

DATE SUBMITTED 10/10/2025  
 SUBMITTED BY City Manager's Office  
 DATE ACTION REQUIRED 10/15/2025

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

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT:	DISCUSSION/ACTION: 1. Approve the implementation of classification study recommendations for reclassifications, title changes, and new and updated job descriptions for the Teamsters Employees. Update the City's salary schedule to add classification titles and delete obsolete titles associated with this action.
DEPARTMENT INVOLVED: City Manager's Office	
BACKGROUND/SUMMARY: Staff recommends the City Council approve the implementation of the classification study conducted by Gallagher for Teamsters positions by approving the attached outlined changes: - Reclassification list - Title change list - No changes to positions list - New and updated job descriptions for all positions - Update current salary schedule with classification changes - Delete obsolete job classifications from the salary schedule - Reclassification of three current employees from Teamsters to MSPC.  If approved, a budget amendment to the FY25-26 operating budget will be processed in Quarter 1 to adjust for the salary increase associated with the reclassifications. If approved, the effective date of these changes will be next pay period 10/27/25- 11/09/25.  These changes will apply to Teamsters and will affect MSPC with the addition of new classification titles. Labor discussions continue with other bargaining groups. As discussed with employees and bargaining groups the compensation negotiations to consider market adjustments are expected to start in January and are not addressed at this time.	
FISCAL IMPACT: NOT TO EXCEED The fiscal impact for the reclassifications in FY25-26 is \$33,093.	FINANCE INITIALS <div style="text-align: right; margin-right: 50px;"><u>DP</u></div>
STAFF RECOMMENDATION: Recommendation to approve and implement the recommendations of the classification study as outlined to include reclassifications, title changes, and new and updated job descriptions for all positions within Teamsters and update the City salary schedule to reflect these changes.	DEPT. INITIALS <div style="text-align: right; margin-right: 50px;"><u>KWS</u></div>
MANAGER'S RECOMMENDATION: Approve Staff Recommendation	CITY MANAGER'S INITIALS <div style="text-align: right; margin-right: 50px;"><u>JHM</u></div>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED ( ) DISAPPROVED ( ) REJECTED ( ) DEFERRED ( ) REFERRED TO:

Reclassifications for Teamsters and Unrepresented MSPC Employees

#	Last Name, First Name	Department	Current Title	Current Range on Current Salary Schedule	Recommended Title	Range Recommendation on Current Salary Schedule	Action	Rationale
1	Sanchez, Stephanie	Parks and Recreation	Administrative Assistant	60	Administrative Specialist	72	Reclassification	Reclassify to reflect complexity of work.
2	Ulloa, Alissa	Information Technology	Administrative Assistant	60	Administrative Specialist	72	Reclassification	City independently recommends reclassification based on the demonstrated body of work performed by this position.
3	Ramirez, David	Community Development	Code Enforcement Inspector	69	Code Enforcement Inspector II	70	Reclassification	Reclassify to reflect body of work performed.
4	Galindo, Lorena	Community Development	Community Development Technician	57	Community Development Technician II	66	Reclassification	Reclassify to reflect body of work performed.
5	Burch, Cody	Public Services	General Maintenance Technician I	64	HVAC/Electrical Technician	68	Reclassification	Reclassify to reflect body of work performed.
6	Quero, Erick	Information Technology	Information Technology Technician III	69	Network Specialist	78	Reclassification	Reclassify to reflect body of work performed.
7	Kastoll, Alexis	Parks and Recreation	Recreation Specialist	60	Recreation and Event Specialist I	62	Reclassification	Reclassify to reflect body of work performed.
8	Torres, Martin	Parks and Recreation	Recreation Specialist	60	Recreation and Event Specialist II	66	Reclassification	Reclassify to reflect body of work performed.
9	Schneider, Clifford	Public Services	Wastewater Plant Operator III	80	Senior Wastewater Treatment Plant Operator	82	Reclassification	Reclassify to reflect lead responsibilities.
10	Cardenas, Gustavo C.	Public Services	General Maintenance Worker III	64	Utility Maintenance Worker II	66	Reclassification	Reclassify to reflect body of work performed.
11	Luna, Cesar	Public Services	General Maintenance Worker III	64	Utility Maintenance Worker II	66	Reclassification	Reclassify to reflect body of work performed.

Title Changes for Teamsters and Unrepresented MSPC Employees

#	Last Name, First Name	Department	Current Title	Recommended Title	Action	Rationale
1	Arreola, Rudy	Public Services	Maintenance Electrician	Electrician	Title Change	Title change to reflect industry standards.
2	Vacant Funded	Community Development	Engineering Technician/Inspector	Engineering Technician I/II	Title Change	Title change to reflect body of work performed.
3	Vacant Funded	Community Development	Engineering Technician/Inspector	Engineering Technician I/II	Title Change	Title change to reflect body of work performed.
4	Gonzalez, Isaiah	Community Development	Engineering Technician/Inspector	Engineering Technician II	Title Change	Title change to reflect body of work performed.
5	Lankford, Michael	Public Services	Building Service Worker	Facilities Maintenance Worker	Title Change	Title change to reflect industry standards.
6	Ortega, Gilbert	Information Technology	Information Technology Technician III	Information Technology Technician II	Title Change	Title change to reflect work performed and industry standard.
7	De Dios, Robert	Library Services	Library Assistant I	Library Clerk	Title Change	Title change to reflect body of work performed.
8	Gonzalez, Emmanuel	Library Services	Library Assistant I	Library Clerk	Title Change	Title change to reflect body of work performed.
9	Fried, Emmet	Community Development	Organic Waste Monitor	Organic Waste Specialist	Title Change	Title change to reflect body of work performed.
10	Aguilera, Jose	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
11	Alvarado, Jesus	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
12	Cardenas, Anthony	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
13	Esqueda, JR Francisco	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
14	Ross, Ian	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
15	Tinajero, Javier	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
16	Trujillo, Ricardo	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
17	Zepeda, Anthony	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
18	Vacant Funded	Public Services	General Maintenance Worker I/II/III	Public Services Maintenance Worker I/II	Title Change	Title change to reflect industry standards.
19	Cardenas, Gustavo A.	Public Services	Lead Equipment Mechanic	Senior Equipment Mechanic	Title Change	Title change to reflect industry standards.
20	Redfern, Sandra	Finance Department	Accounting Assistant III	Utility Billing Technician	Title Change	Title change to reflect body of work performed.
21	Felix, Christian	Public Services	Wastewater Plant Operator I	Wastewater Treatment Plant Operator I	Title Change	Title change to reflect industry standards.
22	Fierro, Victor	Public Services	Wastewater Plant Operator I	Wastewater Treatment Plant Operator I	Title Change	Title change to reflect industry standards.
23	Vacant Unfunded	Public Services	Wastewater Plant Operator II	Wastewater Treatment Plant Operator II	Title Change	Title change to reflect industry standards.
24	Carpenter, Adam	Public Services	Wastewater Plant Operator III	Wastewater Treatment Plant Operator III	Title Change	Title change to reflect industry standards.
25	Ruiz, Jorge	Public Services	Distribution Utility Worker I	Water Meter/Distribution Operator I	Title Change	Title change to reflect body of work performed.
26	Bentley, James	Public Services	Distribution Utility Worker II	Water Meter/Distribution Operator II	Title Change	Title change to reflect body of work performed.

No Changes for Teamsters and Unrepresented MSPC Employees

#	Last Name, First Name	Department	Current Title	Recommended Title	Action	Rationale
1	Vacant Unfunded	Finance Department	Accounting Assistant I	Accounting Assistant I	No Change	Position is properly classified.
2	Kilpatrick, Celestina	Finance Department	Accounting Assistant II	Accounting Assistant II	No Change	Position is properly classified.
3	Obeso, Emery	Finance Department	Accounting Assistant II	Accounting Assistant II	No Change	Position is properly classified.
4	Quinones, Yaneth	Finance Department	Accounting Technician	Accounting Technician	No Change	Position is properly classified.
5	Alvarado, Larysa	Library Services	Administrative Assistant	Administrative Assistant	No Change	Position is properly classified.
6	Goff, Denise	Community Development	Administrative Assistant	Administrative Assistant	No Change	Position is properly classified.
7	Vacant Funded	Community Development	Building Inspector I/II	Building Inspector I/II	No Change	Position is properly classified.
8	Rosales, Ricardo	Public Services	Collection System Worker I	Collection System Worker I	No Change	Position is properly classified.
9	Vacant Funded	Public Services	Collection System Worker I/II	Collection System Worker I/II	No Change	Position is properly classified.
10	Camarillo, Juan	Public Services	Equipment Mechanic	Equipment Mechanic	No Change	Position is properly classified.
11	Vacant Unfunded	Information Technology	Information Technology Technician I	Information Technology Technician I	No Change	Position is properly classified.
12	Quihuis, Genesis	Library Services	Library Technician	Library Technician	No Change	Position is properly classified.
13	Vacant Funded	Parks and Recreation	Park Maintenance Worker I	Parks Maintenance Worker I	No Change	Position is properly classified.
14	Bueno, Jose	Parks and Recreation	Park Maintenance Worker I	Parks Maintenance Worker I	No Change	Position is properly classified.
15	Cordova, Luis	Parks and Recreation	Park Maintenance Worker I	Parks Maintenance Worker I	No Change	Position is properly classified.
16	Amador, Jesus	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
17	Becerra, Carlos	Parks and Recreation	Park Maintenance Worker I	Parks Maintenance Worker II	No Change	Position is properly classified.
18	Campas, Sergio	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
19	De La Vera, Jose	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
20	Gray, Matthew	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
21	La Cuesta, Jaime	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
22	Matejovsky, Jason	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
23	Perdomo, Adrian	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
24	Aguiar, Francisco	Public Services	Wastewater Operator-in-Training	Wastewater Operator in Training	No Change	Position is properly classified.
25	Vacant Unfunded	Public Services	Water Operator-in-Training	Water Operator in Training	No Change	Position is properly classified.
26	Sanchez, Fabian	Public Services	Water Treatment Operator I	Water Treatment Plant Operator I	No Change	Position is properly classified.
27	Gonzalez, Frank	Public Services	Water Treatment Operator II	Water Treatment Plant Operator II	No Change	Position is properly classified.
28	Gutierrez, Ruben	Public Services	Water Treatment Operator III	Water Treatment Plant Operator III	No Change	Position is properly classified.
29	Renteria, Javier	Public Services	Water Treatment Operator III	Water Treatment Plant Operator III	No Change	Position is properly classified.
30	Viesca, Fernando	Public Services	Water Treatment Operator III	Water Treatment Plant Operator III	No Change	Position is properly classified.

New Classifications for Teamsters and Unrepresented MSPC Employees

#	Last Name, First Name	Department	Current Title	Recommended Title	Action	Rationale
1	Future Use	Community Development	N/A	Assistant Planner	New Class	City wishes to create a new class for future use.
2	Future Use	Community Development	N/A	Code Enforcement Inspector I	New Class	City wishes to create a new class for future use.
3	Future Use	Community Development	N/A	Community Development Technician I	New Class	City wishes to create a new class for future use.
4	Future Use	Library Services	N/A	Library Assistant	New Class	City wishes to create a new class for future use. The current position of Library Assistant was a title change to Library Clerk.
5	Future Use	Finance Department	N/A	Purchasing Technician	New Class	City wishes to create a new class for future use.
6	Future Use	Public Services	N/A	Utility Maintenance Worker I	New Class	City wishes to create a new class for future use.

**City of Imperial  
Job Description Changes  
Pending CC Approval 10/15/25**

<b>New or Revised Job Descriptions</b>
<b>Deleted Job Descriptions</b>
<b>Current Job Descriptions with No Changes</b>

**Job Descriptions**

Accountant

Accounting Assistant I

Accounting Assistant II

~~Accounting Assistant III~~

Accounting Technician

Administrative Assistant

Administrative Specialist

Animal Control Officer

Assistant City Clerk

Assistant City Manager

Assistant to the City Manager

Assistant Planner

Associate Planner

Building Inspection and Code Enforcement Supervisor

Building Inspector I

Building Inspector II

Building Official

~~Building Service Worker~~

City Manager

~~Code Enforcement Inspector~~

Code Enforcement Inspector I

Code Enforcement Inspector II

Collection System Worker I

Collection System Worker II

Community Development Director

Community Development Project Coordinator

Community Development Project Manager

~~Community Development Technician~~

Community Development Technician I

**City of Imperial**  
**Job Description Changes**  
**Pending CC Approval 10/15/25**

Community Development Technician II

Construction Project Coordinator

~~Crew Leader Parks~~

~~Crew Leader Public Services~~

Criminal Analyst

Cybersecurity Program Manager

~~Distribution Utility Worker I~~

~~Distribution Utility Worker II~~

Electrician

~~Engineering Technician/Inspector~~

Engineering Technician I

Engineering Technician II

Equipment Mechanic

Executive Assistant

Facilities Maintenance Worker

Finance Director

Finance Manager

Fleet and Facilities Supervisor

~~General Maintenance Technician I~~

~~General Maintenance Worker I~~

~~General Maintenance Worker II~~

~~General Maintenance Worker III~~

Geographic Information Systems (GIS) Analyst

Geographic Information Systems (GIS) Program Manager

Human Resources Analyst

Human Resources and Risk Management Director

Human Resources Specialist

Human Resources Technician

HVAC/Electrical Technician

Information Technology Analyst

Information Technology Director

Information Technology Technician I

Information Technology Technician II

**City of Imperial  
Job Description Changes  
Pending CC Approval 10/15/25**

~~Information Technology Technician III~~

~~Lead Equipment Mechanic~~

Librarian

~~Library Assistant~~

Library Assistant

Library Clerk

Library Grant Coordinator

Library Manager

Library Page

Library Support Services Worker

Library Technician

Lifeguard

Lifeguard/Swim Instructor

Literacy Coordinator

Lunch at the Library Intern

~~Maintenance Electrician~~

Management Analyst

Network Specialist

~~Organic Waste Monitor~~

Organic Waste Specialist

Parks and Recreation Director

Parks Maintenance Coordinator

Parks Maintenance Worker I

Parks Maintenance Worker II

~~Park Maintenance Worker III~~

~~Planner I~~

Police Captain

Police Chief

Police Chief's Administrative Assistant

Police Corporal

Police Officer

Police Sergeant

Police Services Officer I

**City of Imperial**  
**Job Description Changes**  
**Pending CC Approval 10/15/25**

Police Services Officer II  
Police Services Officer III  
Public Services Director  
[Public Services Maintenance Worker I](#)  
[Public Services Maintenance Worker II](#)  
Public Services Manager  
Public Services Supervisor  
[Purchasing Technician](#)  
[Recreation and Event Specialist I](#)  
[Recreation and Event Specialist II](#)  
Recreation/Special Events Coordinator  
Recreation Leader I  
Recreation Leader II  
~~Recreation Specialist~~  
Senior Collection System Worker  
[Senior Equipment Mechanic](#)  
Senior Lifeguard/Swim Instructor  
Senior Maintenance and Utility Worker  
Senior Parks Maintenance Worker  
Senior Planner  
Senior Recreation and Event Specialist  
Senior Recreation Leader  
[Senior Wastewater Treatment Plant Operator](#)  
Senior Water Meter/Distribution Operator  
Senior Water Treatment Plant Operator  
[Utility Billing Technician](#)  
[Utility Maintenance Worker I](#)  
[Utility Maintenance Worker II](#)  
[Wastewater Operator in Training](#)  
Wastewater Plant Chief Operator  
[Wastewater Treatment Plant Operator I](#)  
[Wastewater Treatment Plant Operator II](#)  
[Wastewater Treatment Plant Operator III](#)

**City of Imperial  
Job Description Changes  
Pending CC Approval 10/15/25**

~~Wastewater Operator Trainee I (OIT I)~~

~~Wastewater Operator Trainee II (OIT II)~~

Water Meter/Distribution Operator I

Water Meter/Distribution Operator II

Water Operator In Training

~~Water Operator Trainee I (OIT I)~~

~~Water Operator Trainee II (OIT II)~~

Water Plant Chief Operator

Water Treatment Plant Operator I

Water Treatment Plant Operator II

Water Treatment Plant Operator III



## CITY OF IMPERIAL

### JOB DESCRIPTION

#### ACCOUNTING ASSISTANT I/II

#### **SALARY: RANGE 57/61**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Finance Department

#### **DEFINITION**

Under immediate (Accounting Assistant I) to general (Accounting Assistant II) supervision, performs a variety of customer service, account processing, and recordkeeping duties in support of the City's financial operations including utility billing, business licensing, and accounts receivable; maintains frequent contact with the public providing support for a variety of billing, licensing, and utility service inquiries in-person, over the phone, or via email; opens, closes, and maintains customer files and accounts; processes payments and logs account activity; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Accounting Assistant I) or general (Accounting Assistant II) supervision from the Finance Manager. Exercises no direct supervision over staff.

#### **CLASS CHARACTERISTICS**

*Accounting Assistant I:* This is the entry-level classification in the Accounting Assistant series. Initially under close supervision, incumbents learn and perform clerical accounting and customer service duties in support of financial operations. 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 Accounting Assistant 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.

*Accounting Assistant II:* This is the fully qualified journey-level classification in the Accounting Assistant series. Positions at this level are distinguished from the Accounting Assistant 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 Accounting Assistant class series are flexibly staffed; positions at the Accounting Assistant II level are normally filled by advancement from the Accounting Assistant I level; progression to the Accounting Assistant 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 Accounting Assistant 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 Accounting Assistant I level may perform some of these duties and responsibilities in a learning capacity.*

- Provides customer service to the City's residents and business owners; addresses customer inquiries and complaints in person, over the phone, or via email; interprets policies and procedures and explains service fees, rates, applications, and procedures; follows up as required or escalates to supervisor, as necessary.
- Maintains customer files and records; accurately enters, reviews, and updates customer account information in the City's computerized system.
- Accepts payments by phone or in person; accurately enters payments, adjustments, and deposits to customer accounts; efficiently and accurately handles cash transactions; verifies accuracy of payments to accounts and balances cash receipts as directed.
- Monitors and tracks utility account outstanding balances; calculates and posts penalties to delinquent accounts; generates shut off notifications for distribution.
- Reviews and processes business license applications in compliance with all applicable rules, regulations, and ordinances; enters data into database; routes business licenses for approval and generates business licenses.
- Gathers, checks, and tabulates data used in the preparation of records and reports; researches background information and account histories.
- Assists City staff and management by providing answers and information regarding specific account information, discrepancies, and/or general billing procedures; updates related files and departments on action items.
- Reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of records related to the assigned functional area.
- Performs general office support duties such as filing and record keeping, preparing correspondence, sorting, and distributing mail, and ordering supplies.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

**QUALIFICATIONS**

*Positions at the Accounting Assistant I level may exercise some of these knowledge and abilities statements in a learning capacity.*

**Knowledge of:**

- Basic clerical accounting methods, principles, and practices.
- Modern principles and practices of business license issuance.
- Cash handling procedures.
- Methods and techniques of preparing and maintaining records of financial transactions.
- Methods and techniques of researching and resolving processing transactional discrepancies.

- Recordkeeping principles and procedures including record destruction according to rules and regulations.
- Basic math.
- Appropriate reception and telephone etiquette.
- 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:**

- Calculate, issue, and record fees.
- Gather and compile information from a variety of sources.
- Understand and comply with City financial transaction standards, policies, and procedures.
- Work with frequent interruptions and a high degree of public contact by phone or in person.
- Perform detailed accounting support work accurately and in a timely manner.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Make accurate arithmetic and financial computations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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:

- Accounting Assistant I: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.
- Accounting Assistant II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by college level coursework in accounting, business, finance, or a related field.

Experience:

- Accounting Assistant I: One (1) year of clerical experience involving customer service, general accounting duties, cash handling, and frequent public contact.
- Accounting Assistant II: Two (2) years of experience performing increasingly responsible clerical accounting support work and customer service.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

### **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 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 up to 10 pounds.

### **ENVIRONMENTAL CONDITIONS**

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 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

### JOB DESCRIPTION

## ACCOUNTING TECHNICIAN

### **SALARY: RANGE 69**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Finance Department

### **DEFINITION**

Under general supervision, performs a variety of technical and clerical accounting duties in support of the City's financial operations including accounts payable, payroll, business licensing, utility billing, and cash receipts and disbursements; maintains frequent contact with the public providing technical support for a variety of billing, licensing, and utility service inquiries in-person, over the phone, and via email; balances, maintains, and adjusts accounting and financial records; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Finance Manager. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey-level classification is responsible for independently performing technical and clerical accounting duties in support of financial operations. 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. This class is distinguished from the Accountant in that the latter performs professional accounting work and requires a four (4) year college degree.

### **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.*

- Provides customer service to the City's residents and business owners; addresses complex customer inquiries and complaints in person, over the phone, and via email; interprets policies and procedures and explains service fees, rates, applications, and procedures; follows up as required or escalates to supervisor, as necessary.
- Maintains customer files and records; accurately enters, reviews, and updates customer account information in the City's computerized system; verifies closed customer accounts and ensures final bills are generated and recorded.
- Accepts payments by phone, online, and in person; accurately enters payments, adjustments, and deposits to customer accounts; efficiently and accurately handles cash transactions; verifies accuracy of payments to accounts and balances cash receipts, as directed.
- Sets up new vendor accounts; edits current accounts and closes out terminated vendor accounts; ensures

proper compliance documentation is completed and on file.

- Reviews and processes purchase requisitions, purchase orders, and change orders according to prescribed purchasing policy and procedures; prepares documentation for payment; confers with vendors, as necessary; enters and verifies data into an automated accounts payable system to produce payment.
- Receives vendor inquiries via telephone, email, and mail; resolves account and payment issues and provides information related to accounts payable processes and/or procedures.
- Performs a variety of technical accounting duties in the preparation, maintenance, and processing of the City's payroll; assists in reconciling and preparing payroll reports including federal and state tax reports, earnings, deductions, and garnishments; reconciles and processes payments made to payroll vendors and benefit service providers.
- Calculates salaries, deductions, leave adjustments, wage attachments, and other payroll related adjustments.
- Reviews and processes business license applications in compliance with all applicable rules, regulations, and ordinances; enters data into database; routes business licenses for approval and generates business licenses.
- Maintains a database of businesses operating in the City and monitors the status of business licenses; sends out reminders for renewals or late payments, as requested; applies penalties and mails delinquency notifications.
- Gathers, checks, and tabulates data used in the preparation of records and reports; researches background information and account histories.
- Assists City staff and management by providing answers and information regarding specific account information, discrepancies, and/or general billing procedures; updates related files and departments on action items.
- Maintains a variety of files and records related to the City's payroll, customer utility accounts, vendors, and business licenses; reconciles accounting transactions and data, as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Performs general office support duties such as filing and record keeping, preparing correspondence, sorting and distributing mail, and ordering supplies.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Technical and clerical accounting methods, principles, and practices.
- Modern principles and practices of business license issuance.
- Cash handling procedures.
- Methods and techniques of preparing and maintaining records of financial transactions.
- Methods and techniques of researching and resolving processing transactional discrepancies.
- Principles and practices of payroll administration including payroll processing, recordkeeping, and reporting.
- Recordkeeping principles and procedures including record destruction according to rules and regulations.

- Intermediate math.
- Appropriate reception and telephone etiquette.
- 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:**

- Calculate, issue, and record fees.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Gather and compile information from a variety of sources.
- Understand and comply with City financial transaction standards, policies, and procedures.
- Work with frequent interruptions and a high degree of public contact by phone or in person.
- Perform detailed accounting support work accurately and in a timely manner.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Make accurate mathematical and financial computations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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 completion of the twelfth (12<sup>th</sup>) grade, supplemented by college level coursework in accounting, business administration, bookkeeping, or a related field.

Experience:

- Three (3) years of experience performing technical accounting support work.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

### **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 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 up to 10 pounds.

### **ENVIRONMENTAL CONDITIONS**

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 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

### JOB DESCRIPTION

#### ADMINISTRATIVE ASSISTANT

#### **SALARY: RANGE 60**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: City Wide

#### **DEFINITION**

Under general supervision, performs routine to complex clerical and administrative support duties for a City department, management, staff, and/or program; compiles, proofreads, and prepares reports and correspondence; provides assistance for a wide variety of assignments related to administration of budgets, contracts, and department programs; provides customer service to City staff and the general public over the phone, in person, or via email; and performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

#### **CLASS CHARACTERISTICS**

This is the journey-level classification in the administrative support series. Positions at this level perform the full range of duties as assigned, work independently, and exercise judgment and initiative. Incumbents 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 Administrative Specialist in that the latter performs more complex administrative work, such as grant administration, budget development, monitoring, and tracking, and/or provides technical and functional direction over lower-level 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 qualified employees can perform the typical functions of the job.*

- Provides clerical, administrative, project, and/or program support for assigned management, departmental staff, and/or boards and commissions; serves as a liaison between management and other staff, outside agencies, and the public.
- Performs various accounting and budget support work, including monitoring budget and fund/account balances; processes budget adjustments; processes, reconciles, and verifies payables and receivables by preparing purchase orders, reimbursements, payment vouchers, check requests, special payment demands, and invoices, in accordance with department and/or City policies and procedures; assists department management and staff in preparation of annual budget.

- Composes, types, edits, and proofreads a variety of documents, including forms, memos, administrative, statistical, and financial reports, and correspondence for department management and staff; verifies and reviews forms 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.
- Provides customer service for assigned department/division/program, including receiving and screening visitors and telephone calls and taking messages, directing callers and visitors to the proper office or person, and/or providing information regarding City programs, activities, and functions; explains federal, state, and local laws, rules, and regulations, and department, division, program, and/or City policies and procedures according to established guidelines.
- Compiles information and data for administrative, statistical, and financial reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Receives, processes, and responds to public records requests, complaints, and other requests for information; researches and organizes information; coordinates resolution to problems and issues.
- Develops, implements, organizes, and maintains accurate and detailed databases, electronic and physical files, and records; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Coordinates, organizes, and implements assigned department programs including explaining program eligibility, requirements, policies, and procedures according to established guidelines, determining program eligibility, and ensuring proper implementation of program terms and conditions.
- Performs other clerical support work as required which may include but is not limited to, scheduling and coordinating meetings, conferences, and trainings; coordinates travel arrangements; updates and maintains websites and social media, copies and collates documents, opens and distributes mail, processes outgoing mail, and monitors and orders office and other related supplies.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- City-wide and department-specific policies, processes, and procedures.
- General office business and administrative practices.
- Business correspondence writing and the standard format for reports, correspondence, agendas, minutes, and related documents.
- Principles and practices of research, data collection, and report preparation.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Basic math, statistics, and accounting principles and procedures.
- Appropriate reception and telephone etiquette.
- 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:**

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, explain, and apply administrative and departmental policies and procedures.
- Perform arithmetic, financial, and statistical computations accurately.
- Handle requests or complaints in a professional manner.
- Gather and compile department-specific information from a variety of sources.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish, organize, maintain, and update a variety of filing, recordkeeping, database, and tracking systems.
- Understand and follow oral and written instructions.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- 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 completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- Two (2) years of increasingly responsible experience providing clerical and administrative support.

**Licenses and Certifications:**

- None required.

**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 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 up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

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 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

### JOB DESCRIPTION

#### ADMINISTRATIVE SPECIALIST

#### **SALARY: RANGE 72**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: City Wide

#### **DEFINITION**

Under direction, performs a variety of specialized administrative support duties for a City department, management, staff, and/or program; conducts research and analysis and prepares a variety of reports and documents; coordinates assigned programs, projects, and services with other departments, divisions, and outside agencies; provides assistance for a wide variety of assignments related to administration of budgets, grants, financial operations, and department programs; provides customer service to City staff and the general public over the phone, in person, or via email; and performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

#### **CLASS CHARACTERISTICS**

This advanced journey-level classification in the administrative support series is responsible for performing the most complex administrative work in the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

#### **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.*

- Provides specialized and technical administrative support for the programs, projects, and activities of an assigned division; applies technical procedures, methods, and techniques to support division programs, services, and administrative processes; monitors and explains operational and program requirements and processes to various stakeholders.
- Composes, edits, proofreads, and submits staff reports, fiscal, budgetary, operational, and other technical and programmatic reports, contracts, agreements, amendments, technical documentation, and various correspondence and informational materials; verifies and reviews forms 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.

- Performs various accounting and budget support work such as monitoring budgets, purchase orders, and account balances; determines and calculates required fees; processes, reconciles, and verifies cash and monies expended and received; processes and audits contract and grant reimbursements, payment vouchers, check requests, and invoices; assists department management and staff in preparation of annual budget documents.
- Provides customer service for assigned department/division/program including receiving and screening visitors and telephone calls and taking messages, directing callers and visitors to the proper office or person, and/or providing information regarding City programs, activities, and functions; explains federal, state, and local laws, rules, and regulations, and department, division, program, and/or City policies and procedures according to established guidelines.
- Researches grant funding opportunities which align with division and/or program mission and needs through various databases, external resources, and community connections; submits grant applications; serves as a liaison between various internal stakeholders and funding agencies on proposal and grant requirements; assists in planning and executing grant funded programs.
- Compiles information and data for administrative, statistical, and financial reports; organizes and summarizes data collected; performs basic analyses and evaluates data to identify trends and discrepancies; presents findings and recommendations in an appropriate format for review.
- Assists with department personnel and payroll functions such as confidential personnel records maintenance, leave tracking, personnel action forms, and various other department-level personnel services.
- Develops, implements, organizes, and maintains accurate and detailed databases, electronic and physical files, and records; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and purging files.
- Coordinates, organizes, and implements assigned department programs including explaining program eligibility, requirements, policies, and procedures according to established guidelines; determines program eligibility and ensures proper implementation of program terms and conditions.
- Assists in developing and standardizing procedures and methods to improve and continuously monitor the efficiency and effectiveness of office support service delivery methods, policies, and procedures; identifies opportunities for improvement and recommends to assigned supervisor; implements improvements upon approval.
- Serves as a liaison for and coordinates assigned functions with other City divisions, programs, and external agencies.
- Designs, maintains, and edits a variety of forms, reports, marketing and promotional fliers, and other documents; creates and posts content on the department's website and social media platforms.
- Performs other clerical support work as required which may include but is not limited to, scheduling and coordinating meetings, conferences, and trainings; coordinates travel arrangements; copies and collates documents, opens and distributes mail, processes outgoing mail, and monitors and orders office and other related supplies.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- City-wide and department-specific policies, processes, and procedures.
- General office business and administrative practices.
- Business correspondence writing and the standard format for reports, correspondence, agendas, minutes, and related documents.
- Principles and practices of research, data collection, and report preparation.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Basic math, statistics, and accounting principles and procedures.
- Appropriate reception and telephone etiquette.
- Budget monitoring and tracking techniques.
- Basic principles and practices of grants and contract administration.
- 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:**

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, explain, and apply administrative and departmental policies and procedures.
- Perform arithmetic, financial, and statistical computations accurately.
- Handle requests or complaints in a professional manner.
- Gather and compile department-specific information from a variety of sources.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish, organize, maintain, and update a variety of filing, recordkeeping, database, and tracking systems.
- Understand and follow oral and written instructions.
- Prepare and process purchase orders, purchase requisitions, reimbursements, invoices, payroll, and related expenditures.
- Assist in developing and administering a division budget.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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 completion of the twelfth (12<sup>th</sup>) grade, supplemented by college level coursework in business administration, accounting, management, or a related field.

Experience:

- Three (3) years of increasingly responsible specialized administrative support experience.

**Licenses and Certifications:**

- None required.

**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 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 up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

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 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

### JOB DESCRIPTION

#### ASSISTANT PLANNER

#### **SALARY: RANGE 80**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Community Development

#### **DEFINITION**

Under general supervision, provides professional planning services to City staff, developers, contractors, and the general public; performs professional, technical, statistical, and analytical duties involving land use or other planning studies for a variety of public or private development projects; conducts project management work and land use studies; develops and recommends policies, policy revisions, and policy implementation; prepares a variety of documents for compliance with state or federal environmental laws; and performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Senior Planner. Exercises no direct supervision over staff.

#### **CLASS CHARACTERISTICS**

This is the entry-level classification in the Planner series. Initially under close supervision, incumbents learn and perform routine short- and long-range planning duties, while learning City policies and procedures. 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 Associate Planner 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.

This class is distinguished from the Associate Planner in that the latter performs the more complex work assigned to the series, such as reviewing and analyzing proposed development projects, evaluating entitlement applications, conducting assessments of environmental issue, and/or providing technical and functional direction over lower-level 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 qualified employees can perform the typical functions of the job.*

- Provides information and assistance by phone, email, and in person within scope of authority; receives and processes a variety of planning, development, and related applications and documents; reviews

applications for conformance with regulations, codes, project specifications, and environmental protocols; provides customers with a better understanding of City policies and codes.

- Protects and ensures the health, safety, and welfare of the public by providing sensible and logical land development, adequate public services, and compatible land use; institutes effective planning practices to achieve consistent and controlled growth.
- Develops maps, charts, and graphs used in planning studies and reports; conducts comparative studies of land use, population structure, and economic activity; prepares technical reports, specifications, and drawings.
- Reviews building plans for consistency with zoning regulations and compliance with conditions of permit approval.
- Conducts site inspections to collect pertinent information regarding site conditions as needed; ensures compliance with conditions and established regulations.
- Compiles, arranges, analyzes, and interprets field and office data; analyzes planning elements and develops or modifies current land use policies or components of long-range efforts; ensures accuracy of information.
- Assists in the development of departmental recommendations on matters to be heard by the Board of Supervisors, committees, or commissions.
- Attends and participates in meetings.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and terminology related to planning and building permits, land use theory, and zoning requirements.
- Objectives, principles, procedures, standards, practices, and information sources of City planning.
- Federal, state, and local planning and environmental laws and ordinances including regulations pertaining to land use, building and development including SB1813 Organic Waste, the California Environmental Quality Act, and the Subdivision Map Act.
- Implementation of zoning and other municipal ordinances.
- Permit review and issuance procedures.
- Methods used in developing information for General Plan modifications.
- Application of land use, physical design, economic, environmental, and/or social concepts to the planning process.
- Economic, population, and land use trend analysis.
- Public speaking techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.

- 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:**

- Serve as a technical resource concerning planning and building permits, zoning information, growth policies, and planning strategies.
- Interpret maps, site and building plans and specifications, graphs, and statistical data.
- Interpret and understand engineering and architectural plans, concepts, and methodologies.
- Develop clear and concise technical documents, reports, correspondence, and other written materials, including staff reports to commissions, boards, and the City Council.
- Plan and organize multiple projects.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- 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, both orally and in writing, using appropriate English grammar and syntax.
- 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:*

Education:

- Equivalent to a bachelor's degree in planning, geography, economics, law, public administration, or a related field.

Experience:

- None required.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**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 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 up to 10 pounds.

### **ENVIRONMENTAL CONDITIONS**

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 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

### JOB DESCRIPTION

## BUILDING INSPECTOR I/II

**SALARY: RANGE 75/77**

**Draft Classification**

**Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Community Development

**DEFINITION**

Under immediate (Building Inspector I) to general (Building Inspector II) supervision, performs building inspection work in the interpretation of structural, mechanical, electrical, plumbing, and related codes and regulations pertaining to new construction, remodel, and repair of single family and multi-family residential buildings and commercial properties; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Building Inspector I) or general (Building Inspector II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

**CLASS CHARACTERISTICS**

*Building Inspector I:* This is the entry-level classification in the Building Inspector series. Initially under close supervision, incumbents learn and perform routine inspections of construction, remodel, and repair projects. 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 Building Inspector 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.

*Building Inspector II:* This is the fully qualified journey-level classification in the Building Inspector series. Positions at this level are distinguished from the Building Inspector 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 Building Inspector class series are flexibly staffed; positions at the Building Inspector II level are normally filled by advancement from the Building Inspector I level; progression to the Building Inspector 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 Building Inspector 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 Building Inspector I level may perform some of these duties and responsibilities in a learning capacity.*

- Receives inspection requests; retrieves and reviews permits; schedules and conducts daily field inspections for single-family residential dwellings, multi-family residential properties, and commercial properties; interprets and enforces compliance to building, mechanical, electrical, plumbing, and other related codes and regulations; responds to and answers questions and concerns related to field inspections.
- Reviews plans and construction documents for code compliance; reads blueprints; collaborates with and responds to staff and the public to address and correct areas of concern that arise during plan check and construction activities.
- Consults with architects, engineers, designers, contractors, and homeowners concerning deficiencies with structural and non-structural requirements.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist; makes code interpretations; resolves problems that arise due to code or structural design; deals with difficult people in a constructive manner; engages in customer relations on all building inspection projects.
- Performs administrative support duties such as providing customer service at the work counter and answering phones, receives and reviews requests for permits, calculates permit costs and fees, accepts payments and issues permits, generates purchase orders, and catalogs and maintains incoming paperwork and related documents.
- Provides training and oversight to existing technical and new staff, as assigned.
- May assist in the coordination of short-term projects related to the repair and maintenance of City owned buildings.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

## **QUALIFICATIONS**

*Positions at the Building Inspector I level may exercise some of these knowledge and abilities statements in a learning capacity.*

### **Knowledge of:**

- Applicable federal, state, and local laws, codes, rules, regulations, and standards related to building inspection.
- Principles, practices, and methods of residential and commercial structural and building plan review and inspection work.
- Principles and practices in general construction and electrical and mechanical systems.
- Principles of structural design and engineering mathematics.
- Occupational hazards and standard safety practices necessary in building inspection and construction.
- Research methods and sources of information related to building inspection.
- Principles and procedures of record-keeping and preparation of correspondence.
- City and mandated safety rules, regulations, and protocols.

- Techniques for providing a high level of customer service by effectively dealing with the public, 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, including the meaning and spelling of words, rules of composition, and grammar.

**Ability to:**

- Read, analyze, and interpret and detect deviations from approved building and construction plans, diagrams, and specifications.
- Enforce a wide range of building and related codes and regulations.
- Perform thorough and accurate inspections of the construction, alteration, or repair of buildings and site development.
- Review and advise homeowners of corrections required for basic residential plan checks.
- Perform required mathematical computations with accuracy.
- Maintain accurate records and prepare clear and concise reports and other written material.
- Collect, interpret, and analyze office and field inspection data accurately.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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, 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.

**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:

- Building Inspector I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- Building Inspector I: One (1) year of experience in building trades or processing permit applications and enforcing building or planning codes.
- Building Inspector II: Three (3) years of experience in construction or building inspection at a level equivalent to the Building Inspector I.

**Licenses and Certifications:**

- Building Inspector I/II. Possession of a valid California Driver's License, to be maintained throughout employment.
- Building Inspector II: Possession of a valid International Code Council (ICC) Residential or Commercial 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

#### **CODE ENFORCEMENT INSPECTOR I/II**

**SALARY: RANGE 66/70**

**Draft Classification**

**Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Community Development

**DEFINITION**

Under immediate (Code Enforcement Inspector I) to general (Code Enforcement Inspector II) supervision, performs a variety of technical field municipal code enforcement duties in the Community Development Department; performs a variety of routine to complex technical and public contact duties related to the City's code compliance program, including the identification, investigation, and correction of violations of the City's municipal, zoning, housing, development, and signage codes; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Code Enforcement Inspector I) or general (Code Enforcement Inspector II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

**CLASS CHARACTERISTICS**

*Code Enforcement Inspector I:* This is the entry-level classification in the Code Enforcement Inspector series. Initially under close supervision, incumbents learn and perform technical field municipal code enforcement 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 Code Enforcement Inspector 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.

*Code Enforcement Inspector II:* This is the fully qualified journey-level classification in the Code Enforcement Inspector series. Positions at this level are distinguished from the Code Enforcement Inspector 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 Code Enforcement Inspector class series are flexibly staffed; positions at the Code Enforcement Inspector II level are normally filled by advancement from the Code Enforcement Inspector I level; progression to the Code Enforcement Inspector 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 Code Enforcement Inspector 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 Code Enforcement Inspector I level may perform some of these duties and responsibilities in a learning capacity.*

- Performs municipal code enforcement inspections to ensure the safety and general welfare of residents and to maintain property values of residences; interprets, explains, and enforces a variety of municipal codes and regulations regulating construction, business licenses, zoning and housing, encroachment, yard sales, and other compliance violations.
- Provides consultation and technical assistance to the public concerning code enforcement, municipal code requirements, and other assigned functions; responds to inquiries and provides detailed and technical information concerning related laws, standards, codes, rules, regulations, policies, and procedures; interprets and explains necessary measures for compliance.
- Receives, documents, and investigates referrals and complaints from citizens, other City departments, and other agencies; interviews witnesses; initiates investigations based on analysis of preliminary information; schedules appointments with property owners and conducts on-site inspections; contacts and notifies property owners and involved parties to discuss probable violations, corrective action alternatives for resolving compliance issues, and time periods for correcting violations.
- Locates and conducts field inspections of possible violations of City codes; observes, analyzes, and documents violations; enforces a variety of county codes encompassing illegal right-of-way encroachments, yard sales, and other compliance violations.
- Conduct building inspections to support the Building and Safety inspections team as necessary. This includes ensuring compliance with established codes, regulations, and safety standards, as well as providing detailed reports and recommendations for any necessary corrective actions.
- Conducts follow-up inspections and reissues citations where compliance has not been achieved; meets with involved parties to negotiate compliance procedures and avoid the necessity of legal actions.
- Follows established procedures, issues citations, notices of violation, and stop work orders to individuals and organizations in violation of City codes; documents each citation presented to owners and agents; writes related paperwork.
- Works in close collaboration with the Engineering and Building Division, Safety Division, other City departments, and fire and police personnel to coordinate code enforcement activities.
- Notifies the Police Department of unlawful parking violations; may issue related citations.
- Communicates with City personnel, various outside agencies, and the public to exchange information, coordinate activities, and resolve issues or concerns.
- Researches and interprets technical and legal information related to building codes, municipal codes, and City standard details and specifications; makes recommendations of proposed actions for enforcement issues.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

**QUALIFICATIONS**

*Positions at the Code Enforcement Inspector I level may exercise some of these knowledge and abilities statements in a learning capacity.*

**Knowledge of:**

- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare documents used in the legal process.
- Principles, practices, and techniques of land use.
- City organization, operations, policies, and objectives, codes, and requirements.
- Record-keeping and report preparation techniques.
- Practices for documenting inspections, correcting violations, and carrying through on enforcement options.
- Planning, zoning, building inspection, and safety laws and concepts.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Research and reporting methods, techniques, and procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, and regulatory organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business 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.
- 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, including the meaning and spelling of words, rules of composition, and grammar.

**Ability to:**

- Serve as a technical resource concerning municipal code enforcement.
- Conduct business license and sidewalk sale inspections to ensure City businesses, vendors, and other agencies comply with established codes and requirements.
- Identify and explain violations, issue citations, and recommend corrective actions.
- Locate and investigate reported violations of City municipal code violations.
- Understand and work within scope of authority.
- Interpret, apply, and explain applicable laws, codes, rules, ordinances, and regulations to property owners, residents, and others.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Deescalate conflict and develop effective solutions.
- Read and interpret maps, plans, and legal descriptions.
- Maintain accurate logs, records, and basic written records of work performed.
- Read and interpret laws and other pertinent documentation governing zoning, development standards, property maintenance, and vehicle abatement.
- Make accurate arithmetic, financial, and statistical computations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.

- 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, 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.

### **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:

- Code Enforcement Inspector I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

#### Experience:

- Code Enforcement Inspector I: One (1) year of experience in building inspection, code enforcement, or building construction.
- Code Enforcement Inspector II: Three (3) years of experience in building inspection, code enforcement, or building construction.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Code Enforcement Inspector II: Possession of a valid PC 832 Certificate, to be maintained throughout employment.
- Code Enforcement Inspector II: Possession of a valid Code Enforcement Officer Certification by CACEO, 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 30 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

#### COMMUNITY DEVELOPMENT TECHNICIAN I/II

#### **SALARY: RANGE 61/66**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Community Development

#### **DEFINITION**

Under immediate (Community Development Technician I) to general (Community Development Technician II) supervision, performs a variety of technical and clerical duties in the processing and issuance of building permits, construction plans, gas/electrical releases, and related applications; receives and processes utility payments and creates new accounts; provides customer service; and performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Community Development Technician I) or general (Community Development Technician II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

#### **CLASS CHARACTERISTICS**

*Community Development Technician I:* This is the entry-level classification in the Community Development Technician series. Initially under close supervision, incumbents learn and perform variety of technical and clerical duties in the processing and issuance of building permits, construction plans, gas/electrical releases, and related applications. 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 Community Development Technician 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.

*Community Development Technician II:* This is the fully qualified journey-level classification in the Community Development Technician series. Positions at this level are distinguished from the Community Development Technician 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 Community Development Technician class series are flexibly staffed; positions at the Community Development Technician II level are normally filled by advancement from the Community Development Technician I level; progression to the Community Development Technician 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 Community Development Technician 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 Community Development Technician I level may perform some of these duties and responsibilities in a learning capacity.*

- Receives, reviews for completeness and adherence to standards, and accepts building permit, construction plans, gas/electrical releases, and related applications.
- Reviews plans, design drawings, and supporting documents for completeness; reviews basic content of standard blueprints and construction drawings; accepts plan revisions from applicants, contractors, and others.
- Receives, greets, and directs visitors; explains and interprets City policies and procedures; addresses questions related to utility accounts; transfers telephone calls and emails to appropriate City staff.
- Performs customer service duties including assisting the public in person, via email, and by telephone to explain and interpret City policies and procedures and answer questions related to utility accounts.
- Calculates and collects applicable fees; prepares and issues receipts; operates and balances a cash drawer for cash, checks, and credit card payments.
- Creates customer, permit, and inspection files for various documents; enters application data into computer and manual filing systems; processes revisions; compiles and maintains accurate and detailed records.
- Prepares and distributes electrical and gas releases to applicable outside agencies; maintains release logs and creates reports.
- Communicates with City personnel, contractors, the public, and outside agencies to exchange information and resolve issues or concerns.
- Performs various clerical duties in support of assigned functions such as typing, filing, preparing routine correspondence, duplicating, and distributing materials.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

**QUALIFICATIONS**

*Positions at the Community Development Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.*

**Knowledge of:**

- Basic principles, processes, terminology, methods, and techniques in the field of City building planning standards and procedures.
- Federal, state, and local agencies involved in community development, building planning programs and projects.
- General construction practices, methods, and terminology.
- Permit submittal processing, procedures, and fee structures.

- Record keeping principles and practices.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Applicable zoning and related laws and regulations.
- Business letter writing and basic report preparation.
- Business mathematics.
- Applicable laws, rules, and regulations related to planning activities including building and planning policies, City code, zoning regulations, zoning maps, general plan maps, and regulations.
- Practices, procedures, and techniques involved in the processing of building and planning permits.
- 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, including the meaning and spelling of words, rules of composition, and grammar.

**Ability to:**

- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Assist the public with building and planning permits and billings.
- Receive, review and process permit applications.
- Receive, record and process utility billing payments.
- Perform arithmetic calculations quickly and accurately.
- Apply policies, procedures, and standards to specific situations; read, interpret, and explain building plans, specifications, codes, permit policies, and permit procedures.
- Understand and explain City policies, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and City staff.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Read and interpret plans, specifications, related construction documents, and maps.
- Perform the full range of office and administrative support duties and tasks.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests and interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic and financial computations.
- Quickly and accurately calculate fees and valuations.
- Type and input data accurately.
- Maintain records, files, and reports.
- 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, 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.

**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:

- Community Development Technician I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by college level coursework in business, planning, accounting, public administration, or a related field.

Experience:

- Community Development Technician I: One (1) year of experience in clerical, administrative, and customer service support work.
- Community Development Technician II: Three (3) years of increasingly responsible experience in a community development office, or a municipal building or planning office.

**Licenses and Certifications:**

- None.

**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 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 up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

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 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 Community Development Technician (California Government Code Section 3100-3109).



## CITY OF IMPERIAL

### JOB DESCRIPTION

## ELECTRICIAN

### **SALARY: RANGE 78**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Public Services

### **DEFINITION**

Under general supervision, performs skilled electrical work related to the installation, maintenance, and repair of electrical equipment and systems; performs work on electrical wiring and related apparatus, electrical components of the water treatment plant, wastewater treatment plant, sanitary and storm collections systems, traffic signals, and streetlights; establishes and maintains a variety of records pertaining to electrical installations and repair work; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This fully qualified journey-level classification performs the full range of electric systems and equipment installation, maintenance, and repair 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.

### **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.*

- Assembles, installs, tests, or maintains electrical or electronic wiring, equipment, appliances, apparatus, or fixtures, using hand tools or power tools.
- Connects wires to circuit breakers, transformers, or other components.
- Plans layout and installation of electrical wiring, equipment, or fixtures, based on job specifications and local codes.
- Diagnoses malfunctioning systems, apparatus, or components, using test equipment and hand tools to locate the cause of a breakdown and correct the problem.
- Operates a wide variety of hand, power, and shop tools, test equipment, trucks, lifts, and other equipment related to the work.
- Obtains quotes for equipment and materials.
- Maintains accurate records and files of work performed and materials and supplies used.

- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

**In addition, when assigned to Traffic Signal and Streetlight Installation:**

- Installs, troubleshoots, maintains, repairs, and replaces traffic signal equipment including cabinets, LED lighting, poles, programmable cameras, controllers, pedestrian buttons, and signal wiring.
- Monitors operation and adjusts electrical devices and equipment including timer switches, printed circuit boards, lamps, ballasts, fixtures, and AC/DC drives.
- Checks plans for traffic signal construction accuracy; monitors and inspects the construction of signals for compliance with plans and specifications.
- Inspects streetlight installations and electrical components of City buildings and buildings under construction.
- Investigates complaints and reports of electrical malfunctions; adjusts, repairs, or removes defective equipment; makes field repairs of damaged equipment.
- Locates underground power and lighting circuits per Underground Service Alert (USA Dig Alert) requirements; marks utilities with paint or flags for future construction projects.

**In addition, when assigned to Water Treatment Plants, Collection Stations, and Wastewater Treatment Plants:**

- Installs, repairs, maintains, tests, troubleshoots, and assists in the design of electrical, electronic, and associated control systems and power circuits, power generating equipment, switchgear, communication networks, and emergency systems used in water and wastewater treatment; performs electronic and instrument repairs on collection stations.
- Installs and maintains well starters and related automatic control equipment such as high-voltage circuit breakers, air switchers, control wires, and protective relays.
- Maintains, tests, and repairs low to high voltage electrical equipment, including circuits, transformers, high voltage switches, motor control centers, alarm systems, lighting, variable speed drives (VFD), switchboards, and electrical components of process control, telemetering, cathodic protection systems, and electronic equipment boards.
- Diagnoses problems and determines needed repairs or modifications; installs and maintains cathodic protection, corrosion control, and associated equipment.
- Reads, interprets, and assists in the design of electrical and electronic schematics, mechanical and instrumentation drawings, wiring diagrams, and construction drawings necessary to install, service, and repair equipment in accordance with related regulations and vendor specifications.
- Rebuilds and/or replaces, lubricates, and maintains low to high voltage large and small electric motors.

**QUALIFICATIONS**

**Knowledge of:**

- Principles, practices, and techniques applicable to the maintenance, installation, and repair of industrial electrical equipment.
- National, state, and local electrical codes applicable to the maintenance, installation, and repair of designated facilities.

- Methods and techniques of using diagnostic and testing equipment to determine electric system issues.
- Operational characteristics of a wide range of electrical systems, devices, and components.
- Concepts of electric theory and their application to municipal systems.
- Testing instruments, hand tools, power tools, conduit bending practices, computer applications, and electronic equipment related to maintenance and repair of electrical systems.
- Safe application, operation, and maintenance of tools and equipment used in the electrical trade.
- 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 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:**

- Perform skilled electrical installation inspection and maintenance work; work on live electrical circuits; design and install electrical controls and related wiring.
- Install, maintain, and repair a diverse range of electric system devices and components.
- Perform preventive maintenance on assigned equipment.
- Repair, maintain, install, and inspect a variety of electrical components including water wells, water storage tank facilities, and the water and wastewater treatment plants.
- Determine materials, costs, and supplies required for electrical repairs and maintenance projects; recommend purchases.
- Inspect the status of all turbidity, meters, and analyzers; report or repair any malfunctions.
- Operate a motor vehicle and other work-related equipment such as trucks, forklifts, tools, test equipment, and meters.
- Observe work safety rules.
- Maintain a variety of related records and reports.
- Read and interpret electrical diagrams, schematics, plans, specifications, and manuals.
- Demonstrate aptitude in practical mathematics.
- 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 completion of a four-year electrical apprenticeship program.

Experience:

- One (1) year of journey level experience in the maintenance and repair of electrical wiring, equipment, and systems.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of appointment, a valid State of California Department of Industrial Relations General Electrician certification, 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; possible entry into confined spaces and the use of confined entry equipment, 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; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which includes working on live electrical wires. 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 100 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, 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

## ENGINEERING TECHNICIAN I/II

### **SALARY: RANGE 67/74**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Community Development

### **DEFINITION**

Under immediate (Engineering Technician I) to general (Engineering Technician II) supervision, performs a variety of specialized paraprofessional engineering work and office duties in support of professional engineers and inspectors for the planning, design, and construction of both development and Capital Improvement Program (CIP) projects; maintains plan files and engineering records; conducts field surveys; reviews plans; issues permits; maintains databases, generates reports, and creates maps on the Geographic Information System (GIS); and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Engineering Technician I) or general (Engineering Technician II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

*Engineering Technician I:* This is the entry-level classification in the Engineering Technician series. Initially under close supervision, incumbents learn and perform specialized paraprofessional engineering work and related office 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 Engineering Technician 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.

*Engineering Technician II:* This is the fully qualified journey-level classification in the Engineering Technician series. Positions at this level are distinguished from the Engineering Technician 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 Engineering Technician class series are flexibly staffed; positions at the Engineering Technician II level are normally filled by advancement from the Engineering Technician I level; progression to the Engineering Technician 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 Engineering Technician 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 Engineering Technician I level may perform some of these duties and responsibilities in a learning capacity.*

- Prepares, assists in the preparation of, and/or interprets specifications, plans, permits, estimates, and reports pertaining to the construction, maintenance, and operation of a variety of engineering, land development, utility, and other Capital Improvement Program (CIP) projects.
- Maintains engineering files, including plans, studies, inspections, surveys, maps, and other data related to engineering projects; prepares, updates, reproduces, and distributes maps, drawings, blueprints, and other information recorded in the Geographic Information System (GIS).
- Utilizes Geographic Information System (GIS) software to create and modify plot plans, topographic maps, improvement plans, and illustrative graphics, such as charts, illustrations, and graphs for reports, drawings for design manuals, and other projects.
- Performs basic field review, design, drafting, and inspection duties in connection with Capital Improvement Program (CIP), maintenance, and development projects.
- Performs field, office, and computer-aided studies and prepares periodic and special reports based on findings from research, studies, and surveys; makes recommendations on findings.
- Receives, tags and logs, and reviews submitted engineering plans, maps, and related documents for plan check including review of insurance; routes documents to consultants or developers for preceding and following plan review; tracks status of plan checks and original documents; advises parties of revisions and assists with the development and issuance of project conditions.
- Receives and responds to information requests for base maps, parcel maps, and improvement plan information, encroachment permits, benchmarks, and other geographical data; retrieves plans, reports, permits, and files as necessary to comply with requests; responds to complaints from the public and resolves conflicts between owners, contractors, developers, utility companies, and others.
- Provides information and assistance on questions related to engineering plans, services, and activities to City staff, contractors, developers, and the public.
- Maintains and updates department records, tracking lists, permit records, and files of engineering plans, including grading, encroachments, improvements, and final maps.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

**QUALIFICATIONS**

*Positions at the Engineering Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.*

**Knowledge of:**

- Civil engineering principles, practices, and methods applicable to office and field work involving the design, construction, and maintenance of public works projects.
- Basic design and construction practices and methods of streets, underground facilities, and related

- public works infrastructure.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Principles and practices of technical civil engineering drafting and surveying support.
- Drafting and surveying equipment, computers, principles, problems, techniques, and practices.
- Applicable federal, state, and local laws, codes, and regulations, including administrative and department policies and procedures.
- Technical engineering mathematics.
- Modern office practices, methods, and computer equipment and applications, including Geographic Information System (GIS) concepts and applications.
- Technical report writing practices and procedures.
- 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, including the meaning and spelling of words, rules of composition, and grammar.

**Ability to:**

- Prepare and review a variety of plans, specifications, maps, graphic materials, cost estimates, and technical engineering reports.
- Modify engineering drawings, topographic maps, improvement plans, and illustrative graphics using Geographic Information System (GIS) and computer-aided design software.
- Perform responsible technical engineering support work with accuracy, speed, and minimal supervision.
- Read and interpret engineering plans, technical drawings, specifications, and subdivision maps.
- Perform standard engineering design under professional engineering supervision.
- Make mathematical calculations and accurate engineering computations and drawings.
- Make and record accurate field engineering observations.
- Use engineering, drafting, and surveying instruments and equipment.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- 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, 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.

**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:

- Engineering Technician I/II: Equivalent to graduation from the twelfth (12<sup>th</sup>) grade, supplemented with college course work in civil engineering, drafting, surveying, mathematics, or related field.

Experience:

- Engineering Technician I: Two (2) years of responsible paraprofessional experience in civil engineering, drafting, surveying, or related field.
- Engineering Technician II: Four (4) years of increasingly responsible paraprofessional experience in civil engineering, drafting, surveying, or related field, or two (2) years of experience equivalent to the class of Engineering Technician I.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, 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 30 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 Engineering Technician (California Government Code Section 3100-3109).



## CITY OF IMPERIAL

### JOB DESCRIPTION

## EQUIPMENT MECHANIC

### **SALARY: RANGE 67**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Public Services

### **DEFINITION**

Under general supervision, performs skilled technical diagnostic, repair, and maintenance work on a variety of automotive, truck, tractors, and other light and heavy power-driven equipment; inspects, diagnoses, and locates technical and electrical malfunctions on City vehicles and equipment; performs general maintenance on cars, trucks, and other equipment, including but not limited to grease and lubrication; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This fully qualified journey-level classification performs the full range of City vehicle and equipment maintenance and repair 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.

### **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.*

- Inspects, diagnoses, and locates technical and electrical malfunctions on City automobiles, trucks, sewer utility tractor trucks, generators, grounds maintenance equipment, and a variety of maintenance and construction equipment and their component systems.
- Determines extent of necessary repairs for further repair work and scheduling; estimates parts and materials; requisitions to order replacement parts; recommends contract work, as necessary.
- Overhauls, repairs, maintains, and adjusts a wide variety of gas and diesel powered automotive, truck and heavy equipment and their component and computerized systems, including but not limited to engines, transmissions, clutches, differentials, fuel systems, generators, distributors, pumps, hydraulic systems, power plants, power trains, and other equipment accessories and components, such as, heating and air conditioning units.
- Operates and maintains a complete set of hand, power, and shop tools and computerized diagnostic and test equipment used in the automotive and truck repair trade.

- Performs general maintenance on cars, trucks, and other equipment, including but not limited to grease and lubrication; services batteries; changes and repairs tires; replaces spark plugs, light bulbs, fan belts, and other simple technical parts; complete gas and oil services.
- Reads and interprets schematics, shop manuals, and other related materials in performing work assignments; stays abreast of the current technology.
- Accesses technical information from automated databases.
- Enters, retrieves, prints, and generates vehicle, equipment, and work order reports from computer information system; maintains equipment maintenance records.
- Responds to emergency service calls for repairing vehicles and equipment requiring attention in the field; operates heavy duty vehicles to transport vehicles and equipment for service.
- Fabricates and modifies parts and equipment; performs minor welding, braising, soldering, and cutting operations.
- Picks-up and delivers vehicles as necessary; pick up parts and supplies as required.
- Maintains work, time, and material logs and records.
- Assists other equipment mechanics in the performance of major technical repairs as required.
- Maintains a clean and orderly work and shop area.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Practices, techniques, materials, tools, and equipment used in the diagnosis, repair, and modification of a wide variety of technical equipment, including automobiles, vector trucks, light trucks, heavy equipment, and specialized vehicles.
- Operation and repair characteristics of light and heavy equipment.
- Preventive maintenance practices and techniques.
- Regulations, standards, and guidelines pertaining to the work, including state and federal inspection guidelines.
- Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
- Operational characteristics of a variety of hand and power tools and equipment.
- Current technology in repairing and diagnosing vehicles, equipment, and their component systems.
- Practices and procedures of welding and fabrication.
- 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 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:**

- Perform journey level equipment mechanic work on a wide range of vehicles and equipment.
- Troubleshoot and diagnose equipment and parts which are not functioning properly.
- Inspect gas- and diesel-powered equipment to locate difficulties and estimate the cost and time of repairs.
- Use a variety of tools and equipment with skill.
- Read and interpret shop manuals, schematics, blueprints, and specifications.
- Document and maintain records of repairs.
- Perform final operational tests on all vehicles to quality-check all repairs.
- Fabricate parts as needed to complete repair including any design work.
- Estimate time and cost of repairs to within 10% of the actual costs.
- Prepare clear and concise reports, documentation, and other written materials.
- 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 completion of the twelfth (12<sup>th</sup>) grade.

#### Experience:

- Three (3) years of increasingly responsible experience performing diagnostic and repair duties on a wide variety of vehicles and equipment, including both diesel and gas-powered equipment and their component electronic and computerized systems.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License, 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, 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, which may include working on live electrical wires. 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.

### **ENVIRONMENTAL CONDITIONS**

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, 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**

This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation and Federal Highway Administration requirements.

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

## FACILITIES MAINTENANCE WORKER

### **SALARY: RANGE 60**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Public Services

### **DEFINITION**

Under general supervision, performs semi-skilled and unskilled maintenance and cleaning of City buildings, both inside and outside; performs daily care, routine maintenance, and cleaning; identifies and addresses urgent cleaning needs; maintains equipment and supply levels; ensures chemical use and storage comply with applicable safety standards; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This fully qualified journey-level classification performs the full range of semi-skilled and unskilled maintenance and cleaning of City buildings 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.

### **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.*

- Maintains floors and flooring; sweeps, scrubs, mops, strips, seals, finishes, and polishes floors; shampoos and vacuums carpeting.
- Cleans interior surfaces; dusts, cleans, and polishes furniture, woodwork, and equipment; washes windows, mirrors, and walls; polishes metal work; paints walls, doorframes, and doors.
- Removes debris; empties and cleans indoor and outdoor waste / recycling / shredding receptacles; cleans parking lots; collects debris and deposits it in proper containers.
- Cleans, disinfects, and deodorizes restrooms; refills paper products; unclogs drains and toilets.
- Follows procedures for chemical cleaners; mixes water and detergents or acids in containers to prepare cleaning solutions according to specifications.
- Inventories supplies and equipment; replenishes cleaning agents and chemicals; maintains or recommends replacement of cleaning equipment.
- Maintains and inspects safety equipment, including fire extinguishers, first aid kits, and AEDs, ensuring proper care, compliance, and adequate stocking of supplies.

- Follows procedures for chemical cleaners; mixes water and detergents or acids in containers to prepare cleaning solutions according to specifications.
- Moves heavy furniture, equipment, or supplies; assists with set up and tear down of rooms for special events and meetings.
- Performs minor repairs to facilities, including but not limited to: fixing minor leaks, changing door handles, and replacing light bulbs.
- Cleans and maintains City vehicles; refuels and washes interior and exterior of vehicles and equipment.
- Locks and unlocks doors and gates; manages key inventory, makes key copies, and issues new keys as directed.
- Picks up and delivers supplies from local sellers.
- Raises and lowers City flags; ensures proper display of U.S. and state flags complies with half-mast alerts.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
- Safe work practices pertaining to custodial services, including safe driving rules and practices.
- City purchasing and supply ordering policies and procedures.
- Basic plumbing, construction, and maintenance tools.
- Methods, materials, techniques, tools, and equipment used in custodial and facility repair work.
- Use and care of materials, chemicals, and equipment used in custodial work.
- Principles and practices of safety used in custodial work.
- Materials and equipment used in cleaning and caring for floors, walls, fixtures, and furniture.
- Housekeeping methods and sanitation materials and techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Use and minor maintenance of hand and power tools.
- 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 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:**

- Perform custodial duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Learn and independently follow established cleaning methods and schedules.
- Use a variety of custodial equipment and materials in a safe and effective manner.
- Safely mix and use cleaning products and related chemicals.
- Safely operate manual and power cleaning equipment, machinery, and materials.

- Safely operate various types of electric commercial floor vacuums, strippers, and buffers.
- Use basic tools in a safe and effective manner.
- Understand and follow written and verbal instruction.
- Follow prescribed routine and quality control standard procedures.
- Evaluate and implement new service delivery methods, procedures, and techniques.
- Ability to safely operate equipment and vehicles; and ability to work cooperatively with others.
- 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 completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- One (1) year of experience in janitorial work.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, 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; possible entry into confined spaces and the use of confined entry equipment, 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; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which includes working on live electrical wires. 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 100 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, 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

## HVAC / ELECTRICAL TECHNICIAN

### **SALARY: RANGE 68**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Public Services

### **DEFINITION**

Under general supervision, performs skilled installation, maintenance, and repair of heating, ventilation, air conditioning, and refrigeration (HVAC-R) systems and fixtures; performs rough electrical work; assists the Electrician with installation and maintenance of large-scale electrical equipment and systems; establishes and maintains a variety of records pertaining to HVAC-R and electrical work; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This fully qualified journey-level classification performs the full range of HVAC-R installation, maintenance, and repair duties and electrical technician support 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.

### **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.*

- Performs skilled HVAC-R work, including the installation and repair of general HVAC-R systems and equipment; inspects and performs tests on systems and equipment to identify defective parts and ensures proper functioning.
- Inspects, disassembles, repairs, maintains, and services various types of refrigeration and air conditioning equipment and systems, including valves, fans, compressors, motors, gaskets, filters, fuses, tubing, controls, and thermostats; performs similar work on hot water and forced air systems.
- Performs rough electrical work, including installing outlets and running new power; installs lighting ceiling fans, and other electrical equipment and devices.
- Assists the Electrician in the installation, maintenance, and repair of large-scale electrical equipment and systems in the City, including traffic signals, as needed.

- Works from diagrams, blueprints, layouts, work orders, verbal instructions, or other specifications to install and test HVAC-R systems or equipment.
- Operates and maintains specialized equipment, including pumps, gauges, meters, and a variety of hand and power tools.
- Inspects facilities and buildings for damage and maintenance needs; recommends repairs, as necessary.
- Ensures the proper care and maintenance of tools and equipment.
- Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
- Records and maintains work and material records.
- Provides recommendations regarding needed parts and suppliers.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other duties as assigned.

**When assigned to Electrical Technician work:**

- Operates a wide variety of hand, power and shop tools, test equipment, trucks, lifts, and other equipment related to the work.
- Assembles, installs, tests, or maintains electrical or electronic wiring, equipment, appliances, apparatus, or fixtures, using hand tools or power tools.
- Installs, repairs, and maintains electrical systems and equipment, including for traffic signals, water and wastewater treatment plant pumps, and collection system pumps.
- Connects wires to circuit breakers, transformers, or other components.
- Plans layout and installation of electrical wiring, equipment, or fixtures, based on job specifications and local codes.
- Diagnoses malfunctioning systems, apparatus, or components, using test equipment and hand tools to locate the cause of a breakdown and correct the problem.
- Obtains quotes for equipment and materials.
- Maintains accurate records and files of work performed and materials and supplies used.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of HVAC-R systems and fixtures, including applicable HVAC-R codes.
- Principles, practices, and techniques applicable to the maintenance, installation, and repair of industrial electrical equipment.
- National, state, and local HVAC-R and electrical codes applicable to the maintenance, installation, and repair of designated facilities.
- Methods and techniques of using diagnostic and testing equipment to determine HVAC-R and electric system issues.
- Operational characteristics of a wide range of HVAC-R and electrical systems, devices, and components.
- Concepts of HVAC-R and electric theory and their application to municipal systems.
- Testing instruments, hand tools, power tools, conduit bending practices, computer applications, and electronic equipment related to maintenance and repair of HVAC-R electrical systems.
- 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 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:**

- Perform a variety of complex technical tasks in the installation, repair, and maintenance of HVAC-R and electric fixtures and systems.
- Perform skilled electrical installation inspection and maintenance work; work on live electrical circuits; design and install electrical controls and related wiring.
- Skillfully and safely operate a variety of light equipment and power and hand tools.
- Determine materials, costs, and supplies required for HVAC-R and electrical repairs and maintenance projects; recommend purchases.
- Install, maintain, and repair a diverse range of HVAC-R and electric system devices and components.
- Perform preventive maintenance on assigned equipment.
- Operate a motor vehicle and other work-related equipment such as trucks, forklifts, tools, test equipment, and meters.
- Observe work safety rules.
- Maintain a variety of related records and reports.
- Read and interpret electrical diagrams, schematics, plans, specifications, and manuals.
- Demonstrate aptitude in practical mathematics.
- 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 completion of a four-year electrical apprenticeship program.

Experience:

- One (1) year of journey level experience in the maintenance and repair of HVAC-R equipment and systems.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of appointment, a valid United States Environmental Protection Agency HVAC License - Universal, 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; possible entry into confined spaces and the use of confined entry equipment, 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; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which includes working on live electrical wires. 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 100 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, 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

## INFORMATION TECHNOLOGY (IT) TECHNICIAN I/II

### **SALARY: RANGE 63/69**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Department of Innovation and Technology

### **DEFINITION**

Under immediate (IT Technician I) to general (IT Technician II) supervision, provides technical support for City-wide information technology systems and infrastructure including a diverse range of computers, server hardware and software, network systems, security, and communication systems and equipment; receives and triages incoming requests by asking diagnostic questions to identify the nature of the issue and establish problem priority; ensures consistent and timely communication on resolution efforts; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (IT Technician I) or general (IT Technician II) supervision from the IT Director. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

*IT Technician I:* This is the entry-level classification in the IT Technician series. Initially under close supervision, incumbents learn and perform routine technical support 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 IT Technician 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.

*IT Technician II:* This is the fully qualified journey-level classification in the IT Technician series. Positions at this level are distinguished from the IT Technician 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 IT Technician class series are flexibly staffed; positions at the IT Technician II level are normally filled by advancement from the IT Technician I level; progression to the IT Technician 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 IT Technician 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 IT Technician I level may perform some of these duties and responsibilities in a learning capacity.*

- Receives and logs service requests; prioritizes requests, resolves issues, or escalates to appropriate information technology staff for response; ensures system is updated when actions are taken; documents progress and procedures performed.
- Installs, configures, troubleshoots, and maintains a variety of hardware, software, peripheral equipment, and communications equipment including mobile systems.
- Installs and configures desktop computers and associated hardware and software; loads and tests specialized applications and security devices; ensures connectivity to network and communication systems.
- Maintains and administers the Active Directory to include systems and user account creation, permissions, and password management.
- Assists with editing and maintaining the City's website; collaborates with City staff to create and deploy website content.
- Performs a variety of technical tasks in support of the City's physical and virtual server infrastructures, including installing, configuring, maintaining, and monitoring hardware and software upgrades and security to ensure effective server performance.
- Monitors network traffic for security incidents; responds to events and writes detailed incident reports; enforces IT operational policies and procedures to maintain a secure and compliant environment; develops and provides cybersecurity training for City staff.
- Maintains an accurate and up to date inventory of all computer hardware, software, and peripheral equipment utilized by the City; maintains inventory and related documentation on all software programs/packages owned and registered to the City.
- Maintains information on scheduled systems maintenance, including upgrades and outages; informs customers as needed.
- Performs repairs on computer systems and peripheral equipment; coordinates and schedules major equipment repairs with vendors.
- Writes and maintains user and technical operating instructions and documentation; provides training to users and advises on best practices.
- Recommends and assists with the acquisition and implementation of computer hardware, software, and data communications solutions; informs management regarding systems and office automation requirements.
- Implements, documents, and maintains City-wide information technology policies, procedures, and associated training plans, working in partnership with other information technology staff, departments, and outside vendors as needed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

## **QUALIFICATIONS**

*Positions at the IT Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.*

**Knowledge of:**

- Operational characteristics of computers, networks, servers, communication systems, hardware, software, and peripheral equipment.
- Principles, practices, methods, and techniques of troubleshooting, diagnosing, and resolving computer, network, server, communication systems, hardware, software, and peripheral equipment issues.
- Methods and techniques of eliciting information and performing diagnostic procedures on technology systems.
- Security and monitoring devices, and procedures necessary to maintain the integrity and security of data.
- Diagnostic tools used in troubleshooting hardware, software, and connectivity issues.
- Tools and equipment used in testing the functionality of computer systems.
- Principles of database management and systems development.
- Windows operating systems and network infrastructure operations and support.
- Computer and peripheral equipment maintenance methods and procedures.
- Customer service practices and procedures.
- City organization, staff, and department locations.
- Principles, practices, and procedures of recordkeeping and filing systems.
- 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, including the meaning and spelling of words, rules of composition, and grammar.

**Ability to:**

- Perform a variety of technical support functions in the installation, evaluation, configuration, operation, troubleshooting, and maintenance of computers, hardware, software, servers, network, and data communication, security, and other related technologies and equipment.
- Understand, interpret, and explain systems solutions to users; research technical materials to provide solutions to problems.
- Develop and maintain technical operating instructions and documentation; train users on software applications and hardware usage.
- Respond to and effectively prioritize multiple telephone calls and other requests for service.
- Maintain a variety of filing, recordkeeping and tracking systems.
- Elicit information from end users to triage requests and identify appropriate action.
- Install and configure desktop computers, associated hardware and software, and connect to network systems.
- Troubleshoot, evaluate, and diagnose desktop and routine network problems; resolve or refer to higher level staff as needed.
- Utilize new and existing software and hardware.
- Handle disputes and complaints and resolve problems in a calm and tactful manner.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural 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, 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.

**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:

- IT Technician I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by specialized training in information technology, computer science, or a related field.

Experience:

- IT Technician I: One (1) year of IT technical support experience.
- IT Technician II: Two (2) years of increasingly responsible IT technical support experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, 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 working outdoors or in other workspaces, 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. The job requires frequent walking in operational areas to identify problems, 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**

IT Technician I/II

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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**

## **LIBRARY ASSISTANT**

### **SALARY: RANGE 66**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – MSPC Unrepresented

Department: Library Department

### **DEFINITION**

Under general supervision, provides a variety of paraprofessional library services to City of Imperial Public Library patrons to meet the informational, educational, and recreational needs of the community; develops and conducts a variety of programs geared for children and families; advises and assists library patrons in use of library resources and equipment; assists with visual displays for assigned areas; checks materials in and out; organizes and shelves materials; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey-level classification is responsible for independently performing paraprofessional duties in support of library patrons. 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.

This class is distinguished from the Library Technician in that the latter performs technical and clerical duties in support of the library's collection, circulation, and administrative functions.

### **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.*

- Creates, plans, and conducts library programs for children, teens, and adults including story times, bilingual story times, and other programs for young children and their families and caregivers; recommends and selects books, games, and other materials to incorporate into programs.
- Meets with members of the community to discuss their needs and interests for library programming; recommends and develops programs based on their interests; prepares and delivers special events for library patrons.
- Provides reference and readers' advisory services to patrons in person, over the phone, and via e-mail; advises and assists library patrons in use of library resources; searches for and locates items in the library catalog as requested; answers general questions about library programs and library materials;

registers patrons for library programs.

- Provides technology assistance for patrons accessing public computers and internet sites and utilizing related equipment including printers and copiers; assigns computers and processes computer reservations for patrons; operates, troubleshoots, and resolves public computer, printer, and other equipment issues.
- Assists with library collections arrangement, organization, and presentation; reads book reviews; researches online material and information; suggests and/or selects library materials for purchase; performs weeding duties of the library collection.
- Promotes library programs, services, and resources; assists in preparation of materials to publicize library events and services; advocates for the library, both at the information desk and in the community; interacts with the public at offsite events; builds relationships with members of the community and outside stakeholders to ensure the library is expanding its connections in the community.
- Plans, leads staff, and/or participates in preparing and maintaining library displays; sets up, takes down, and changes displays as needed.
- Checks books and materials in and out for library patrons; processes library card applications online, in person, and over the telephone; processes new book requests, requests for Inter Library Loans, and ZIP requests from library patrons; records daily statistics at the circulation desk.
- Assists with performing library opening and closing procedures, such as locking/unlocking doors, turning off/on lights, turning off/on computers, and general cleanup of the library.
- Shelves books, magazines, digital media, audiobooks, and other library materials; maintains accurate filing of shelved materials; retrieves library materials from book drops and storage areas; receives, organizes, and processes returned materials.
- Creates positive experiences for library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance, while performing duties in both the public and staff areas.
- Greets and assists internal and external customers in a friendly, prompt, and accessible manner; listens and attempts to understand and resolve internal and external customer needs by providing solutions or referrals.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern public library terminology, organization, procedures, policies, and techniques.
- Outreach and publicity methods and programs.
- Techniques for establishing and implementing library programs and special events.
- Library classification and shelving systems and methods.
- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purposes and functions of a public library.
- Reference sources and methods to serve adults and children.
- Effective public relations techniques.
- Basic mathematical skills.

- Recordkeeping and filing principles and procedures.
- 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:**

- Prepare and conduct various types of library programming.
- Conduct reference interviews, provide reader's advisory services, and prepare library displays.
- Apply the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply library policies and procedures according to guidelines.
- File materials accurately according to library filing rules, using alphabetical and numeric filing systems.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform basic mathematical computations.
- Use databases and the internet to answer reference questions.
- Effectively represent the Library and the City in meetings with community groups, various business organizations, and in meetings with individuals.
- Prepare clear and concise correspondence, documentation, and other written materials.
- 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 a bachelor's degree from an accredited college or university with major coursework in library information science, business administration, or a related field.

Experience:

- Two (2) years of increasingly responsible experience performing library support and customer service.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a library setting and use standard office equipment, including a computer; 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. 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 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 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

### JOB DESCRIPTION

## LIBRARY CLERK

### **SALARY: RANGE 60**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Library Department

### **DEFINITION**

Under general supervision, performs a variety of clerical and administrative support and customer service duties for the City of Imperial Public Library; assists patrons with their circulation needs; checks books and materials in and out; processes patron fines and fees; collects, sorts, and shelves library books and materials; provides technology assistance to patrons; answers telephones; serves as first contact for Library patrons; helps design and maintain library displays; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey-level classification in the Library clerical series is responsible for providing general circulation services to customers through a broad range of clerical support tasks. Incumbents perform clerical and administrative support and customer services 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.

### **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.*

- Assists patrons at the circulation desk; answers inquiries regarding library services and programs; directs patrons to requested locations within the library; answers the telephone and processes telephone renewals and holds; answers some reference questions and seeks reference assistance from other staff where needed; assists the public in making the most effective use of the online catalog and library resources.
- Checks books and materials in and out for library patrons; promotes patrons obtaining a library card and processes library card applications online, in person, and over the telephone; processes requests for new books, interlibrary loan, and other transfer requests from library patrons; records daily statistics at the circulation desk.
- Checks patron accounts to assess whether they owe any fines or fees to the Library; collects fines and fees; processes payments via cash register; issues receipts; updates the Library database system accordingly.

- Provides technology assistance for patrons accessing public computers and internet sites and utilizing related equipment including printers and copiers; assigns computers and processes computer reservations for patrons.
- Plans, designs, maintains, and changes library displays; prepares displays for various holidays, seasons, and library programs; creates artwork and graphics geared towards certain featured books; pulls books and other materials for display cases; creates posters and signs to publicize library programs.
- Assists in the development, promotion, and facilitation of library social engagement activities including game night, book club, and crafting events.
- Performs library opening and closing procedures, such as locking/unlocking doors, turning off/on lights, turning off/on computers, and general cleanup of the library.
- Shelves books, magazines, digital media, audiobooks, and other library materials; maintains accurate filing of shelved materials; retrieves library materials from book drops and storage areas; receives, organizes and processes returned materials.
- Assists in weeding functions; inspects books and materials for damage and removes damaged items from shelves; queries library database regarding checkout information and pulls books and other materials which have not been checked out in some time; reviews statistics and makes a recommendation on whether the materials should be removed from circulation.
- Performs clerical book processing activities including identifying shelf location and call numbers, generating corresponding labels, and wrapping books in protective coverings.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern public library terminology, organization, procedures, policies, and techniques.
- Library classification and shelving systems and methods.
- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purposes and functions of a public library.
- Reference sources and methods to serve adults and children.
- Effective public relations techniques.
- Basic mathematical skills.
- Recordkeeping and filing principles and procedures.
- 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, including the meaning and spelling of words, rules of composition, and grammar.

### **Ability to:**

- Learn the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply Library policies and procedures according to guidelines.

- File materials accurately according to Library filing rules, using alphabetical and numeric filing systems.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform basic mathematical computations.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Use databases and the internet to answer reference questions.
- 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, 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.

**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 completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- One (1) year of experience performing clerical, administrative, and customer service support work in a library.

**Licenses and Certifications:**

- None required.

**PHYSICAL DEMANDS**

Must possess mobility to work in a library 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 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 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**

Library Clerk

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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

## LIBRARY TECHNICIAN

### **SALARY: RANGE 63**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Library Department

### **DEFINITION**

Under general supervision, performs a variety of technical and clerical duties in support of the City of Imperial Public Library's collection, circulation, and administrative functions; prepares materials received for placement in the library collection; performs collection development and weeding duties; processes invoices for payment; monitors library materials expenditures; organizes, mends, and fixes books and materials; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey-level classification is responsible for independently performing technical and clerical duties in support of library programs and services. 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.

This class is distinguished from the Librarian in that the latter performs professional librarian duties and requires a master's degree in library information science.

### **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.*

- Receives and processes materials ordered from vendors; verifies materials received against packing slips to check for damage, shortages, and processing errors; tags items with holds placed on them; maintains records of materials received; contacts vendors to address any errors; returns damaged material.
- Organizes and catalogs new materials received; creates bibliographic records; uploads and modifies records regarding materials received into Library Information System (LIS); ensures catalog remains current and accurate for patrons and staff to locate items easily; creates item records, assigns classification numbers, and prints spine labels; prepares materials received for placement in the library collection.
- Manages and maintains the Library's social media accounts; creates content including posts,

multimedia, surveys, and announcements; develops social media strategies to increase community awareness and engagement; manages content calendar and schedules posts in advance upon approval; responds to social media inquiries, comments, and messages.

- Processes invoices for shipments received; queries invoice data; assigns fund and account numbers and approves invoices for payment; forwards payments to finance staff; closes out each invoice processed; monitors expenditures.
- Performs collection development duties; researches and selects books and other materials in a variety of formats for inclusion in the Library collection; reads library-oriented periodicals, websites, and newsletters for recommendations regarding materials to add to the collection; weeds and discards books, magazines, and other materials from designated areas of the collection.
- Fixes and mends books and other materials as directed; glues spines, tapes ripped pages, rewraps laminate on books, and prepares covers for materials; replaces damaged or unsightly DVD cases; produces new spine labels to replace incorrect or faded labels; withdraws books and materials from the collection if damaged.
- Covers the Library's circulation desk as needed; checks books and materials in and out for library patrons; processes library card applications online, in person, and over the telephone; processes new book requests, requests for Inter Library Loans, and ZIP requests from library patrons.
- Provides technology assistance for patrons accessing public computers and internet sites and utilizing related equipment including printers and copiers; assigns computers and processes computer reservations for patrons; operates, troubleshoots, and resolves public computer, printer, and other equipment issues.
- Advises and assists library patrons in use of library resources; searches for and locates items in the library catalog as requested; answers general questions about library programs and library materials; registers patrons for library programs.
- Creates positive experiences for library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance, while performing duties in both the public and staff areas.
- Greets and assists internal and external customers in a friendly, prompt, and accessible manner; listens and attempts to understand and resolve internal and external customer needs by providing solutions or referrals.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern public library terminology, organization, procedures, policies, and techniques.
- Outreach and publicity methods and programs.
- Techniques for establishing and implementing library programs and special events.
- Library cataloguing, classification, and shelving systems and methods.
- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purposes and functions of a public library.
- Basic collection development principles and strategies.
- Reference sources and methods to serve adults and children.
- Effective public relations techniques.

## Library Technician

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- Basic math.
- Recordkeeping and filing principles and procedures.
- 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:**

- Allocate limited budget resources in a cost-effective manner.
- Detect and correct errors in library cataloguing functions.
- Conduct reference interviews, provide reader's advisory services, and prepare library displays.
- Apply the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply Library policies and procedures according to guidelines.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform mathematical, financial, and statistical computations.
- Use databases and the internet to answer reference questions.
- Effectively represent the Library and the City in meetings with community groups, various business organizations, and in meetings with individuals.
- Prepare clear and concise correspondence, documentation, and other written materials.
- 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 from an accredited college or university with major coursework in library science, library information, or a related field.

#### Experience:

- Two (2) years of increasingly responsible experience performing cataloging, technical services, or collection development.

### **Licenses and Certifications:**

- None Required.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a library setting and use standard office equipment, including a computer; 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. 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 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 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

### JOB DESCRIPTION

## NETWORK SPECIALIST

### **SALARY: RANGE 78**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Department of Innovation and Technology

### **DEFINITION**

Under general supervision, maintains network hardware, devices, software, and security systems in support of the City's network infrastructure; provides technical support for citywide information technology systems and infrastructure; performs infrastructure field network installation and configuration; responds to inquiries and interacts with City staff, vendors, and contractors; coordinates assigned projects and services with other departments, divisions, outside agencies, and vendors; provides technical and specialized assistance to management staff; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey-level classification is responsible for independently performing the full range of technical duties to install, support, and maintain the reliability and security of the City's networks and infrastructure, and to provide support for City-wide information technology systems. 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.*

- Installs, deploys, tests, and maintains the City's broadband and network infrastructure including hardware, software, devices, and related systems; monitors performance of servers, routers, switches, and security systems; configures and updates firewalls and intrusion protection systems.
- Utilizes network monitoring tools, security system logs, and alerts to continuously monitor the health of the network; identifies, isolates, diagnoses, and resolves network device and software failures and errors and applications access problems; tests hardware and transmission media; reinstalls and configures software; reboots servers.
- Assists in the implementation, operation, and maintenance of the City's computerized information systems including troubleshooting hardware, software, and peripheral problems.

- Performs infrastructure field network installation and configuration for the City's wireless and wired networks; runs, tests, labels, and terminates low voltage cabling within City buildings, including copper and fiberoptic cabling and patch systems.
- Installs, configures, troubleshoots, and maintains enclosure boxes and surveillance cameras on light poles and telecommunication towers throughout the City.
- Coordinates the purchase of new technology; communicates with vendors for broadband technology support.
- Coordinates the maintenance of City telecommunication towers with Internet service providers and other third parties; communicates with vendors and contractors to resolve circuit failures and external connectivity problems.
- Coordinates equipment repairs; identifies vendors and contractors and ships parts as needed; coordinates contracted on-site repairs; evaluates repair quality.
- Ensures timely renewal of radio frequencies with the Federal Communications Commission; requests new frequencies as needed.
- Performs scheduled and emergency network maintenance outside regular working hours, including applying patches and firmware updates.
- Utilizes heavy equipment vehicles and power tools in the maintenance of the broadband network; ensures proper maintenance and safe working order of vehicles and tools.
- Monitors and maintains inventory of information services hardware and software; orders equipment and supplies as necessary.
- May provide day-to-day operational support of personal computers and laptops and perform repairs on computer systems and equipment including network printers.
- 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 technical and specialized assistance to management staff.
- Maintains accurate records of services and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of broadband and network communication.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, methods, and techniques of installation of copper and fiberoptic cabling infrastructure and radio frequency components including connectors, grounding, weatherproofing, fiber, and antennas.
- Operational characteristics of computers, networks, servers, communication systems, hardware, software, and peripheral equipment.
- Principles, practices, methods, and techniques of troubleshooting, diagnosing, and resolving computer, network, server, communication systems, hardware, software, and peripheral equipment issues.
- Methods and techniques of eliciting information and performing diagnostic procedures on technology systems.

- Security and monitoring devices, and procedures necessary to maintain the integrity and security of data.
- Diagnostic tools used in troubleshooting hardware, software, and connectivity issues.
- Tools and equipment used in testing the functionality of computer systems.
- Principles of database management and systems development.
- Windows operating systems and network infrastructure operations and support.
- Computer and peripheral equipment maintenance methods and procedures.
- City organization, staff, and department locations.
- Arithmetic and statistical techniques.
- 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:**

- Perform a variety of technical support functions in the installation, evaluation, configuration, operation, troubleshooting, and maintenance of computers, hardware, software, servers, network, and data communication, security, and other related technologies and equipment.
- Monitor and maintain the City's network infrastructure.
- Perform infrastructure field network installation and maintenance, including working at various heights and climbing telecommunication towers.
- Safely operate a boom truck, scissor lift, and a variety of power tools.
- Understand, interpret, and explain systems solutions to users; research technical materials to provide solutions to problems.
- Develop and maintain technical operating instructions and documentation; train users on software applications and hardware usage.
- Maintain a variety of filing, recordkeeping and tracking systems.
- Elicit information from end users to triage requests and identify appropriate action.
- Install and configure desktop computers, associated hardware and software, and connect to network systems.
- Troubleshoot, evaluate, and diagnose desktop and routine network problems; resolve or refer to higher level staff as needed.
- Utilize new and existing software and hardware.
- Handle disputes and complaints and resolve problems in a calm and tactful manner.
- Perform accurate mathematical calculations.
- Maintain accurate program records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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 with coursework in management information systems, computer science, or a closely related field.

Experience:

- Three (3) years of increasingly responsible experience in the installation, configuration, troubleshooting, maintenance, upgrade, and performance monitoring of multi-segment networks and servers.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of valid CompTIA A+ and CompTIA Network+ certificates, 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.

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; possible entry into confined spaces and the use of confined entry equipment, 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; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. 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 10 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

## ORGANIC WASTE SPECIALIST

### **SALARY: RANGE 65**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Community Development

### **DEFINITION**

Under general supervision, supports the City's waste management program by performing education and outreach to commercial and multi-family residents; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Community Development Director or Building Inspection and Code Enforcement Supervisor. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey-level classification is responsible for independently performing technical duties in support of the City's waste management 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.*

- Encourages commercial and multi-family residents to reduce organic waste and consumption of resources in accordance with the Zero Waste lifestyle movement to minimize landfill contributions; promotes finding ways to use organic waste products to benefit the environment.
- Develops communitywide strategies to effectively manage current and future challenges and opportunities; develops recommendations and actionable plans.
- Conducts routine inspections of residential, commercial, and municipal waste bins to ensure proper separation and disposal of organic waste, educates the public on compliance standards, and issues non-compliance notices and citations, when necessary.
- Documents findings and maintains detailed records of inspections, including photographic evidence when necessary.
- Identifies entities that are out of compliance with organic waste disposal regulations; issues non-compliance notices and educational materials to violators, explaining the importance of proper waste separation and the steps required to comply; follows up on non-compliance notices to ensure corrective actions are taken.
- Issues citations and fines to repeat or egregious offenders in accordance with City regulations.

- Defines issues and focus on achieving workable solutions; generates innovative ideas to develop or improve existing systems; schedules community meetings; listens to and builds resident relationships; increases resident satisfaction; and ensures commitments are met.
- Develops and delivers presentations, activities, and events to educate, promote, and advise commercial and multi-family residents on methods to reduce, recycle, or compost organic resources to increase sustainability and minimize the reliance on new organic materials.
- Coordinates and performs administrative work in grants administration and reporting, including preparing grant applications and disseminating funding opportunities; ensures achievement of grant objectives; reviews, approves, and tracks requisition and reimbursement documents for grant-funded projects; assists in preparing grant budgets and interpreting funding agency regulations and requirements.
- Compiles, analyzes, and interprets organic waste data and long-range waste reduction efforts; develops conclusions in report form; maintains logs on resident interactions.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Presentation, activity, and event planning and implementation.
- Principles and terminology related to organic waste reduction.
- Federal, state, and local planning and environmental laws, regulations and ordinances related to organic waste and environmental laws.
- Public speaking techniques.
- 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:**

- Plan, organize, promote, direct, and support program presentations, activities, and events.
- Serve as a technical resource concerning organic waste reduction.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department 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 technical documents, reports, correspondence, and other written materials.
- 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 completion of the twelfth (12th) grade.

Experience:

- One (1) year experience in the development and coordination of presentations, activities, and events.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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. 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 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 up to 10 pounds.

**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. Use of personal protective equipment (PPE) as required.

**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

#### **PARKS MAINTENANCE WORKER I/II**

**SALARY: RANGE 57/60**

**Draft Classification**

**Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Parks and Recreation

**DEFINITION**

Under immediate (Parks Maintenance Worker I) to general (Parks Maintenance Worker II) supervision, performs a variety of semi-skilled and skilled duties in the maintenance, repair, and renovation of parks, fields, trails, landscaped areas, and street medians; inspects, cleans, and maintains park infrastructure including benches, drinking fountains, court surfaces and restrooms; operates a variety of maintenance equipment including mowers, wood chippers and related maintenance vehicles; operates a variety of hand, power, and shop tools; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

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

**CLASS CHARACTERISTICS**

*Parks Maintenance Worker I:* This is the entry-level classification in the Parks Maintenance Worker series. Initially under close supervision, incumbents learn and perform routine park 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 Parks Maintenance 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.

*Parks Maintenance Worker II:* This is the fully qualified journey-level classification in the Parks Maintenance Worker series. Positions at this level are distinguished from the Parks Maintenance 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 Parks Maintenance Worker class series are flexibly staffed; positions at the Parks Maintenance Worker II level are normally filled by advancement from the Parks Maintenance Worker I level; progression to the Parks Maintenance 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 Parks Maintenance 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 Parks Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.*

- Performs semi-skilled and skilled maintenance, repair, and renovation work on assigned City parks and recreational facilities including landscaped areas, trails, fields, and street medians.
- Operates and maintains a wide variety of hand and power tools, including chainsaws, mowers, edgers, blowers, weed eaters, and power sprayers; ensures proper operation of equipment related to the work.
- Performs routine maintenance and repair on parks and playgrounds; inspects and repairs playground apparatus including sealing and adding additional surfacing; inspects, repairs, replaces, and maintains simple water features, splash pads, and drinking fountains; corrects and/or reports safety hazards, graffiti, and vandalism; paints and repairs park furnishings.
- Performs landscape maintenance activities including field, turf, and lawn maintenance; waters, weeds, trims, and fertilizes lawns, trees, shrubs, and flower beds.
- Trims and prunes trees; picks up tree cuttings, brush, and debris resulting from trimming trees; loads trucks or chipping machine; cuts and clears grounds, brush, and undergrowth; removes and grinds stumps.
- Cleans and maintains public facilities; opens and closes facilities; restocks restrooms with necessary sanitary products; performs minor plumbing and carpentry in and around facilities.
- Maintains, monitors, troubleshoots, and repairs landscape irrigation systems; performs tests to ensure proper operations; adjusts, repairs, and replaces timing mechanisms, valves, pipes, sprinkler heads, and similar parts.
- Performs preventative maintenance and repairs on a variety of maintenance equipment including hand and power tools.
- Provides courteous customer service; responds to questions and inquiries from City staff and the general public regarding various maintenance projects; resolves customer problems or complaints.
- Performs special event park maintenance duties; transports, sets up, and takes down equipment; cleans up after events; installs, repairs, and maintains decorations, banners, and flags.
- Observes safe work methods and uses safety equipment; sets traffic controls and secures worksites from traffic hazards, as necessary; responds to park emergencies.
- Prepares and maintains a variety of written records and reports; reads and interprets plans, specifications, blueprints, and schematics.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

**QUALIFICATIONS**

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

**Knowledge of:**

- Landscape maintenance principles, practices, tools, and materials.
- Practices and procedures used in weed abatement, watering, fertilizing, and spraying of plants, turf, and trees.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized parks maintenance and repair equipment.
- Irrigation system installation, maintenance, and repair.
- 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 to effectively perform the work.

**Ability to:**

- Perform a variety of maintenance, construction, and repair work for parks, fields, trails, and landscaped areas.
- Operate a variety of maintenance tools and equipment in a safe and effective manner.
- Plant, propagate, and maintain trees, shrubs, flowers, and turf.
- Perform heavy manual labor.
- Drive and operate motorized landscape equipment.
- Maintain accurate records and documentation.
- Ensure safety procedures are properly followed, including those related to traffic control and operation of a variety of maintenance equipment, tools, and materials.
- Respond to public inquiries and requests.
- Read and interpret plans and diagrams.
- 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:

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

Experience:

- Parks Maintenance Worker I: None required.
- Parks Maintenance Worker II: Two (2) years of experience in the maintenance and repair of parks and recreational facilities.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, 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 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. 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 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 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, hazardous physical substances and fumes, dust, and air contaminants. 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

### JOB DESCRIPTION

## **PUBLIC SERVICES MAINTENANCE WORKER I/II**

### **SALARY: RANGE 57/60**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Public Services

### **DEFINITION**

Under immediate (Public Services Maintenance Worker I) to general (Public Services Maintenance Worker II) supervision, performs a variety of water system, street, grounds, and facility maintenance and repair duties in the Public Services Division; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

*Public Services Maintenance Worker I:* This is the entry-level classification in the Public Services Maintenance Worker series. Initially under close supervision, incumbents learn and perform a variety of water system, street, grounds and facility maintenance and repair 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 Public Services Maintenance 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.

*Public Services Maintenance Worker II:* This is the fully qualified journey-level classification in the Public Services Maintenance Worker series. Positions at this level are distinguished from the Public Services Maintenance 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 Public Services Maintenance Worker class series are flexibly staffed; positions at the Public Services Maintenance Worker II level are normally filled by advancement from the Public Services Maintenance Worker I level; progression to the Public Services Maintenance 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 Public Services Maintenance 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 Public Services Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.*

- Maintains and repairs City water and sewer systems, lines, and equipment; cleans water and sewer lines; provides support in the maintenance of water and sewer mains, laterals, and various other fixtures, parts, and equipment; inspects and repairs leaks, obstructions, and general system failures; trenches and refills lines; cleans dumps, water basins, street drains, and sewers.
- Installs, maintains, remodels, and repairs facility structures; constructs wooden buildings, doors, walls, framework, and furniture; hangs drywall; builds and repairs fencing.
- Maintains and repairs City streets, curbs, gutters, water distribution, and sewer collection systems; prepares streets for asphalt and concrete repair; utilizes asphalt and other rock to grade and patch City's right of ways; fills holes and seals cracks; maintains existing streets in proper condition; cleans and maintains street drains.
- Cleans City streets and right of ways; collects trash and debris; delivers materials; loads and unloads trucks.
- Installs, maintains, and repairs roadway signage, safety signs, and markers; paints and stripes curbs, stop lines, crosswalks, roadways, lines, and other street markings; places and removes traffic control signs, thrashers, markers, and barricades.
- Performs grounds maintenance activities; mows, edges, trims, and waters lawns, fields, and other turf grounds; hoes and pulls weeds; rakes leaves.
- Operates a variety of vehicles and equipment to conduct work, such as vector trucks, camera trucks, asphalt, and crack seal trailers; loads and unloads materials, supplies, and equipment.
- Operates a variety of equipment such as backhoes, mowers, tractors, edgers, chainsaws, and various hand and power tools.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

**QUALIFICATIONS**

*Positions at the Public Services Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.*

**Knowledge of:**

- Standard tools, equipment, materials, methods, and techniques used in general construction, maintenance, and repair.
- Basic practices, procedures, methods, and materials involved in the maintenance and repair of streets, water and sewer systems, buildings, and facilities.
- Use of hand and power tools used in maintenance and repair.
- 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, codes, and regulations.
- 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, including the meaning and spelling of words, rules of composition, and grammar.

**Ability to:**

- Perform a variety of general activities involved in the maintenance and repair of City streets, alleys, grounds, water and sewer systems, buildings, facilities, and other City-owned properties.
- Operate a variety of equipment such as forklift, backhoes, trucks, mowers, tractors, lawn edgers, chainsaws, and various hand and power tools.
- Perform routine maintenance duties including light construction, plumbing, concrete work, framing, and demolition.
- 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.
- 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, 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.

**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:

- Public Services Maintenance Worker I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- Public Services Maintenance Worker I: Six (6) months of experience in general maintenance.
- Public Services Maintenance Worker II: Two (2) years of increasingly responsible experience in general maintenance.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, 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, 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.

### **ENVIRONMENTAL CONDITIONS**

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, hazardous physical substances and fumes, dust, and air contaminants. 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 Public Services Maintenance Worker (California Government Code Section 3100-3109).



## CITY OF IMPERIAL

### JOB DESCRIPTION

## PURCHASING TECHNICIAN

### **SALARY: RANGE 65**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Finance Department

### **DEFINITION**

Under general supervision, performs a variety of technical and clerical duties in support of the City's financial transactions; prepares purchase orders; tracks the status of requisitions, contracts, and orders; responds to City staff inquiries regarding purchase order status, changes, or cancellations; maintains associated records; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Finance Manager. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey-level classification is responsible for independently performing technical and clerical purchasing duties in support of financial operations. 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.*

- Researches vendors and suppliers; compares prices, specifications, shipping costs, and delivery dates; reads vendor reviews and interviews vendors and suppliers.
- Prepares purchase orders in accordance with City contracts, guidelines, and fiscal limitations; calculates the cost of orders; submits purchase orders to the vendor or supplier.
- Tracks the status of requisitions and orders; maintains purchase logs; communicates delays, insufficient supplies, order changes, or cancellations to City staff.
- Reviews and approves invoices for payment; checks deliveries and shipments for appropriate quantities and quality; examines invoices for accuracy; forwards invoices to accounting staff.
- Investigates and resolves delivery shortages, missed or late deliveries and other problems; monitors vendor and supplier performance.
- Prepares, maintains, and reviews purchasing files, reports, and price lists.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Technical and clerical purchasing methods, principles, and practices.
- Methods and techniques of preparing and maintaining records of financial transactions.
- Methods and techniques of researching and resolving processing transactional discrepancies.
- Intermediate math.
- Appropriate reception and telephone etiquette.
- Principles, practices, rules, and regulations related to public sector procurement, including competitive bidding and best value evaluation procedures.
- City policies and procedures for procurement thresholds and signatory authority, solicitation, agreements, and purchase of goods.
- Shipping and receiving procedures, methods, and techniques.
- Source types of products, commodities, and services used by the City.
- 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:**

- Calculate, issue, and record costs and quantities.
- Gather and compile information from a variety of sources.
- Understand and comply with City financial transaction standards, policies, and procedures.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Prepare, review, and evaluate routine bid proposals, purchase requisitions, specifications, and other purchasing-related documents.
- Efficiently conduct vendor and product research.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Make accurate mathematical and financial computations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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 completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- Two (2) years of experience performing technical purchasing support work.

**Licenses and Certifications:**

- None required.

**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 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 up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

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 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

### JOB DESCRIPTION

#### RECREATION AND EVENT SPECIALIST I/II

**SALARY: RANGE 62/66**

**Draft Classification**

**Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Parks and Recreation

**DEFINITION**

Under immediate (Recreation and Event Specialist I) to general (Recreation and Event Specialist II) supervision, supports the planning and implementation of a variety of recreation, leisure, and educational programs; organizes adult, youth, and alternative sports, after school programs, and recreation classes; assists with the planning and execution of City special events; leads, teaches, and conducts diversified recreation activities at various recreational facilities; maintains records and promotes program activities; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Recreation and Event Specialist I) or general (Recreation and Event Specialist II) supervision from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to program staff.

**CLASS CHARACTERISTICS**

*Recreation and Event Specialist I:* This is the entry-level classification in the Recreation and Event Specialist series. Initially under close supervision, incumbents learn and provide support with planning and implementation of programs. 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 Recreation and Event Specialist 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.

*Recreation and Event Specialist II:* This is the fully qualified journey-level classification in the Recreation and Event Specialist series. Positions at this level are distinguished from the Recreation and Event Specialist 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 Recreation and Event Specialist class series are flexibly staffed; positions at the Recreation and Event Specialist II level are normally filled by advancement from the Recreation and Event Specialist I level; progression to the Recreation and Event Specialist 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 Recreation and Event Specialist 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 Recreation and Event Specialist I level may perform some of these duties and responsibilities in a learning capacity.*

- Participates in and leads City-wide activities for youth and/or adults, special events, recreation center activities, athletics, or other related recreation programs; promotes community involvement through recreational and leisure programs; interacts with members of the public across all age groups.
- Organizes, plans, directs, and coordinates recreation activities as appropriate for position; trains part-time staff and/or volunteers in leading or teaching recreation activities.
- Assists with special event/program set up; maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition; secures equipment and materials at the close of the workday; assists with opening, closing, and securing buildings for events.
- Assists with coordinating event publicity, including news releases, flyers, pamphlets, brochures, and presentations; performs public relations work within the community and with community groups pertaining to specific programs, events, and special activities.
- Issues, collects, properly maintains, and inventories City equipment and supplies; reports maintenance and equipment repair needs to management; monitors equipment inventories and procures items as needed.
- Maintains records and prepares reports concerning new and ongoing programs; prepares attendance and activity records; performs routine office duties, including answering the telephone, greeting patrons, typing, data entry, copying, and filing.
- Oversees and trains others in registration and enrollment transactions and point of sale activities.
- Trains and monitors seasonal staff and volunteers; addresses or corrects actions related to safety and daily operations as needed when a supervisor is not onsite.
- Assists in recruiting, interviewing, and selecting volunteers, seasonal, and part-time staff.
- Maintains a safe program environment and facility; conducts safety checks; administers first aid and CPR as required; implements and monitors City procedures with respect to participant safety.
- Maintains effective communication and working relationships with patrons, participants, clients, co-workers, City Department representatives, and outside agencies.
- Responds to patrons' needs for assistance or information; identifies issues and resolves problems or refers to supervisor as appropriate; provides customer service and enforces rules and regulations.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

**QUALIFICATIONS**

*Positions at the Recreation and Event Specialist I level may exercise some of these knowledge and abilities statements in a learning capacity.*

**Knowledge of:**

- Principles and practices of organizing a variety of recreation programs.
- Recreational and social needs and interests of the community.
- Methods and techniques used in marketing and promotion.
- Principles and procedures of record-keeping, report writing, and preparation of correspondence.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- General office and business administrative practices.
- Age-appropriate program content.
- Instructional methods and techniques.
- Care and proper use of recreational equipment and supplies.
- 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, including the meaning and spelling of words, rules of composition, and grammar.

**Ability to:**

- Conduct recreation, leisure, and educational programs to meet the needs of the community.
- Train, monitor, and evaluate volunteers, part-time, and seasonal staff.
- Perform a variety of routine clerical tasks including record keeping, filing, and tracking systems.
- Effectively represent the department and the City in interactions with the community including meetings, events, and programs.
- Interpret and apply facility use policies and procedures.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural 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, 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.

**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:

- Recreation and Event Specialist I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by college level coursework in recreation, leisure studies, or a related field.

Experience:

- Recreation and Event Specialist I: Two (2) years of experience facilitating recreation programs/special events.

- **Recreation and Event Specialist II:** One (1) year of experience assisting with planning, implementing, and executing recreation programs, activities, and/or special events.

**Licenses and Certifications:**

- Possession of a valid California Driver's License to be maintained throughout employment.

**PHYSICAL DEMANDS**

When working in an office environment and/or recreational facility, 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 working outdoors while overseeing recreation activities and/or special events, must possess mobility to work in changing site conditions; to operate a motor vehicle and visit various City sites; 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. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 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 and/or recreational facility with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work outdoors and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. 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

## SENIOR EQUIPMENT MECHANIC

### **SALARY: RANGE 70**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – MSPC Unrepresented

Department: Public Services

### **DEFINITION**

Under direction, leads, oversees, reviews, and participates in the work of staff performing skilled technical diagnostic, repair, and maintenance work on a variety of automotive, trucks, tractors, and other light and heavy power-driven equipment; performs lead tasks; coordinates workflow and repairs with outside vendors and contractors; navigates and works within computer database programs; further develops and improves existing fleet maintenance management practices; implements new administrative processes for improved efficiencies and oversight; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Public Services Director. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey and lead level classification in the Equipment Mechanic series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **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 essential functions of the job.*

- Leads, oversees, reviews, and participates in the work of staff performing skilled technical diagnostic, repair, and maintenance work on a variety of automotive, trucks, tractors, and other light and heavy power-driven equipment; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring the work is consistent with quality standards, and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.

- Overhauls, repairs, maintains, and adjusts a wide variety of gas and diesel powered automotive, truck and heavy equipment and their component and computerized systems, including but not limited to engines, transmissions, clutches, differentials, fuel systems, generators, distributors, pumps, hydraulic systems, power plants, power trains, and other equipment accessories and components, such as, heating and air conditioning units.
- Inspects, diagnoses, and locates technical and electrical malfunctions on City automobiles, trucks, sewer utility vector trucks, generators, grounds maintenance equipment, and a variety of maintenance and construction equipment and their component systems.
- Coordinates equipment maintenance and replacement activities with other City departments, divisions, and outside agencies and makes recommendations on upgrades.
- Determines extent of necessary repairs for further repair work and scheduling; estimates parts and materials; locates and recommends vendors; requisitions for order replacement parts and supplies; prepares specifications for purchase of large equipment; recommends contract work, as necessary.
- Maintains work, time, material, and equipment maintenance logs and records; enters data into and retrieves, prints, and generates vehicle, equipment, and work order reports from computer information system; accesses technical information from automated databases.
- Directs and oversees Fleet Shop logistics, safety, and security; assists other equipment mechanics in the performance of major technical repairs as required.
- Conducts cost and life cycle analysis on vehicles and fleet equipment and makes recommendations related to their repair and replacement timeline.
- Assists in budget preparation by recommending equipment expenditures and Vehicle Maintenance Division capital outlay as required.
- Operates and maintains a complete set of hand, power, and shop tools and computerized diagnostic and test equipment used in the automotive and truck repair trade.
- Fabricates and modifies parts and equipment; performs minor welding, braising, soldering, and cutting operations.
- Performs general maintenance on cars, trucks, and other equipment, including but not limited to grease and lubrication; services batteries; changes and repairs tires; replaces spark plugs, light bulbs, fan belts, and other simple technical parts; completes gas and oil services.
- Performs auto body repairs and painting; patches or hammers out dents; uses power tools to sand, grind, smooth, and file repaired surfaces; prepares surfaces, masks parts, and fills cavities prior to painting; buffs and paints vehicles.
- Maintains and wears all required safety and health personal protective equipment, including respirator and eye and skin protection, in the manner recommended by the equipment manufacturer.
- Reads and interprets schematics, shop, and online service manuals and other related materials in performing work assignments; accesses technical information from automated databases; stays abreast of current technology.
- Maintains a clean and orderly work and shop area.
- Responds to emergency service calls for repairing vehicles and equipment requiring attention in the field; operates heavy duty vehicles to transport vehicles and equipment for service.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Practices, techniques, materials, tools, and equipment used in the diagnosis, repair, and modification of a wide variety of technical equipment, including automobiles, vector trucks, light trucks, heavy equipment, and specialized vehicles.
- Operation and repair characteristics of light and heavy equipment.
- Preventive maintenance practices and techniques.
- Regulations, standards, and guidelines pertaining to the work, including state and federal inspection guidelines.
- Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
- Operational characteristics of a variety of hand and power tools and equipment.
- Current technology in repairing and diagnosing vehicles, equipment, and their component systems.
- Practices and procedures of welding and fabrication.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- 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 at a level necessary to successfully perform the duties assigned.
- Current 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:**

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect the work of others and maintain established quality control standards.
- Meet deadlines and review and adjust vehicle and equipment service schedules as needed to ensure efficiency of workflow and cost effectiveness.
- Maintain a clean and orderly work and shop area.
- Perform advanced journey level equipment mechanic work on a wide range of vehicles and equipment.
- Troubleshoot and diagnose equipment and parts which are not functioning properly.
- Inspect gas- and diesel-powered equipment to locate difficulties and estimate the cost and time of repairs.
- Use a variety of tools and equipment with skill.
- Read and interpret shop manuals, schematics, blueprints, and specifications.
- Document and maintain records of repairs.
- Perform final operational tests on all vehicles to quality-check all repairs.
- Fabricate parts as needed to complete repair including any design work.
- Estimate time and cost of repairs to within 10% of the actual costs.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural 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:*

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- Five (5) years of increasingly responsible experience performing diagnostic and repair duties on a wide variety of vehicles and equipment, including both diesel and gas-powered equipment and their component electronic and computerized systems.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, 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, 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, which may include working on live electrical wires. 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.

**ENVIRONMENTAL CONDITIONS**

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, 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**

This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation and Federal Highway Administration requirements.

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

## SENIOR WASTEWATER TREATMENT PLANT OPERATOR

### **SALARY: RANGE 82**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – MSPC Unrepresented

Department: Public Services

### **DEFINITION**

Under direction, leads, oversees, reviews, and participates in the work of staff performing a variety of operations, control, and preventive maintenance functions in support of the City's wastewater treatment system, including the wastewater treatment plant, lift stations, and related facilities and equipment; oversees and performs routine water quality laboratory analysis and ensures compliance with federal, state, and local laws and regulations; operates and maintains plant equipment; oversees preventive maintenance and repairs of plant facilities and equipment; performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

This is the advanced journey and lead level classification in the Wastewater Treatment Plant Operator series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient and effective servicing function of assigned program areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services and complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Wastewater Plant Chief Operator in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned 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 qualified employees can perform the essential functions of the job.*

- Leads, oversees, reviews, and participates in the work of staff performing operations, control, and preventive maintenance functions in support of the City's wastewater treatment system, including the wastewater treatment plant, lift stations, and related facilities and equipment; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring the work is consistent with quality standards and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent

judgment and discretion in establishing work plans, identifying resources, and completing assignments.

- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.
- Leads the operations of the City's wastewater treatment plant using electronic and computer control systems (SCADA); adjusts equipment settings as appropriate; monitors and interprets gauges, meters, charts, and graphs; operates pumps, valves, motors, and related equipment.
- Oversees and monitors plant operations equipment and processes to ensure compliance with environmental and public health standards to determine processing requirements; calibrates and adjusts controls, instruments, and equipment as needed to optimize efficiency.
- Leads and participates in the operation, installation, maintenance, and repair of the City's wastewater treatment plant, lift stations, and related equipment; inspects plant equipment; performs preventive maintenance; notifies management of unusual situations and makes inspections or corrects system problems, as necessary.
- Ensures the proper maintenance of a wide variety of wastewater plant equipment; inspects, troubleshoots, and diagnoses related problems and malfunctions.
- Ensures regular wastewater quality analysis and the maintenance of analysis instrumentation and equipment to ensure accuracy; takes corrective action according to laboratory results.
- Oversees the maintenance of accurate records, logs, and reports of plant operations, including readings, laboratory results, adjustments, and repair and maintenance activities.
- Ensures the maintenance and cleanliness of plant facilities and grounds.
- Responds to wastewater treatment plant and lift station emergencies.
- Ensure staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Principles and processes of wastewater treatment systems.
- Principles, practices, equipment, material, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment facilities, lift stations, and related equipment.
- Standard chemical and physical tests of wastewater and related materials.
- SCADA operating systems and other computer applications related to the work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mechanical, electrical, and hydraulic principles.
- Health and safety regulations and procedures.
- Record keeping techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.

- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- 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:**

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Oversee and participate in a variety of activities in the installation, maintenance, and repair of wastewater treatment systems.
- Operate, maintain, and repair a variety of wastewater treatment equipment.
- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct unusual, inefficient, or dangerous operating conditions.
- Conduct chemical and physical tests of water and related materials.
- Handle hazardous chemicals in a safe manner.
- Oversee the maintenance of manual and automated logs, records, reports, and charts.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- 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, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural 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:*

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- Four (4) years of increasingly responsible experience in mechanical maintenance working with pumps, electric motors, and other mechanical equipment, or one (1) year of responsible work experience comparable to that of a Wastewater Treatment Plant Operator III with the City of Imperial.

**Licenses and Certifications:**

- 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 a valid Wastewater Treatment Plant Certification Grade III from the California State Water Resources Control Board, to be maintained throughout employment.
- Preferred: Possession of a valid Collection System Maintenance Certification Grade 1 from the California Water Environmental Association (CWEA) to be maintained throughout employment is preferred.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field, standard wastewater treatment plant, and related facilities; 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; possible entry into confined spaces and the use of confined entry equipment, 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; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. 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 of up to 100 pounds in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in the field, standard wastewater treatment plant, lift stations, and related facilities 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, hazardous physical substances and fumes, dust, and air contaminants. 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

### JOB DESCRIPTION

## UTILITY BILLING TECHNICIAN

### **SALARY: RANGE 66**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Finance Department

### **DEFINITION**

Under general supervision, performs clerical and customer service duties for the City's utility billing function, including processing requests for new service and service termination; prepares, processes, and reconciles payments; prepares related reports; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Finance Manager. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey-level classification is responsible for independently performing clerical accounting and customer service duties in support of utility billing operations. 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.*

- Assists the City's utility billing customers in person, via email, or by telephone with their requests for service; initiates new service and creates and enters new customer account information and new meter and endpoint information into utility databases and systems; terminates service and prepares customer final bills, as required.
- Performs general front counter duties including assisting customers, answering telephone calls, and sorting and distributing mail and packages; responds to general questions and complaints concerning utility services; processes related work orders.
- Processes utility bill payments; computes billings according to established procedures; checks balances; corrects billing errors and adjusts as necessary to ensure accuracy.
- Processes meter and end point change-outs in customer accounts; prepares shut-off notices; inputs and processes meter readings; processes and prepares monthly close-out reports.
- Receives, processes, and maintains records for utility payments; enters loan and business license payments; prepares and processes returned checks; prepares daily bank deposits.
- Develops and maintains a variety of service schedules; prepares records and inputs information for trash collection activities; prepares trash collection and end-of-day reports.

- Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries and generates a variety of computerized reports.
- Audits records; balances and reconciles accounts and maintains ledgers; processes adjustments, transfers, disconnection notices, refunds, and closings as appropriate.
- Prepares and maintains records, files, lists, and reports related to utility billing account activities; reviews and processes a variety of forms and other documents as needed.
- Communicates with other departments and personnel, public and private agencies, outside organizations, customers, and the public to exchange information and resolve issues or concerns.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic clerical accounting methods, principles, and practices.
- Methods and techniques of preparing and maintaining records of financial transactions.
- Methods and techniques of researching and resolving processing transactional discrepancies.
- Recordkeeping principles and procedures including record destruction according to rules and regulations.
- Basic math.
- Appropriate reception and telephone etiquette.
- 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:**

- Process, record, correct, and reconcile utility billing transactions.
- Gather and compile information from a variety of sources.
- Understand and comply with City financial transaction standards, policies, and procedures.
- Work with frequent interruptions and a high degree of public contact by phone or in person.
- Perform detailed utility billing support work accurately and in a timely manner.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Make accurate arithmetic and financial computations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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 completion of the twelfth (12<sup>th</sup>) grade, supplemented by college level coursework in accounting, business, finance, or a related field.

Experience:

- Three (3) years of increasingly responsible experience performing clerical accounting support work to include customer service and cash handling.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**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 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 up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

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 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

### JOB DESCRIPTION

## UTILITY MAINTENANCE WORKER I/II

### **SALARY: RANGE 62/66**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Public Services

### **DEFINITION**

Under immediate (Utility Maintenance Worker I) to general (Utility Maintenance Worker II) supervision, performs a variety of construction, maintenance, and repair duties to City infrastructure, including streets, street signs and striping, water and wastewater treatment facilities, and water, sewer, and storm drain systems; maintains and repairs meters, boxes, and valves; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

*Utility Maintenance Worker I:* This is the entry-level classification in the Utility Maintenance Worker series. Initially under close supervision, incumbents learn and perform maintenance duties on City infrastructure and systems, while also learning a wide variety of practices and procedures and the use of tools and equipment. 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 Utility Maintenance 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.

*Utility Maintenance Worker II:* This is the fully qualified journey-level classification in the Utility Maintenance Worker series. Positions at this level are distinguished from the Utility Maintenance 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 Utility Maintenance Worker class series are flexibly staffed; positions at the Utility Maintenance Worker II level are normally filled by advancement from the Utility Maintenance Worker I level; progression to the Utility Maintenance 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 Utility Maintenance 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 Utility Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.*

- Performs a variety of unskilled and semi-skilled activities involved in the construction, maintenance, and repair of City infrastructure, including streets, street signs and striping, water and wastewater treatment facilities, and water distribution and sewer collection systems.
- Installs and maintains streets, curbs, and gutters; prepares streets for asphalt and concrete repair; utilizes asphalt and other rock to grade and patch the City's rights-of-way; fills holes and seals cracks; maintains existing streets in proper condition; cleans and maintains street drains.
- Maintains and repairs City water and sewer systems, lines, and equipment; cleans water and sewer lines; maintains and repairs water and sewer mains, laterals, and various other fixtures, parts, and equipment.
- Performs inspection, repair, maintenance, and upkeep of the City's water and wastewater treatment facilities, including cleaning lift stations.
- Performs preventive maintenance and services for wastewater treatment systems, water treatment processes, and plant facilities, including cleaning water plant ponds and wastewater ponds and replacing utility hole covers.
- Performs corrective maintenance on wastewater facilities and equipment, including disassembling, rebuilding, cleaning, and overhauling/replacing valves, filters, pipe fittings, pumps, bearings, and other assorted equipment.
- Assists and confers with plant operations staff to determine equipment problems; assists skilled workers with complex equipment maintenance and repairs.
- Troubleshoots meter reading connection issues; programs meters to end points; replaces damaged meters, boxes, and shut-off valves; turns water functions on and off.
- Inspects water mains and sewer mains for malfunctions and performs regular maintenance as directed.
- Performs semi-skilled fabrication and welding activities.
- Cleans City streets and rights-of-way; cleans and clears streets of trash and debris; loads and unloads trucks.
- Operates a variety of equipment such as vacuum trucks, excavators, backhoes, skid steers, tractors, forklifts, water trucks, dump trucks, cranes, and various hand and power tools.
- Maps characteristics of the City water and sewer 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 Utility Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.*

**Knowledge of:**

- Standard tools, equipment, materials, methods, and techniques used in general construction, maintenance, and repair.
- Practices, procedures, methods, and materials involved in the maintenance and repair of City infrastructure, including streets, street signs and striping, water and wastewater treatment facilities, and water, sewer, and storm drain systems.
- Use of hand and power tools used in maintenance and repair.
- Safe driving rules and practices.
- Safe operation of heavy equipment.
- Appropriate health and safety precautions and procedures.
- Basic record-keeping techniques.
- 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 to effectively perform the work.

**Ability to:**

- Perform a variety of construction, maintenance, and repair activities of City infrastructure, including streets, street signs and striping, water and wastewater treatment facilities, and water, sewer, and storm drain systems.
- Safely operate a variety of equipment such as vacuum trucks, excavators, backhoes, skid steers, tractors, forklifts, water truck, dump trucks, cranes, and various hand and power tools.
- Patch City streets, rights-of-way, and shoulders using asphalt and other rock grade.
- Repair or replace a variety of fixtures, parts, components, and equipment.
- Observe health and safety regulations.
- Perform heavy manual labor as needed.
- 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:

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

Experience:

- Utility Maintenance Worker I: Six (6) months of experience in construction, maintenance, and/or repair of water utilities and/or related facilities, systems, and appurtenances

- Utility Maintenance Worker II: Two (2) years of experience in construction, maintenance, and/or repair of water utilities and/or related facilities, systems, and appurtenances, or one (1) year of experience equivalent to Utilities Maintenance Worker I at the City of Imperial.

### **Licenses and Certifications:**

- Utility Maintenance Worker I: Possession of a valid California Driver's License, to be maintained throughout employment.
- Utility Maintenance Worker II: Possession of a valid Class B California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Utility Maintenance Worker I/II:
- Possession of a valid Forklift certification, to be maintained throughout employment.
- Possession of a valid First Aid/CPR/AED certification, to be maintained throughout employment.
- Incumbents in this classification series who possess a Class "B" California Driver's License are placed in a random drug test program.

### **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; possible entry into confined spaces and the use of confined entry equipment, 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; 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 60 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

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, hazardous physical substances and fumes, dust, and air contaminants. 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

### JOB DESCRIPTION

## WASTEWATER OPERATOR IN TRAINING

### **SALARY: RANGE 60**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Public Services

### **DEFINITION**

Under immediate supervision, operates, controls, and performs preventive maintenance on the City's wastewater treatment plant and related facilities and equipment; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the trainee-level classification in the Wastewater Treatment Plant Operator series. Initially under close supervision, incumbents receive on-the-job training and learn to perform routine duties related to the operation, monitoring/control, and preventive maintenance of the City's wastewater treatment plant and learn City policies and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level perform duties in a training capacity while gaining the experience necessary to become a certified operator. Work is closely supervised while in progress and fits an established structure or pattern.

### **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.*

- Learns and assists in the operation, maintenance, and installation of wastewater facilities and related equipment; performs and documents routine operation and maintenance tasks.
- Learns to monitor, test, calibrate, repair, and adjust wastewater treatment equipment.
- Learns to inspect, troubleshoot, and diagnose wastewater plant equipment problems and malfunctions.
- Cleans, maintains, and repairs as directed City sewer lines and lift, sewage, and pump stations.
- Assists in the overhaul of wastewater treatment plant equipment including pumps.
- Performs routine process control laboratory tests; records data and calibrations of testing equipment.
- Operates a variety of equipment such as vacuum trucks, tractors, forklifts, water trucks, skip loaders, and various hand and power tools including welding equipment.
- Prepares and maintains accurate records, logs, and reports of plant operations.

- Performs a variety of custodial and grounds maintenance duties, including sweeping and cleaning in the plant facilities, groundskeeping, and weed control.
- Responds to wastewater treatment plant and lift station emergencies.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, equipment, materials, and tools used in the operation, cleaning, preventive maintenance, and basic repair of wastewater treatment facilities, lift stations, and related equipment.
- Operational principles of pumps, valves, motors, and related equipment and electronic, computerized, and manual control systems.
- California State Water Resources Control Board regulations and standards applicable to wastewater treatment systems.
- National Pollutant Discharge Elimination System (NPDES) permit requirements for the City's wastewater treatment plant.
- Sampling and wastewater testing techniques.
- Use of equipment, tools, chemicals, and meters used to test wastewater quality.
- Operational characteristics and minor maintenance of a variety of hand and power tools and light to heavy equipment and their application to wastewater treatment operations.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- 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:**

- Operate and maintain all aspects of the City's wastewater treatment plant, lift stations, and equipment.
- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Perform inspections, monitor processes, diagnose operational problems, and perform preventive maintenance of treatment plant facilities and equipment.
- Safely and effectively use, operate, and maintain tools and test equipment.
- Maintain a variety of filing, record keeping, and tracking systems of work performed.
- Perform mathematical computations with accuracy.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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 completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- Six (6) months of experience performing maintenance and repair of mechanical equipment used in the distribution, collection, and treatment of water and/or wastewater or other similar industrial setting.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession, or successful acquisition within 12 months of employment, a valid Grade 1 Operator-in-Training Certification from the California State Water Resources Control Board, to be maintained throughout employment.
- Possession, or successful acquisition within 24 months of employment, a valid Wastewater Grade 1 Certification from the California State Water Resources Control Board, to be maintained throughout employment.
- OIT's must complete one (1) full year of qualifying experience or a minimum of 1,800 hours in wastewater operations to become certified.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field, standard wastewater treatment plant, and related facilities; 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; possible entry into confined spaces and the use of confined entry equipment, 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; 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 of up to 100 pounds in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in the field, standard wastewater treatment plant, lift stations, and related facilities 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, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

**WORKING CONDITIONS**

Wastewater Operator In Training

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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

## WASTEWATER TREATMENT PLANT OPERATOR I/II/III

**SALARY: RANGE 71/74/80**

**Draft Classification**

**Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Public Services

**DEFINITION**

Under immediate (Wastewater Treatment Plant Operator I) or general (Wastewater Treatment Plant Operator II/III) supervision, performs a variety operations, control, and preventive maintenance functions in support of the City's wastewater treatment system, including the wastewater treatment plant, lift stations, and related facilities and equipment; assists with sample collection and laboratory testing; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Wastewater Treatment Plant Operator I) or general (Wastewater Treatment Plant Operator II/III) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

**CLASS CHARACTERISTICS**

*Wastewater Treatment Plant Operator I:* This is the entry-level classification in the Wastewater Treatment Plant Operator series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. 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 Wastewater Treatment Plant Operator 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.

*Wastewater Treatment Plant Operator II:* This is the first experienced-level classification in the Wastewater Treatment Plant Operator series. Positions at this level are distinguished from Wastewater Treatment Plant Operator I level by the performance of a broader range of duties as assigned, working with greater independence, and exercising greater judgment and initiative. Work is usually supervised while in progress and fits an established structure or pattern. This class is distinguished from Wastewater Treatment Plant Operator III in that the latter performs the full range of wastewater plant operations and maintenance duties at a greater level of independence not expected of this class level.

*Wastewater Treatment Plant Operator III:* This is the fully qualified journey-level classification in the Wastewater Treatment Plant Operator series. Positions at this level are distinguished from the Wastewater Treatment Plant Operator II 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 Wastewater Treatment Plant Operator class series are flexibly staffed; positions at the Wastewater Treatment Plant Operator II and III levels are normally filled by advancement from the Wastewater Treatment Plant Operator I and II levels (respectively); progression through the Wastewater Treatment Plant Operator levels 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 higher positions within the Wastewater Treatment Plant Operator levels.

**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 Wastewater Treatment Plant Operator I/II levels may perform some of these duties and responsibilities in a learning capacity.*

- Operates the City's wastewater treatment plant and lift stations; monitors the operation of a variety of wastewater treatment plant pumps, motors, digesters, biosolids, and other equipment; reads gauges, dials, and other instruments that record plant operations including electronic and computer control systems (SCADA).
- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards; adjusts as needed to optimize efficiency and maintain compliance.
- Inspects, troubleshoots, and diagnoses wastewater plant, lift station, and related equipment problems and malfunctions; assists in the maintenance and repair or replacement of parts, controls, motors, system components, and other related mechanical equipment.
- Performs daily walk through of the wastewater treatment plant facility; inspects equipment; monitors and adjusts chemical dosages for wastewater effluent and performs total suspended solids tests.
- Operates and maintains the Membrane Biological Reactor, including monitoring and performing membrane recovery cleaning.
- Performs walk through of lift stations; inspects oil, belts, pumps, valves, run hours, electrical components, and weed control; monitors for leaks; vacuums and jets collection systems.
- Ensures proper handling for obtaining and transporting wastewater samples; tests, records, and adjusts equipment in response to wastewater quality characteristics.
- Maintains, calibrates, and repairs wastewater analysis instrumentation and equipment to ensure proper operation.
- Notifies management of unusual situations and makes inspections or corrects system problems, as necessary.
- Operates a variety of equipment such as vacuum trucks, tractors, forklifts, water trucks, skip loaders, and various hand and power tools.
- Maintains accurate records, logs, and reports of plant operations, including readings, laboratory results, adjustments, and repair and maintenance activities.
- Responds to wastewater treatment plant and lift station emergencies.
- Assists with sewer complaints and contacts underground utility location services as requested.

- Performs a variety of custodial and grounds maintenance duties, including sweeping and cleaning in the plant facilities and weed control at lift stations.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

## **QUALIFICATIONS**

*Positions at the Wastewater Treatment Plant Operator I/II levels may exercise some of these knowledge and abilities statements in a learning capacity.*

### **Knowledge of:**

- Principles and processes utilized in wastewater treatment.
- Principles, practices, equipment, material, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment facilities, lift stations, and related equipment.
- Standard chemical and physical tests of wastewater and related materials.
- SCADA operating systems and other computer applications related to the work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mechanical, electrical, and hydraulic principles.
- Health and safety regulations and procedures.
- Record keeping techniques.
- 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, including the meaning and spelling of words, rules of composition, and grammar.

### **Ability to:**

- Participate in a variety of activities in the installation, maintenance, and repair of wastewater treatment facilities and lift stations.
- Operate, maintain, and repair a variety of wastewater treatment equipment.
- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Conduct standard chemical and physical tests of wastewater and related materials.
- Handle hazardous chemicals in a safe manner.
- Maintain manual and automated logs, records, reports, and charts.
- 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, 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.

### **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:

- Wastewater Treatment Plant Operator I/II/III: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

#### Experience:

- Wastewater Treatment Plant Operator I: One (1) year of responsible work experience in mechanical maintenance working with pumps, electric motors, and other mechanical equipment.
- Wastewater Treatment Plant Operator II/III: One (1) year of responsible maintenance or related work experience at a wastewater treatment plant.

### **Licenses and Certifications:**

- Wastewater Treatment Plant Operator I/II/III: Possession of a valid California Driver's License, to be maintained throughout employment.
- Wastewater Treatment Plant Operator I: Possession of a valid Wastewater Treatment Plant Certification Grade I from the California State Water Resources Control Board, to be maintained throughout employment.
- Wastewater Treatment Plant Operator II: Possession of a valid Wastewater Treatment Plant Certification Grade II from the California State Water Resources Control Board, to be maintained throughout employment.
- Wastewater Treatment Plant Operator III: Possession of a valid Wastewater Treatment Plant Certification Grade III from the California State Water Resources Control Board, to be maintained throughout employment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field, standard wastewater treatment plant, and related facilities; 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; possible entry into confined spaces and the use of confined entry equipment, 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; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. 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 of up to 100 pounds in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in the field, standard wastewater treatment plant, lift stations, and related facilities 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, hazardous physical substances and fumes, dust, and air contaminants. 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

### JOB DESCRIPTION

## **WATER METER / DISTRIBUTION OPERATOR I/II**

**SALARY: RANGE 64/67**

### **Draft Classification**

**Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Public Services

### **DEFINITION**

Under immediate (Water Meter/Distribution Operator I) to general (Water Meter/Distribution Operator II) supervision, performs a variety of skilled work in the operation, maintenance, and repair of the City's water infrastructure systems, including servicing water main and service lines; performs meter reading, water connection and disconnection services, and field inspections; maintains and repairs water meters; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Water Meter/Distribution Operator I) or general (Water Meter/Distribution Operator II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

*Water Meter/Distribution Operator I:* This is the entry-level classification in the Water Meter/Distribution Operator series. Initially under close supervision, incumbents learn and perform water systems infrastructure maintenance and repair. 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 Water Meter/Distribution Operator 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.

*Water Meter/Distribution Operator II:* This is the fully qualified journey-level classification in the Water Meter/Distribution Operator series. Positions at this level are distinguished from the Water Meter/Distribution Operator 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 Water Meter/Distribution Operator class series are flexibly staffed; positions at the Water Meter/Distribution Operator II level are normally filled by advancement from the Water Meter/Distribution Operator I level; progression to the Water Meter/Distribution Operator 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 Water Meter/Distribution Operator 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 Water Meter/Distribution Operator I level may perform some of these duties and responsibilities in a learning capacity.*

- Performs inspections, troubleshooting, and skilled maintenance, repairs, and replacements of water systems transmission/distribution main and service lines; conducts work in compliance with state and federal environmental and water quality laws and regulations and City policies and standards.
- Troubleshoots meter reading connection issues; programs meters to end points; replaces broken meters and boxes; replaces broken shut-off valves; orders new meters; turns water functions on and off.
- Receives and responds to customer complaints, including water meter leaks, low pressure issues, high water bills, and missing meter box lids; inspects and diagnoses issues and performs required repairs; provides information and explanations to customers.
- Ensures safe digs for water service line maintenance and water leak servicing; contacts underground utility location services to identify utility lines in affected areas; excavates areas properly marked for digging.
- Utilizes specialty equipment to locate and track water lines to water mains and confirm service line leaks.
- Safely operates medium and heavy equipment including vacuum trucks, backhoes, tractors, forklifts, dump trucks, water trucks, and utility trucks; safely uses various hand and power tools; cleans and maintains vehicles, tools, and equipment; performs maintenance as directed.
- Inspects and maintains water and wastewater systems infrastructure equipment and components.
- Performs the City's dead end fire hydrant main flushing and valve exercising; operates valve exercising machine; repairs leaks at valve stems; repaint hydrants as directed.
- Sets up work zones and equipment in safe operating conditions; notifies supervisor of maintenance and repair issues; reports unsafe conditions, accidents, injuries, security issues, and illegal activities.
- Orders and maintains stock to ensure parts are available, as necessary.
- Interprets plans, diagrams, blueprints, sketches, and specifications.
- Utilizes work orders, log sheets, and electronic recording equipment; records data on spreadsheets; documents and records activities; prepares monthly reports of meter change outs.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

**QUALIFICATIONS**

*Positions at the Water Meter/Distribution Operator I level may exercise some of these knowledge and abilities statements in a learning capacity.*

**Knowledge of:**

- Methods, materials, tools, and equipment used in water systems operations, repairs, and maintenance.
- State and federal laws and regulations governing water/wastewater utilities and emergency response.

- Safe work practices and occupational hazards.
- Techniques for use and storage of chemicals, including OSHA Safety Data Sheets (SDS) for hazardous chemicals used in the workplace.
- Methods and techniques of water transmission and distribution system installations, troubleshooting, and repairs.
- Basic computerized systems for equipment data logging and fieldwork recording.
- OSHA guidelines related to water transmission/distribution system operations.
- Underground utility location services specifications and guidelines.
- 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 to effectively perform the work.

**Ability to:**

- Follow standardized methods and procedures, and verbal and written instructions.
- Effectively perform water systems maintenance activities.
- Identifying unsafe conditions and mechanical problems.
- Read and understand manufacturer manuals and equipment specifications.
- Following safe work practices.
- Safely operate a variety of equipment such as vacuum trucks, backhoes, tractors, forklifts, dump trucks, water trucks, utility trucks, and various hand and power tools.
- 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:

- Water Meter/Distribution Operator I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- Water Meter/Distribution Operator I: Two (2) years of experience in public works repair and maintenance or general construction.
- Water Meter/Distribution Operator II: Two (2) years of experience equivalent to a Water Meter/Distribution Operator I with the City of Imperial.

**Licenses and Certifications:**

- Possession of a valid Class B California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Possession of a valid Forklift certification, to be maintained throughout employment.

- Water Meter/Distribution Operator I: Possession of a valid Water Distribution Certification Grade I (D-1) from the California State Water Resources Control Board, to be maintained throughout employment.
- Water Meter/Distribution Operator II: Possession of a valid Water Distribution Certification Grade II (D-2) from California State Water Resources Control Board, 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; possible entry into confined spaces and the use of confined entry equipment, 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; 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 25 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

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, hazardous physical substances and fumes, dust, and air contaminants. 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

### JOB DESCRIPTION

## WATER OPERATOR IN TRAINING

### **SALARY: RANGE 60**

#### **Draft Classification**

#### **Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Public Services

### **DEFINITION**

Under immediate supervision, operates, controls, and performs preventive maintenance on the City's water treatment plant and related facilities and equipment; assists with basic laboratory testing and sample collection; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the trainee-level classification in the Water Treatment Plant Operator series. Initially under close supervision, incumbents receive on-the-job training and learn to perform routine duties related to the operation, monitoring/control, and preventive maintenance of the City's water treatment plant and learn City policies and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level perform duties in a training capacity while gaining the experience necessary to become a certified operator. Work is closely supervised while in progress and fits an established structure or pattern.

### **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.*

- Monitors and sets electronic and computer control systems (SCADA) to ensure water quality standards, compliant water system levels, and plant performance.
- Monitors, tests, calibrates, repairs, and adjusts water treatment equipment.
- Collects water samples at the water treatment plant, booster stations, and distribution sampling sites and delivers for water quality analysis testing.
- Adjusts and maintains chlorination and coagulation equipment; checks and adjusts chemical dosages.
- Operates and maintains specialized equipment, including transfer pumps, distribution pumps, electrical motors, laboratory equipment, chemical feeder, hand tools, and lawn mower.
- Learns to inspect, troubleshoot, and diagnose water plant equipment problems and malfunctions; assists in the maintenance and repair or replacement of gauges, pumps, filters, and various other controls, parts, motors, distribution and metering system components, and other related mechanical equipment.

- Prepares and maintains accurate records, logs, and reports of plant operations.
- Performs a variety of custodial and grounds maintenance duties, including sweeping and cleaning in the plant facilities.
- Responds to water treatment plant and booster station facility emergencies and water quality concerns.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, equipment, materials, and tools used in the operation, cleaning, preventive maintenance, and basic repair of water treatment facilities, distribution systems, and related equipment.
- Operational principles of pumps, valves, motors, and related equipment and electronic, computerized, and manual control systems.
- California State Water Resources Control Board regulations and standards applicable to water distribution and water treatment systems.
- Sampling and water testing techniques.
- Chemical analysis of water quality, including chlorine use and the use of a variety of test kits and equipment.
- Use of equipment, tools, chemicals, and meters used to test water quality.
- Operational characteristics and minor maintenance of a variety of hand and power tools and light to heavy equipment and their application to wastewater treatment operations.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- 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:**

- Operate and maintain all aspects of the City's water treatment plant, systems, and equipment.
- Read and interpret gauges and other recording devices reflecting water treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Perform inspections, monitor processes, diagnose operational problems, and perform preventive maintenance of treatment plant facilities and equipment.
- Safely and effectively use, operate, and maintain tools and test equipment.
- Maintain a variety of filing, record keeping, and tracking systems of work performed.
- Perform mathematical computations with accuracy.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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 completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- Six (6) months of experience performing maintenance and repair of mechanical equipment used in the distribution, collection, and treatment of water and/or wastewater or other similar industrial setting.
- OIT's must complete one (1) full year of qualifying experience or a minimum of 1,800 hours in water operations to become certified.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Water Treatment Plant Certification Grade I (T-1) from the California State Water Resources Control Board, to be maintained throughout employment.
- Possession of a valid Water Distribution Certification Grade I (D-1) from the California State Water Resources Control Board, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field, standard water treatment plant, and related facilities; 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; possible entry into confined spaces and the use of confined entry equipment, 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; 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 of up to 125 pounds in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in the field, standard water treatment plant, and related facilities 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, hazardous physical substances and fumes, dust, and air contaminants. 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

### JOB DESCRIPTION

## WATER TREATMENT PLANT OPERATOR I/II/III

**SALARY: RANGE 71/74/80**

### **Draft Classification**

**Pending CC Approval 10/15/25**

FLSA Non-Exempt – Teamsters

Department: Public Services

### **DEFINITION**

Under immediate (Water Treatment Plant Operator I) or general (Water Treatment Plant Operator II/III) supervision, performs a variety operations, control, and preventive maintenance functions in support of the City's production of potable water; performs routine water quality laboratory analysis and adjusts chemicals to comply with federal, state, and local laws and regulations; operates and maintains plant equipment; assists with preventive maintenance and repair of plant facilities and equipment; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Water Treatment Plant Operator I) or general (Water Treatment Plant Operator II/III) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

*Water Treatment Plant Operator I:* This is the entry-level classification in the Water Treatment Plant Operator series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. 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 Water Treatment Plant Operator 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.

*Water Treatment Plant Operator II:* This is the first experienced-level classification in the Water Treatment Plant Operator series. Positions at this level are distinguished from Water Treatment Plant Operator II level by the performance of a broader range of duties as assigned, working with greater independence, and exercising greater judgment and initiative. Work is usually supervised while in progress and fits an established structure or pattern. This class is distinguished from Water Treatment Plant Operator III in that the latter performs the full range of water plant operations and maintenance duties at a greater level of independence not expected of this class level.

*Water Treatment Plant Operator III:* This is the fully qualified journey-level classification in the Water Treatment Plant Operator series. Positions at this level are distinguished from the Water Treatment Plant Operator I and II levels 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 Water Treatment Plant Operator class series are flexibly staffed; positions at the Water Treatment Plant Operator II and III levels are normally filled by advancement from the Water Treatment Plant Operator I and II levels (respectively); progression through the Water Treatment Plant Operator levels 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 higher positions within the Water Treatment Plant Operator levels.

**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 Water Treatment Plant Operator I/II levels may perform some of these duties and responsibilities in a learning capacity.*

- Operates the City's water treatment plant using electronic and computer control systems (SCADA); adjusts equipment settings as appropriate; monitors and interprets gauges, meters, charts, and graphs; operates pumps, valves, motors, and related equipment.
- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards to determine processing requirements; calibrates and adjusts controls, instruments, and equipment as needed to optimize efficiency.
- Operates, installs, maintains, and repairs the City's water treatment plant, water distribution systems, and related equipment; inspects plant equipment; performs preventive maintenance; notifies management of unusual situations and makes inspections or corrects system problems, as necessary.
- Inspects, troubleshoots, and diagnoses water plant equipment problems and malfunctions; assists in the maintenance and repair or replacement of gauges, pumps, filters, and various other controls, parts, motors, distribution and metering system components, and other related mechanical equipment.
- Performs calculations to determine proper dosage of chemicals; collects water samples at the water treatment plant, booster stations, and distribution sampling sites; performs water quality analysis to confirm proper chemical dosages and compliance with regulations; takes corrective action according to laboratory results.
- Maintains, calibrates, and repairs water analysis instrumentation and equipment to ensure proper operation.
- Maintains and cleans raw water ponds, water pumps, wells, flocculation basins, sediment basins, clarifiers, filtration basins, and storage tanks.
- Inspects water treatment filters; analyzes and measures filter media to determine compliance with design specifications; performs backwashing on mixed media filtration systems.
- Maintains accurate records, logs, and reports of plant operations, including readings, laboratory results, adjustments, and repair and maintenance activities.
- Performs a variety of custodial and grounds maintenance duties, including sweeping and cleaning in the plant facilities.
- Responds to water treatment plant and booster station facility emergencies and water quality concerns.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

## **QUALIFICATIONS**

*Positions at the Water Treatment Plant Operator I/II levels may exercise some of these knowledge and abilities statements in a learning capacity.*

### **Knowledge of:**

- Principles and processes of water treatment and water distribution systems.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of water treatment facilities, water distribution systems, and related equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water and related materials.
- Supervisory Control and Data Acquisition (SCADA) operating systems and other computer applications related to the work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mechanical, electrical, and hydraulic principles.
- Health and safety regulations and procedures.
- Record keeping and report preparation techniques.
- 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, including the meaning and spelling of words, rules of composition, and grammar.

### **Ability to:**

- Participate in a variety of activities in the installation, maintenance, and repair of water treatment and water distribution systems.
- Operate, maintain, and repair a variety of water treatment equipment.
- Read and interpret gauges and other recording devices reflecting water treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Conduct standard chemical and physical tests of water and related materials.
- Handle hazardous chemicals in a safe manner.
- Maintain manual and automated logs, records, reports, and charts.
- 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, 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.

### **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:

- Water Treatment Plant Operator I/II/III: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- Water Treatment Plant Operator I: One (1) year of responsible work experience in mechanical maintenance working with pumps, electric motors, and other mechanical equipment.
- Water Treatment Plant Operator II/III: One (1) year of responsible maintenance or related work experience at a water treatment plant.

**Licenses and Certifications:**

- Water Treatment Plant Operator I/II/III: Possession of a valid California Driver's License, to be maintained throughout employment.
- Water Treatment Plant Operator I:
  - Possession of a valid Water Treatment Certification Grade I (T-1) from the California State Water Resources Control Board, to be maintained throughout employment.
  - Possession of a valid Water Distribution Certification Grade I (D-1) from the California State Water Resources Control Board, to be maintained throughout employment.
  - Possession of, or successful acquisition within 18 months of employment, a valid Water Treatment Certification Grade II (T-2) from the California State Water Resources Control Board, to be maintained throughout employment.
- Water Treatment Plant Operator II:
  - Possession of a valid Water Treatment Certification Grade II (T-2) from the California State Water Resources Control Board, to be maintained throughout employment.
  - Possession of a valid Water Distribution Certification Grade I (D-1) from the California State Water Resources Control Board, to be maintained throughout employment.
- Water Treatment Plant Operator III:
  - Possession of a valid Water Treatment Plant Certification Grade III (T-3) from the California State Water Resources Control Board, to be maintained throughout employment.
  - Possession of a valid Water Distribution Certification Grade II (D-2) from the California State Water Resources Control Board, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field, standard water treatment plant, and related facilities; 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; possible entry into confined spaces and the use of confined entry equipment, 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; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. 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 of up to 125 pounds in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in the field, standard water treatment plant, and related facilities 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, hazardous physical substances and fumes,

dust, and air contaminants. 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**  
**Classification and Compensation Schedule**

<b><u>CLASSIFICATION TITLE</u></b>	<b><u>BARGAINING UNIT NAME</u></b>	<b><u>RANGE</u></b>
Accountant	Unrepresented MSPC	75
Accounting Assistant I	Teamsters	57
Accounting Assistant II	Teamsters	61
<del>Accounting Assistant III</del>	<del>Teamsters</del>	<del>66</del>
Accounting Technician	Teamsters	69
Administrative Assistant	Teamsters	60
<del>Administrative Specialist</del>	<del>Teamsters</del>	<del>72</del>
Animal Control Officer	IPOA	57
Assistant City Clerk	Unrepresented MSPC	78
Assistant City Manager	Unrepresented MSPC	102
Assistant to the City Manager	Unrepresented MSPC	98
<del>Assistant Planner</del>	<del>Teamsters</del>	<del>80</del>
Associate Planner	Unrepresented MSPC	85
Building Inspection and Code Enforcement Supervisor	Unrepresented MSPC	85
Building Inspector I	Teamsters	75
Building Inspector II	Teamsters	77
Building Official	Unrepresented MSPC	92
<del>Building Service Worker</del>	<del>Teamsters</del>	<del>60</del>
City Manager	Contract	Contract
<del>Code Enforcement Inspector</del>	<del>Teamsters</del>	<del>69</del>
<del>Code Enforcement Inspector I</del>	<del>Teamsters</del>	<del>66</del>
<del>Code Enforcement Inspector II</del>	<del>Teamsters</del>	<del>70</del>
Collection System Worker I	Teamsters	62
Collection System Worker II	Teamsters	66
Community Development Director	Unrepresented MSPC	102
Community Development Project Coordinator	Unrepresented MSPC	69
Community Development Project Manager	Unrepresented MSPC	92
<del>Community Development Technician</del>	<del>Teamsters</del>	<del>57</del>
<del>Community Development Technician I</del>	<del>Teamsters</del>	<del>61</del>
<del>Community Development Technician II</del>	<del>Teamsters</del>	<del>66</del>
Construction Project Coordinator	Unrepresented MSPC	76
<del>Crew Leader Parks</del>	<del>Teamsters</del>	<del>65</del>
<del>Crew Leader Public Services</del>	<del>Teamsters</del>	<del>65</del>
Criminal Analyst	IPOA	73
Cybersecurity Program Manager	Unrepresented MSPC	92

**City of Imperial**  
**Classification and Compensation Schedule**

<del>Distribution Utility Worker I</del>	<del>Teamsters</del>	<del>64</del>
<del>Distribution Utility Worker II</del>	<del>Teamsters</del>	<del>67</del>
Electrician	Teamsters	78
<del>Engineering Technician/Inspector</del>	<del>Teamsters</del>	<del>74</del>
Engineering Technician I	Teamsters	67
Engineering Technician II	Teamsters	74
Equipment Mechanic	Teamsters	67
Executive Assistant	Unrepresented MSPC	74
Facilities Maintenance Worker	Teamsters	60
Finance Director	Unrepresented MSPC	102
Finance Manager	Unrepresented MSPC	98
Fleet and Facilities Supervisor	Unrepresented MSPC	85
<del>General Maintenance Technician I</del>	<del>Teamsters</del>	<del>64</del>
<del>General Maintenance Worker I</del>	<del>Teamsters</del>	<del>57</del>
<del>General Maintenance Worker II</del>	<del>Teamsters</del>	<del>60</del>
<del>General Maintenance Worker III</del>	<del>Teamsters</del>	<del>64</del>
Geographic Information Systems (GIS) Analyst	Unrepresented MSPC	78
Geographic Information Systems (GIS) Program Manager	Unrepresented MSPC	92
Human Resources Analyst	Unrepresented MSPC	78
Human Resources and Risk Management Director	Unrepresented MSPC	102
Human Resources Specialist	Unrepresented MSPC	80
Human Resources Technician	Unrepresented MSPC	68
HVAC/Electrical Technician	Teamsters	68
Information Technology Analyst	Unrepresented MSPC	78
Information Technology Director	Unrepresented MSPC	102
Information Technology Technician I	Teamsters	<del>60</del> 63
Information Technology Technician II	Teamsters	<del>63</del> 69
<del>Information Technology Technician III</del>	<del>Teamsters</del>	<del>69</del>
Lead Equipment Mechanic	Teamsters	70
Librarian	Unrepresented MSPC	78
<del>Library Assistant</del>	<del>Teamsters</del>	<del>60</del>
Library Assistant	Unrepresented MSPC	66
Library Clerk	Teamsters	60
Library Grant Coordinator	Unrepresented MSPC	75
Library Manager	Unrepresented MSPC	98
Library Page	Unrepresented Part-Time	55

**City of Imperial**  
**Classification and Compensation Schedule**

Library Support Services Worker	Unrepresented Part-Time	55
Library Technician	Teamsters	63
Lifeguard	Unrepresented Seasonal	55
Lifeguard/Swim Instructor	Unrepresented Seasonal	56
Literacy Coordinator	Unrepresented MSPC	75
Lunch at the Library Intern	Unrepresented Part-Time	55
<del>Maintenance Electrician</del>	<del>Teamsters</del>	<del>78</del>
Management Analyst	Unrepresented MSPC	78
Network Specialist	Teamsters	78
<del>Organic Waste Monitor</del>	<del>Unrepresented Limited Term</del>	<del>65</del>
Organic Waste Specialist	Teamsters	65
Parks and Recreation Director	Unrepresented MSPC	102
Parks Maintenance Coordinator	Unrepresented MSPC	<del>68</del> 75
Parks Maintenance Worker I	Teamsters	57
Parks Maintenance Worker II	Teamsters	60
<del>Park Maintenance Worker III</del>	<del>Teamsters</del>	<del>64</del>
<del>Planner I</del>	<del>Teamsters</del>	<del>75</del>
Police Captain	Unrepresented MSPC	98
Police Chief	Contract	102
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
Public Services Director	Unrepresented MSPC	102
Public Services Maintenance Worker I	Teamsters	57
Public Services Maintenance Worker II	Teamsters	60
Public Services Manager	Unrepresented MSPC	98
Public Services Supervisor	Unrepresented MSPC	85
Purchasing Technician	Teamsters	65
Recreation and Event Specialist I	Teamsters	62
Recreation and Event Specialist II	Teamsters	66
Recreation/Special Events Coordinator	Unrepresented MSPC	75
Recreation Leader I	Unrepresented Seasonal	55

**City of Imperial  
Classification and Compensation Schedule**

Recreation Leader II	Unrepresented Seasonal	56
<del>Recreation Specialist</del>	<del>Teamsters</del>	<del>60</del>
Senior Collection System Worker	Unrepresented MSPC	72
<del>Senior Equipment Mechanic</del>	<del>Unrepresented MSPC</del>	<del>70</del>
Senior Lifeguard/Swim Instructor	Unrepresented MSPC	57
Senior Maintenance and Utility Worker	Unrepresented MSPC	68
Senior Parks Maintenance Worker	Unrepresented MSPC	68
Senior Planner	Unrepresented MSPC	92
Senior Recreation and Event Specialist	Unrepresented MSPC	72
Senior Recreation Leader	Unrepresented MSPC	57
<del>Senior Wastewater Treatment Plant Operator</del>	<del>Unrepresented MSPC</del>	<del>82</del>
Senior Water Meter/Distribution Operator	Unrepresented MSPC	72
Senior Water Treatment Plant Operator	Unrepresented MSPC	82
<del>Utility Billing Technician</del>	<del>Teamsters</del>	<del>66</del>
<del>Utility Maintenance Worker I</del>	<del>Teamsters</del>	<del>62</del>
<del>Utility Maintenance Worker II</del>	<del>Teamsters</del>	<del>66</del>
<del>Wastewater Operator in Training</del>	<del>Teamsters</del>	<del>60</del>
Wastewater Plant Chief Operator	Unrepresented MSPC	85
Wastewater <del>Treatment Plant</del> Operator I	Teamsters	71
Wastewater <del>Treatment Plant</del> Operator II	Teamsters	74
Wastewater <del>Treatment Plant</del> Operator III	Teamsters	80
<del>Wastewater Operator Trainee I (OIT I)</del>	<del>Teamsters</del>	<del>60</del>
<del>Wastewater Operator Trainee II (OIT II)</del>	<del>Teamsters</del>	<del>64</del>
<del>Water Meter/Distribution Operator I</del>	<del>Teamsters</del>	<del>64</del>
<del>Water Meter/Distribution Operator II</del>	<del>Teamsters</del>	<del>67</del>
<del>Water Operator In Training</del>	<del>Teamsters</del>	<del>60</del>
<del>Water Operator Trainee I (OIT I)</del>	<del>Teamsters</del>	<del>60</del>
<del>Water Operator Trainee II (OIT II)</del>	<del>Teamsters</del>	<del>64</del>
Water Plant Chief Operator	Unrepresented MSPC	85
Water Treatment <del>Plant</del> Operator I	Teamsters	71
Water Treatment <del>Plant</del> Operator II	Teamsters	74
Water Treatment <del>Plant</del> Operator III	Teamsters	80