control, and maintenance of the City's water and wastewater treatment, pumping facilities, wastewater collection and water distribution systems to ensure the adequate and uninterrupted supply of water to the City; operates equipment, facilities, pump stations, and related appurtenances as found in water and wastewater treatment plants; assists with preventive maintenance and makes minor repairs to plant facilities and equipment; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Utility Systems Superintendent. Exercises technical and functional direction over and provides training to lower-level staff.

### CLASS CHARACTERISTICS

This is the advanced journey-level in the plant operator series. In addition to performing the full scope of work, employees provide technical and functional direction to assigned staff on an on-going, day-to-day basis, and perform the most difficult and complex assignments requiring the advanced knowledge of concepts in operation, control, and maintenance of water and wastewater treatment and pumping facilities, as well as City and regulatory standards, practices, policies, and procedures. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility such as scheduled plant start-ups and shutdowns, start-up testing, and replacement or upgrading of process systems. Employees organize and oversee day-to-day activities and are responsible for providing operational support to assigned supervisor/unit manager in a variety of areas. Successful performance of the work requires an extensive operational background as well as ability to coordinate work with that of other units. This class is distinguished from the Utility Systems Superintendent in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in treatment plant operations.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

- Provides technical and functional direction to assigned plant operations staff; reviews and controls quality of work; participates in performing routine to complex and specialized water and wastewater treatment operations and maintenance work.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects and evaluates work in progress and upon completion to assure that operations, maintenance, and project activities are performed in accordance with City standards and specifications.
- Estimates time, materials, and equipment required for jobs assigned; order tools, equipment, and supplies needed for plant operations.

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Operates pumps, valves, chlorinators, telemetry controls, sludge presses, and other water and wastewater flow regulating controls and equipment.
- Collects water, wastewater and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that plants are operating effectively and that regulatory requirements are being met.
- Inspects and maintains water pipelines, pumps, valves, tanks, reservoirs, and related appurtenances; inspects and tests lines in the distribution system.
- Observes and responds to variations in operating conditions by interpreting meter, gauge, and graph readings and tests results to determine pressure requirements.
- Cleans and flushes water and wastewater analyzers; backwashes pressure filters and cleans scum boxes.
- Records meter reading for irrigation and river discharge; throttles pumps and valves to ensure water flow is within controllable bounds.
- Conducts alarm checks on all analytical and telemetry equipment, standby generators, and remote pumping stations.
- Performs preventative and routine maintenance on a variety of equipment related to the operation, maintenance, and control of water and wastewater treatment and production systems and facilities, including wastewater collection and water distribution systems.
- Performs a variety of general and ground maintenance activities, including mowing irrigation fields.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Observes safe work methods and provides appropriate use of related safety equipment as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Principles, practices, tools, equipment, and supplies required to maintain, operate, and control water distribution systems, reservoirs, pump stations, and water and wastewater treatment plants.
- Mechanical, electrical, and hydraulic principles.
- Equipment troubleshooting principles and practices
- Operational and maintenance practices of electrical motors, pipes, pumps, and circuitry.
- Computer software related to the work, including the operation of the water telemetry system and its devices.
- Standard chemical and physical tests of water and wastewater.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.

- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals and confined space entry.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Plan, schedule, assign, and oversee activities of water and wastewater treatment plant operations and maintenance personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Conduct standard chemical and physical tests of water, wastewater, and related materials.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Safely and effectively use and operate hand tools, mechanical equipment, and power tools required for the work.
- Follow department policies and procedures related to assigned duties.
- Operate a motor vehicle safely.
- Maintain accurate logs, records, and basic written records of work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to the completion of the twelfth (12th) grade and three (3) years of increasingly responsible water or wastewater plant experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.
- Possession of, or ability to obtain, a Wastewater Treatment Plant Operator Grade III Certificate issued by the State Department of Water Resources.
- Possession of, or ability to obtain, a Water Treatment Operator III Certificate issued by the California State Water Resources Control Board (formerly California Department of Public Health Services).

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

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