

COUNCIL ACTION	(X)
PUBLIC HEARING REQUIRED	()
RESOLUTION	()
ORDINANCE 1 ST READING	()
ORDINANCE 2 ND READING	()
CITY CLERK'S INITIALS	()

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: <div style="margin-left: 40px;"> 1. Establishment of classifications, salary ranges and job descriptions for Building Inspection and Code Enforcement Supervisor, Collection System Worker I/II, and Lunch at the Library Intern Lead (Seasonal Part-Time). </div>	
DEPARTMENT INVOLVED: Human Resources	
BACKGROUND/SUMMARY: Staff recommends the City Council approve and adopt the creation of new job descriptions and salary ranges for the following positions: Building Inspection and Code Enforcement Supervisor, Salary Range 85 Collection System Worker I/II, Salary Range 62/66 Lunch at the Library Intern Lead (Seasonal Part-Time), Salary Range 55	
Please see page 2 for the staff report for more details.	
FISCAL IMPACT: NOT TO EXCEED These positions have been budgeted in the Fiscal Year 2025-2026 budget.	FINANCE INITIALS <div style="text-align: center; font-size: 1.2em;">JME</div>
STAFF RECOMMENDATION: Recommendation to establish four (4) new classification titles, salary ranges and job descriptions as outlined in this staff report.	DEPT. INITIALS <div style="text-align: center; font-size: 1.2em;">KWS</div>
MANAGER'S RECOMMENDATION: Approve Staff Recommendation	CITY MANAGER'S INITIALS <div style="text-align: center; font-size: 1.2em;">DMM</div>
MOTION:	
<div style="display: flex; justify-content: space-between;"> <div> SECONDED: AYES: NAYES: ABSENT: </div> <div style="text-align: center;"> APPROVED () DISAPPROVED () REFERRED TO: </div> <div style="text-align: center;"> REJECTED () DEFERRED () </div> </div>	

Additional Information on Proposed New Job Classifications

These proposed job classifications and salary ranges have been reviewed by the Human Resources Department and City Management. These new positions have been identified by their departments as a need in order to address the growing demands of the City and ensure services are being met.

BUILDING INSPECTION AND CODE ENFORCEMENT SUPERVISOR – New Classification – Range 85

The Building Inspection and Code Enforcement Supervisor position is needed for ensuring the safety and quality of our city's development. This role will oversee building inspections and code enforcement for the Community Development department. Upcoming projects require specialized building code knowledge. The surge in residential and commercial development necessitates close oversight for code compliance. A Building Inspection and Code Enforcement Supervisor will ensure these projects meet safety standards, expedite approvals, and facilitate smooth construction. Directly involving a Building Inspection and Code Enforcement Supervisor in plan reviews will eliminate backlogs, enhance efficiency, and ensure timely project completion. Their expertise will streamline the review process, benefiting developers, contractors, and the community. Overall, the Building Inspection and Code Enforcement Supervisor strengthens our department's capacity, promotes efficient permitting, and provides crucial expertise. This role safeguards public safety, fosters sustainability, and supports the city's long-term vision.

COLLECTION SYSTEM WORKER I/II– New Classification – Range 62/66

The Collection System Worker I/II position will provide a dedicated collections crew to assist in the maintenance of the City's wastewater systems. This classification will be responsible for cleaning the wastewater lines as well as cleaning the interiors of sewers and pump stations to remove roots, grease and other obstacles from sewers. As the City's development has increased over the years additional wastewater lines have been created and additional staff are needed at the Wastewater Plant in order to keep the wastewater system maintained.

LUNCH AT THE LIBRARY INTERN LEAD (SEASONAL PART-TIME) – New Classification – Range 55

The Lunch at the Library Intern Lead position will be responsible for the Lunch at the Library program and will supervise the 5 volunteer interns that assist with this program. This will be a seasonal position as the Lunch at the Library program runs for 9 weeks in the summer and serves approximately 30 to 80 patrons per day for lunch and an enrichment activity. This program runs both at the library facility and at an outreach location. This position will lead the interns during set up, lunch service, enrichment activity and clean up to ensure the program operates smoothly. This position will also collect survey data on the program.

City of Imperial
Classification and Compensation Schedule

<u>CLASSIFICATION TITLE</u>	<u>BARGAINING UNIT NAME</u>	<u>RANGE</u>
Accountant	Unrepresented MSPC	75
Accounting Assistant I	Teamsters	57
Accounting Assistant II	Teamsters	61
Accounting Assistant III	Teamsters	66
Accounting Technician	Teamsters	69
Administrative Analyst	Unrepresented MSPC	78
Administrative Assistant	Teamsters	60
Administrative Services Director	Unrepresented MSPC	102
Administrative Technician I	Unrepresented MSPC	72
Administrative Technician II	Unrepresented MSPC	75
Assistant City Manager	Unrepresented MSPC	102
Assistant to the City Manager	Unrepresented MSPC	98
Building Inspector I	Teamsters	75
Building Inspector II	Teamsters	77
Building Inspector III	Unrepresented MSPC	80
Building Inspection and Code Enforcement Supervisor	Unrepresented MSPC	85
Building Service Worker	Teamsters	60
Code Enforcement Inspector	Teamsters	69
Collection System Worker I	Teamsters	62
Collection System Worker II	Teamsters	66
Community Development Director	Unrepresented MSPC	102
Community Development Technician	Teamsters	57
Community Services Director	Unrepresented MSPC	102
Crew Leader Parks	Teamsters	65
Crew Leader Public Services	Teamsters	65
Criminal Analyst	IPOA	73
Cybersecurity Administrator	Unrepresented MSPC	86
Distribution Utility Worker I	Teamsters	64
Distribution Utility Worker II	Teamsters	67
Engineering Technician/Inspector	Teamsters	74
Equipment Mechanic	Teamsters	67
Executive Assistant	Unrepresented MSPC	74
Finance Director	Unrepresented MSPC	102

City of Imperial
Classification and Compensation Schedule

Finance Manager	Unrepresented MSPC	98
Financial Analyst	Unrepresented MSPC	78
Fleet and Facilities Supervisor	Unrepresented MSPC	85
General Maintenance Technician I	Teamsters	64
General Maintenance Worker I	Teamsters	57
General Maintenance Worker II	Teamsters	60
General Maintenance Worker III	Teamsters	64
Geographic Information Systems Coordinator	Unrepresented MSPC	75
Geographic Information Systems Project Manager	Unrepresented MSPC	92
Human Resources Analyst	Unrepresented MSPC	78
Human Resources Manager	Unrepresented MSPC	98
Human Resources Specialist	Unrepresented MSPC	80
Information Technology Analyst	Unrepresented MSPC	78
Information Technology Director	Unrepresented MSPC	102
Information Technology Technician I	Teamsters	60
Information Technology Technician II	Teamsters	63
Information Technology Technician III	Teamsters	69
Lead Equipment Mechanic	Teamsters	70
Librarian	Unrepresented MSPC	78
Library Administrator	Unrepresented MSPC	81
Library Assistant	Teamsters	60
Library Assistant	Unrepresented Part-Time	60
Library Page	Unrepresented Part-Time	55
Library Supervisor	Unrepresented MSPC	77
Library Technician	Teamsters	63
Lifeguard I	Unrepresented Seasonal	55
Lifeguard II	Unrepresented Seasonal	56
Lifeguard III	Unrepresented Seasonal	57
Literacy Coordinator	Unrepresented MSPC	75
Literacy Coordinator	Unrepresented Part-Time	75
Lunch at the Library Intern Lead	Unrepresented Seasonal	55
Maintenance Electrician	Teamsters	78
Management Analyst	Unrepresented MSPC	80
Organic Waste Monitor	Unrepresented Limited Term	65

City of Imperial
Classification and Compensation Schedule

Parks and Recreation Director	Unrepresented MSPC	102
Park Maintenance Worker I	Teamsters	57
Park Maintenance Worker II	Teamsters	60
Park Maintenance Worker III	Teamsters	64
Planner I	Teamsters	75
Planner II	Teamsters	77
Planner III	Unrepresented MSPC	80
Police Captain	Unrepresented MSPC	98
Police Chief's Administrative Assistant	IPOA	60
Police Corporal	IPOA	82
Police Officer	IPOA	76
Police Sergeant	IPOA	87
Police Services Officer I	IPOA	60
Police Services Officer II	IPOA	62
Police Services Officer III	IPOA	67
Project Manager	Unrepresented MSPC	92
Public Records Analyst	Unrepresented MSPC	78
Public Services Director	Unrepresented MSPC	102
Public Services Manager	Unrepresented MSPC	98
Public Services Supervisor	Unrepresented MSPC	85
Recreation Coordinator	Unrepresented MSPC	75
Recreation Leader I	Unrepresented Seasonal	55
Recreation Leader II	Unrepresented Seasonal	56
Recreation Leader III	Unrepresented Seasonal	57
Recreation Specialist	Teamsters	60
Special Events Coordinator	Unrepresented MSPC	75
Wastewater Operator I	Teamsters	71
Wastewater Operator II	Teamsters	74
Wastewater Operator III	Teamsters	80
Wastewater Operator Trainee I (OIT I)	Teamsters	60
Wastewater Operator Trainee II (OIT II)	Teamsters	64
Wastewater Plant Chief Operator	Unrepresented MSPC	85
Water Operator Trainee I (OIT I)	Teamsters	60
Water Operator Trainee II (OIT II)	Teamsters	64

City of Imperial
Classification and Compensation Schedule

Water Plant Chief Operator	Unrepresented MSPC	85
Water Treatment Operator I	Teamsters	71
Water Treatment Operator II	Teamsters	74
Water Treatment Operator III	Teamsters	80

City of Imperial
Classification and Compensation Schedule

CITY OF IMPERIAL
SALARY SCHEDULE
ALL CLASSIFICATIONS
FISCAL YEAR 2025-2026 (2.5% COLA)

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	10 YR STEP 8	15 YR STEP 9	20 YR STEP 10
55	18.47	19.39	20.36	21.38	22.45	23.57	24.75	25.99	27.29	28.65
56	18.93	19.88	20.87	21.92	23.01	24.16	25.37	26.64	27.97	29.37
57	19.41	20.38	21.39	22.46	23.59	24.77	26.00	27.30	28.67	30.10
58	19.89	20.88	21.93	23.03	24.18	25.39	26.65	27.99	29.39	30.86
59	20.39	21.41	22.48	23.60	24.78	26.02	27.32	28.69	30.12	31.63
60	20.90	21.94	23.04	24.19	25.40	26.67	28.00	29.40	30.87	32.42
61	21.42	22.49	23.62	24.80	26.04	27.34	28.70	30.14	31.65	33.23
62	21.96	23.05	24.21	25.42	26.69	28.02	29.42	30.89	32.44	34.06
63	22.50	23.63	24.81	26.05	27.35	28.72	30.16	31.67	33.25	34.91
64	23.07	24.22	25.43	26.70	28.04	29.44	30.91	32.46	34.08	35.78
65	23.64	24.83	26.07	27.37	28.74	30.18	31.68	33.27	34.93	36.68
66	24.23	25.45	26.72	28.05	29.46	30.93	32.48	34.10	35.81	37.60
67	24.84	26.08	27.39	28.76	30.19	31.70	33.29	34.95	36.70	38.54
68	25.46	26.73	28.07	29.47	30.95	32.50	34.12	35.83	37.62	39.50
69	26.10	27.40	28.77	30.21	31.72	33.31	34.97	36.72	38.56	40.49
70	26.75	28.09	29.49	30.97	32.51	34.14	35.85	37.64	39.52	41.50
71	27.42	28.79	30.23	31.74	33.33	34.99	36.74	38.58	40.51	42.54
72	28.10	29.51	30.98	32.53	34.16	35.87	37.66	39.55	41.52	43.60
73	28.81	30.25	31.76	33.35	35.01	36.77	38.60	40.53	42.56	44.69
74	29.53	31.00	32.55	34.18	35.89	37.68	39.57	41.55	43.62	45.81
75	30.27	31.78	33.37	35.04	36.79	38.63	40.56	42.59	44.72	46.95
76	31.02	32.57	34.20	35.91	37.71	39.59	41.57	43.65	45.83	48.13
77	31.80	33.39	35.06	36.81	38.65	40.58	42.61	44.74	46.98	49.33
78	32.59	34.22	35.93	37.73	39.62	41.60	43.68	45.86	48.15	50.56
79	33.41	35.08	36.83	38.67	40.61	42.64	44.77	47.01	49.36	51.83
80	34.24	35.95	37.75	39.64	41.62	43.70	45.89	48.18	50.59	53.12
81	35.10	36.85	38.70	40.63	42.66	44.80	47.04	49.39	51.86	54.45
82	35.98	37.77	39.66	41.65	43.73	45.92	48.21	50.62	53.15	55.81
83	36.88	38.72	40.65	42.69	44.82	47.06	49.42	51.89	54.48	57.21
84	37.80	39.69	41.67	43.75	45.94	48.24	50.65	53.18	55.84	58.64
85	38.74	40.68	42.71	44.85	47.09	49.45	51.92	54.51	57.24	60.10
86	39.71	41.70	43.78	45.97	48.27	50.68	53.22	55.88	58.67	61.60
87	40.70	42.74	44.88	47.12	49.48	51.95	54.55	57.27	60.14	63.14
88	41.72	43.81	46.00	48.30	50.71	53.25	55.91	58.71	61.64	64.72
89	42.76	44.90	47.15	49.50	51.98	54.58	57.31	60.17	63.18	66.34
90	43.83	46.02	48.33	50.74	53.28	55.94	58.74	61.68	64.76	68.00
91	44.93	47.18	49.53	52.01	54.61	57.34	60.21	63.22	66.38	69.70
92	46.05	48.35	50.77	53.31	55.98	58.78	61.71	64.80	68.04	71.44
93	47.20	49.56	52.04	54.64	57.38	60.24	63.26	66.42	69.74	73.23
94	48.38	50.80	53.34	56.01	58.81	61.75	64.84	68.08	71.48	75.06
95	49.59	52.07	54.68	57.41	60.28	63.29	66.46	69.78	73.27	76.94
96	50.83	53.37	56.04	58.85	61.79	64.88	68.12	71.53	75.10	78.86
97	52.10	54.71	57.44	60.32	63.33	66.50	69.82	73.32	76.98	80.83
98	53.41	56.08	58.88	61.82	64.92	68.16	71.57	75.15	78.91	82.85
99	54.74	57.48	60.35	63.37	66.54	69.87	73.36	77.03	80.88	84.92
100	56.11	58.92	61.86	64.95	68.20	71.61	75.19	78.95	82.90	87.05
101	57.51	60.39	63.41	66.58	69.91	73.40	77.07	80.93	84.97	89.22
102	58.95	61.90	64.99	68.24	71.65	75.24	79.00	82.95	87.10	91.45



CITY OF IMPERIAL
JOB DESCRIPTION

BUILDING INSPECTION AND CODE ENFORCEMENT SUPERVISOR

SALARY: RANGE 85

FLSA Non-Exempt – MSPC Collective Bargaining Unit
Department: Community Development

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff in the Building and Safety Inspection and Code Enforcement Divisions within the Community Development Department; oversees staff performing building and municipal code inspections, permit applications, utility account administration, and organic waste reduction functions; coordinates assigned activities with other City departments and outside agencies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class that exercises independent judgment on diverse and specialized building and municipal code inspections, permit applications, utility account administration, and organic waste reduction functions with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff of the Building and Safety Inspection and Code Enforcement Divisions within the Community Development Department. Incumbents are responsible for providing technical level support to the Community Development Director in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

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 qualified employees can perform the typical functions of the job.

- Plans, schedules, assigns, reviews, supervises, and participates in the work of the Building and Safety Inspection and Code Enforcement Divisions in the Community Development Department, including building and municipal code inspections, permit applications, utility account administration, and organic waste reduction; trains staff in work procedures and safe work practices; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Monitors activities of the Building Inspection and Code Enforcement work units; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Reviews construction plans and specifications to verify new and remodeled structures meet all accessibility regulations and Building Code Standards; reviews planning documents to verify projects meet Municipal Zoning codes and regulations.
- Develops and implements enforcement strategies and programs to ensure compliance with local, state, and federal regulations, including zoning, housing, and property maintenance codes.
- Performs project management responsibilities; develops logical and efficient project plans; establishes priorities; monitors and supervises task completion; anticipates and avoids problems; works collaboratively and cooperatively with team members and user groups to ensure project accountability.
- Develops and oversees requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Oversees the receipt and processing of building permits, construction plans, gas/electrical releases, and related applications; ensures these documents adhere to City standards.
- Conducts enforcement inspections to ensure the safety and general welfare of residents and to maintain property values of residences; ensures inspections adhere to building and municipal codes; governs the interpretation of building and municipal codes and regulations regulating structural, mechanical, electrical, plumbing, and related codes, construction, business licenses, zoning and housing, encroachment, yard sales, and other compliance violations.
- Ensures an ongoing focus on responsibly reducing organic waste deposited in landfills and promotes finding ways to use organic waste products to benefit the environment.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the Community Development Director; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building and municipal code inspections, permit applications, utility account administration, and organic waste reduction.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration and monitoring.
- General principles of risk management related to the functions of the assigned area.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of contract administration and management.
- Problems, trends, and approaches used in code inspection and enforcement programs.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, supervisory, and professional leadership for the Building and Safety Inspection and Code Enforcement Divisions.
- Serve as a technical resource concerning building and municipal codes, permit application and approvals, utility account maintenance, and organic waste reduction.
- Explain violations, issue citations, and recommend corrective actions.
- Investigate reported code violations or nonpayment issues, explain violations and remediation steps, and recommend corrective actions.
- Supervise the establishment of filing, record-keeping, and tracking systems.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Maintain accurate records and files of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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:

Education:

- Equivalent to an associate degree in a related field, such as construction technology, building inspection, construction management, or civil engineering.

Experience:

- Three (3) years of increasingly responsible experience in building inspection, code enforcement, or building construction, including two (2) years of experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Residential and Commercial Building Inspector Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, 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; ability to stand and walk 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.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also 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 in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

COLLECTION SYSTEM WORKER I/II

SALARY: RANGE 62/66

FLSA Non-Exempt – Teamsters

Department: Public Services

DEFINITION

Under immediate (Collection System Worker I) to general (Collection System Worker II) supervision, performs a variety of maintenance duties supporting the processing of the City's wastewater systems; cleans wastewater lines; performs Underground Service Alert (USA) locates; processes collection solids; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Collection System Worker I) or general (Collection System Worker II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Collection System Worker I: This is the entry-level classification in the Collection System Worker series. Initially under close supervision, incumbents learn and perform collection systems maintenance duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Collection System Worker 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.

Collection System Worker II: This is the fully qualified journey-level classification in the Collection System Worker series. Positions at this level are distinguished from the Collection System Worker 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.

Positions in the Collection System Worker class series are flexibly staffed; positions at the Collection System Worker II level are normally filled by advancement from the Collection System Worker I level; progression to the Collection System Worker II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Collection System Worker 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 qualified employees can perform the essential functions of the job.

Positions at the Collection System Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Assists in the maintenance and processing of City wastewater in the collection system; cleans wastewater lines by means of high-pressure cleaning; provides support in the maintenance of the physical plant and various other fixtures, parts, and equipment.
- Performs Underground Service Alert (USA) locates as requested by citizens; works with a variety of documentation to locate and report on sewer lines and appurtenances; ensures proper notification of work to be performed.
- Performs interior and exterior plant maintenance, custodial, and repair duties; sweeps and mops floors; cleans offices; cuts grass; repairs leaks in plant facilities.
- Participates in the containment and clean-up of spills emanating from the collection system; transports equipment and supplies; assists with emergency response to wastewater treatment spills, overflows, and equipment failures.
- Inspects and cleans the interiors of sewers and pump stations; cuts and removes roots, grease, and other obstacles from sewers.
- Drives a vehicle to conduct work; operates heavy equipment to haul and transport equipment, supplies, and materials; loads and unloads materials, supplies, and equipment; operates a variety of specialized vehicles, tools, and equipment used in the maintenance and repair of wastewater collection systems.
- Maintains routine records related to assigned activities.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Collection System Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the construction, maintenance, and repair of wastewater collection and storm drain systems.
- Underground Service Alert (USA) system operations and requirements.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Principles and practices of automatic control valves and backflow prevention devices.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Appropriate health and safety precautions and procedures.
- Basic mathematics.
- Principles and practices of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language at a level necessary to successfully perform the duties assigned.

Ability to:

- Perform assigned maintenance and repair duties with accuracy and speed.
- Operate a variety of equipment such as backhoes, mowers, tractors, edgers, chainsaws, and various hand and power tools.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Observe health and safety regulations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- 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:

Education:

- Collection System Worker I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:

- Collection System Worker I: One (1) year of experience in general maintenance.
- Collection System Worker II: Three (3) years of increasingly responsible experience in wastewater maintenance.

Licenses and Certifications:

Collection System Worker I/II:

- Possession of a valid Class B California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.
- Possession of, or successful acquisition within six (6) months of employment, valid First Aid training and CPR certificates, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of employment, an OSHA-approved Forklift Operator certificate, to be maintained throughout employment.

Collection System Worker II:

- Possession of, or successful acquisition within eighteen (18) months of employment, valid California Water Environmental Association (CWEA) Collection System Maintenance Certification Grade 1, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders; enter into confined spaces and use confined entry equipment to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff, in all cases with the proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a plant and field environment and may be exposed to excessive noise levels, controlled temperature conditions, and exposure to dust, fumes, and/or allergens; biologic/infectious agents; and unpleasant odors. Employees also 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.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Collection System Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

LUNCH AT THE LIBRARY INTERN LEAD

SALARY: RANGE 55

FLSA Non-Exempt – Unrepresented- Seasonal Part-Time
Department: Library

DEFINITION

Under general supervision, plan and coordinate activities for participants in the Imperial Public Library's Lunch at the Library program; promote and ensure safety for program participants and Lunch at the Library Interns; may assist with food service and clean up; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Library Administrator. Exercises direct supervision over Lunch at the Library Interns.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of enrichment activities and performing custodial duties in support of the Lunch at the Library program. Positions at this level exercise judgment and initiative in their assigned tasks, 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 right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Oversee enrichment activities for community members of all ages.
- Advertise and prepare Community Room for upcoming planned events.
- Ensure facility cleanliness is maintained and safe procedures are followed.
- Monitor and assist in lunch service.
- Order and maintain kitchen appliances (stove, refrigerator).
- Perform clerical duties. Answer inquiries on upcoming events.
- Supervise interns and assist in Youth Development activities.
- Drive, set up, serve and supervise interns at "Pop-up" Lunch at the Library outreach events.
- Complete reports for injury, accidents and other incidents.
- Receives, records and distributes food from provider.
- Performs data and survey collection.
- Direct and assist interns in assuring clean and safe environments.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of communication.
- Techniques for providing a high level of customer service, by effectively dealing with the public and City staff.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- City and mandated safety rules, regulations, and protocols.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Teach, mentor, and encourage patrons and youth interns.
- Plan, organize, and coordinate the work of assigned interns.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Maintain library facilities and equipment in a clean, safe, and secure manner.

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:

Education:

- Equivalent to a high school diploma or GED.

Experience:

- None

Licenses and Certifications:

- Valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a library setting and use standard office and kitchen equipment, including a computer; operate a motor vehicle and set up lunch at the library pop up events; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily an 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 or calculator and to operate standard office equipment. Positions in this classification occasionally bend,

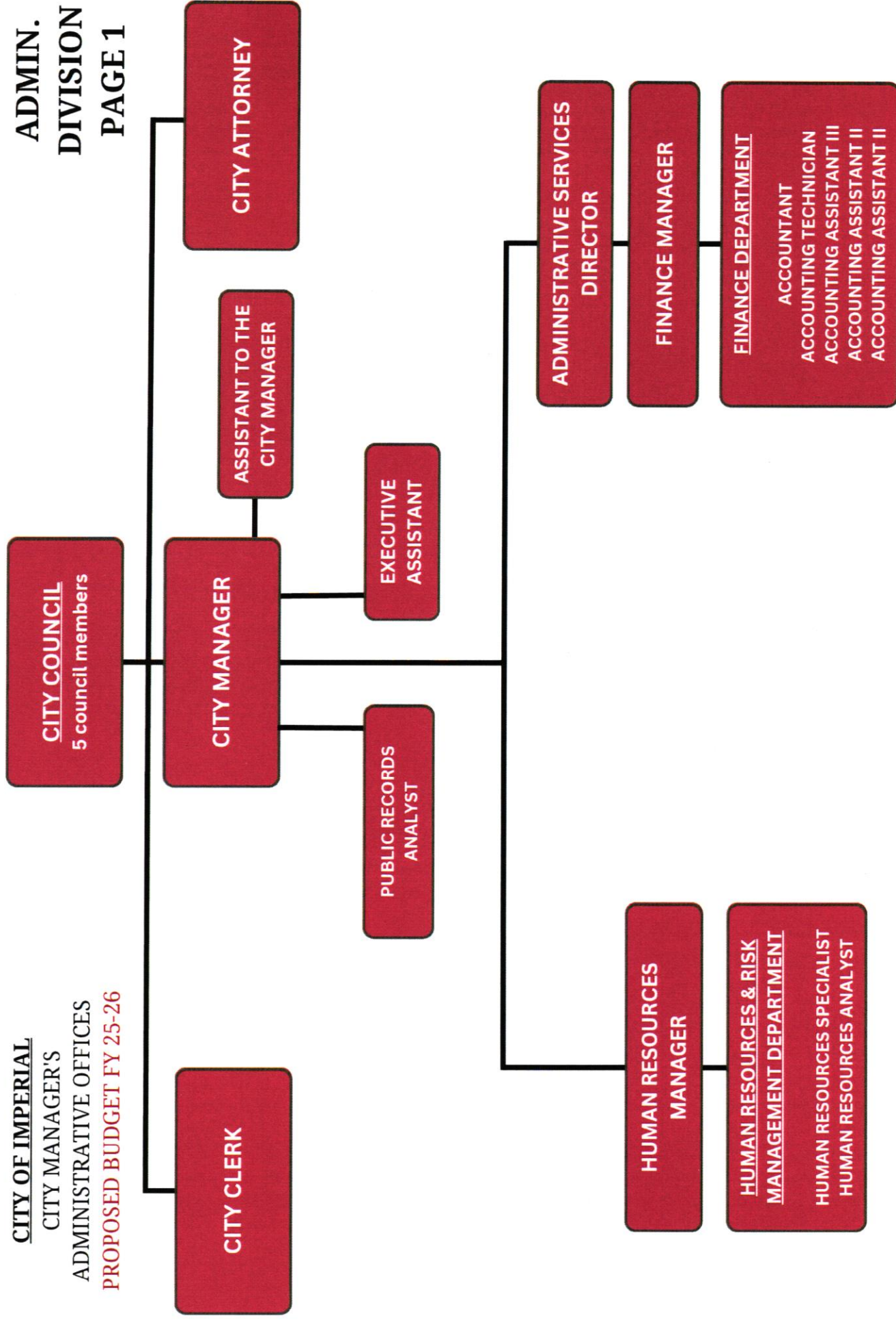
stoop, kneel, reach, push, and pull drawers open and closed to set up for library events. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

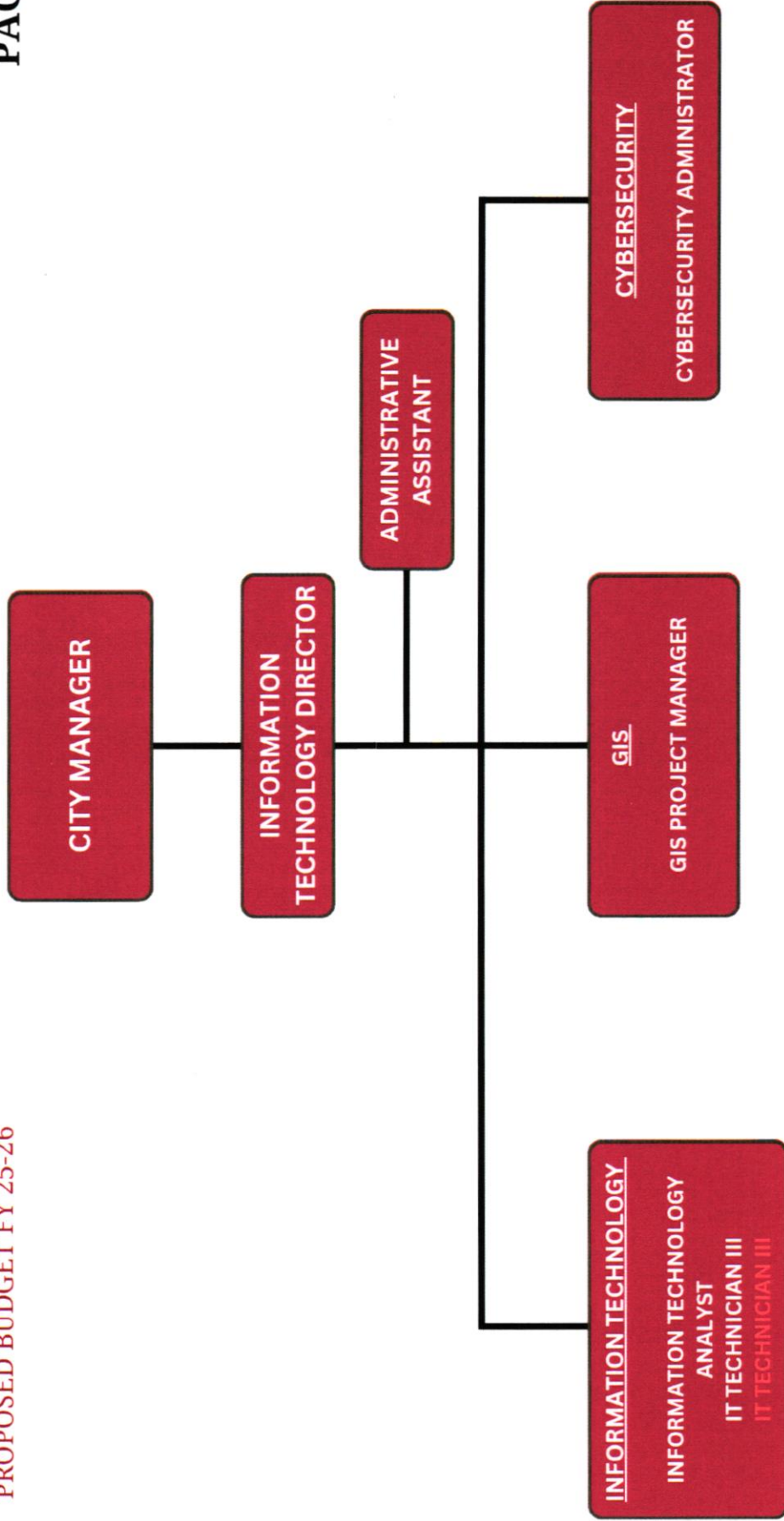
ENVIRONMENTAL CONDITIONS

Employees work in a library 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 divisional policies and procedures.

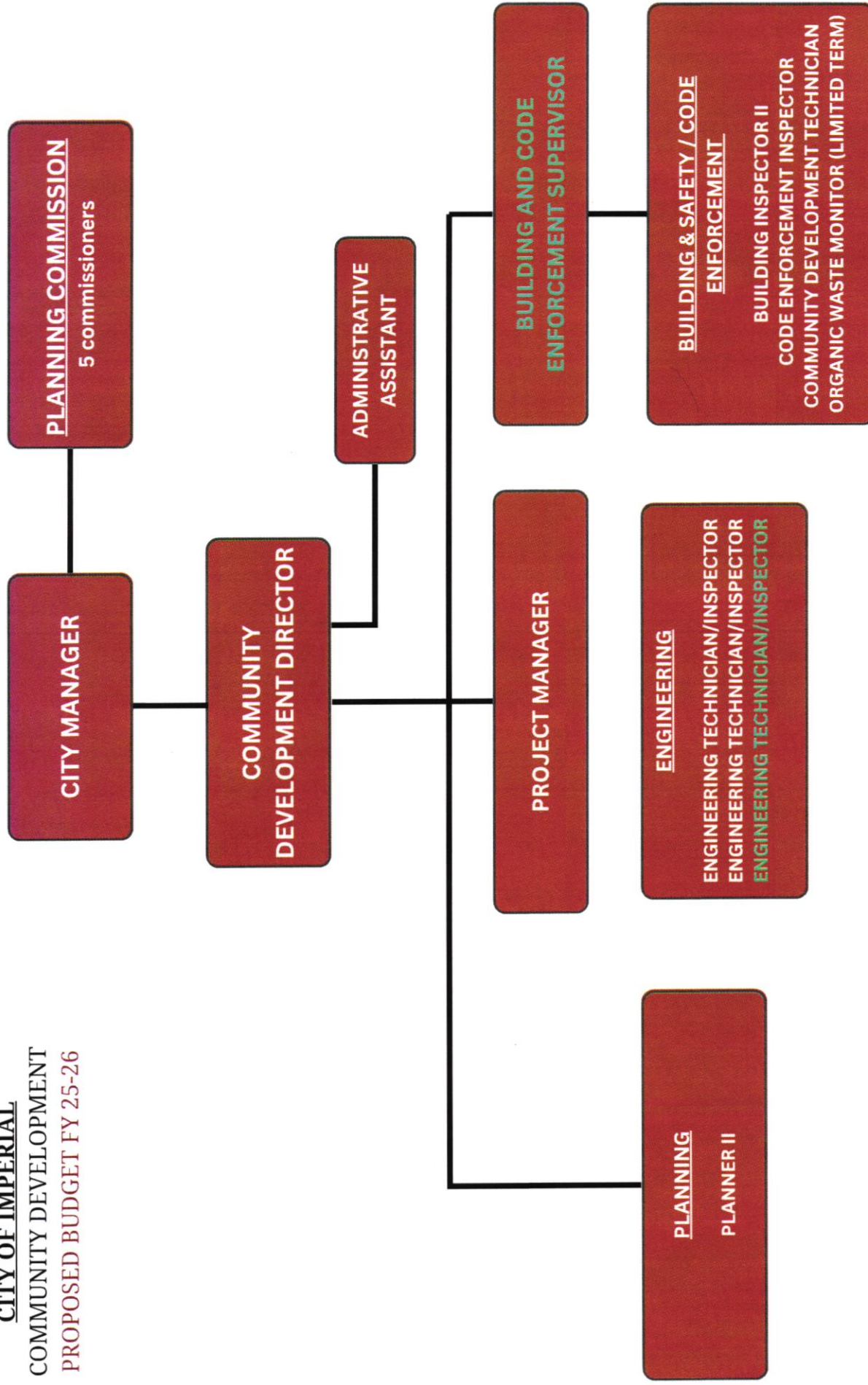
WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

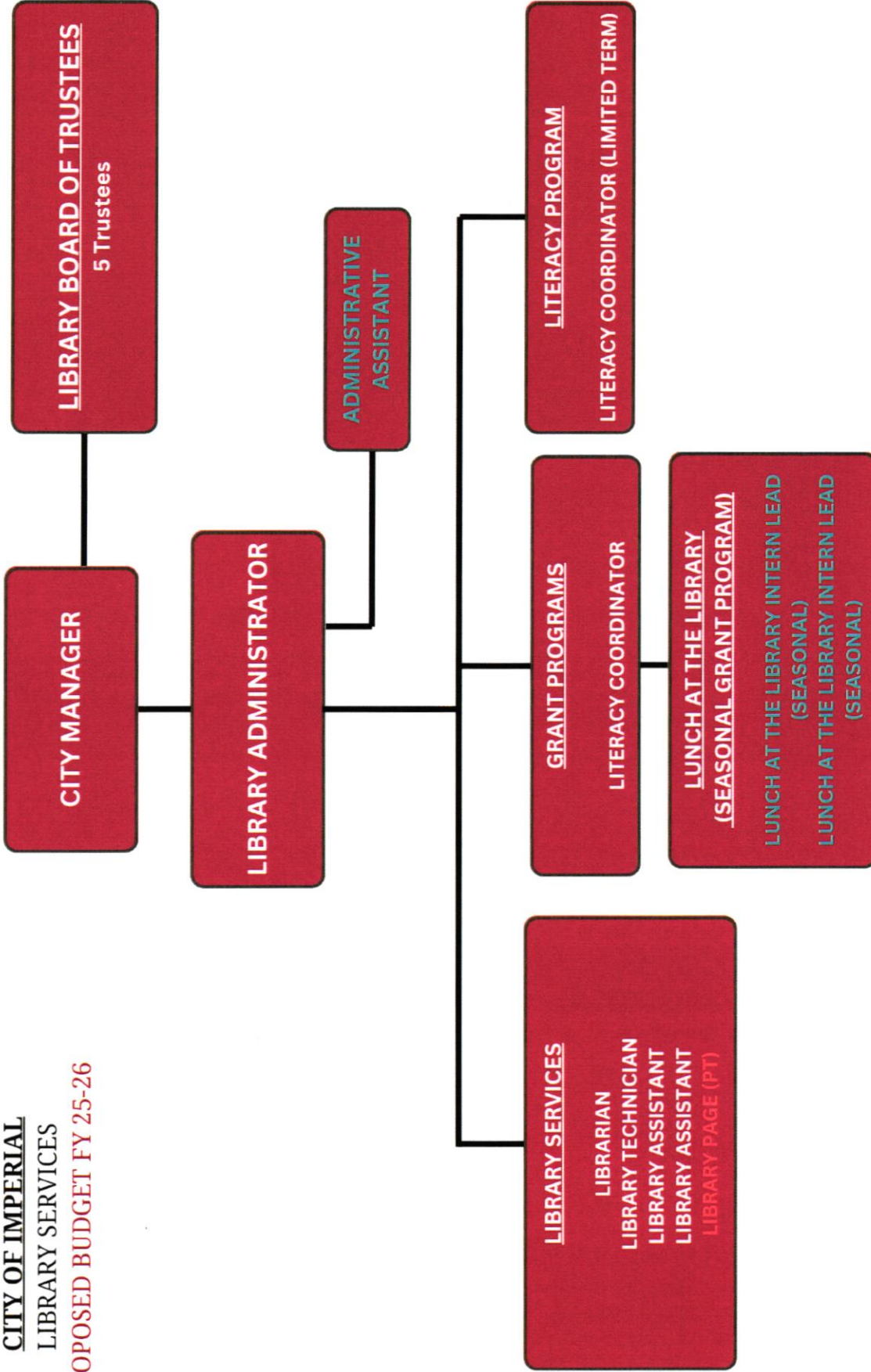




CITY OF IMPERIAL
COMMUNITY DEVELOPMENT
PROPOSED BUDGET FY 25-26



CITY OF IMPERIAL
LIBRARY SERVICES
PROPOSED BUDGET FY 25-26



CITY OF IMPERIAL
PARKS AND RECREATION
PROPOSED BUDGET FY 25-26

