

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ACCOUNTING TECHNICIAN**

**PERSONNEL COMMISSION APPROVAL:**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

**JOB CODE: TBD**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: HBMT**  
**FLSA STATUS: NON-EXEMPT**  
**EEOC CODE: ADMINISTRATIVE SUPPORT**

**JOB SUMMARY**

Under direct or general supervision, provides quality customer services and performs a variety of technical accounting duties involving revenue collection and tax calculations, treasury, accounts payable, accounts receivable, requisitioning and purchasing of supplies, materials, equipment and/or services, and timekeeping; maintains a variety of records, ledgers, logs, files and systems; and assists in the preparation of documents, reports, and/or analyses and financial statements.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: May report to Division Supervisor, Division Manager, or senior staff

**DISTINGUISHING CHARACTERISTICS**

Positions in this classification are entry to journey-level, and receive regular to occasional instruction or assistance depending on assignment, and as new or unusual situations arise. Incumbents quickly learn and apply the operating procedures and policies of the work unit. This position is distinguished from the Senior Accounting Technician classification in that the latter performs advanced journey level technical accounting duties in support of an assigned division or department and may perform supervisory responsibilities.

**EXAMPLES OF ESSENTIAL DUTIES**

- Performs a variety of financial record keeping and reporting duties in support of assigned area including in the areas of accounts payable, accounts receivable, revenue management and purchasing
- Assists in establishing and maintaining accounts, journals and ledgers and prepares accounting entries to transfer funds between accounts

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- Reconciles accounts
- Reviews and processes purchase requisitions in accordance with established policies and procedures
- Performs a full range of accounts payable duties including paying invoices
- Checks documents for accuracy
- Researches invoices and obtains authorization for payment
- Utilizes various computer applications and software packages to create spreadsheets, enter data, and generate reports using spreadsheet software and creates documents using word processing software
- Answers telephones, responds to questions, provides accurate information
- Enters financial data into appropriate accounting and computer systems and maintains records and files associated with various business transactions
- Verifies and reconciles accounts receivable transactions
- Performs routine clerical support duties
- Prepares customer correspondence using word processing software
- Maintains complex filing systems and researches historical files
- May perform back-up duties for other positions within the work group
- Reports to work as scheduled and may work a variety of schedules which may include evenings, weekends and holidays as required
- Performs other related duties as assigned

#### **DEPENDING ON DEPARTMENT/DIVISION ASSIGNMENT, MAY ALSO PERFORM THE FOLLOWING ESSENTIAL DUTIES:**

- Greets the public, responds to questions concerning fees, requirements or services, provides accurate information
- Accepts payments from walk-in customers, online platforms, by mail or night depository
- Receives, processes, and posts details of accounts receivable such as civil citations, utility payments, licensing and permit fees and fines
- Performs account maintenance by updating accounts, inputting and filing financial, statistical and related data, and retrieving, gathering, assembling, tabulating, checking and auditing data and preparing reports
- Generates billings and reviews for accuracy
- Gathers, audits, posts, maintains, and inputs records into timekeeping reporting system

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#### **TITLE: ACCOUNTING TECHNICIAN**

- Gathers, assembles, tabulates, checks, audits, posts, inputs, and files financial, statistical, personnel, and related data
- Verifies fund balances, maintains control on assigned funds and accounts, and assists in the preparation of financial statements and recommendations
- Receipts, balances and posts cash funds; opens, closes, operates and balances cash register on a daily basis
- Maintains fixed asset records
- Maintains and controls department Petty Cash funds
- Receives, audits, processes, inputs and distributes requisitions and purchase orders
- Orders materials, supplies, equipment and services; receives shipments and ensures accuracy of orders; communicates with vendors
- Enters bibliographic data into library catalog system
- Sets parameters, utilizes and maintains data within the integrated library information system; maintains library serials check-in and distribution process
- Assists with budget preparation, inputs budget figures and narratives into financial reporting system
- Assists in the establishment of forms and procedures relating to financial record keeping methods
- Completes applications for services and licenses, provides documents, instructions or directs visitor to appropriate party
- Receives, posts and audits accounts receivable, civil citations, and fines, audits accounts for accuracy, and researches discrepancies
- Monitors delinquent accounts, assists customers with payment arrangements, sets up and tracks promissory notes and refers past due accounts to collection agencies
- Assists with providing customers information and educational materials regarding changes to local, state, and federal laws

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

- Procedures, policies, rules and practices affecting the development, maintenance and control of fiscal record keeping systems

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- Pertinent Federal, State and local codes, laws and regulations
- Principles and practices of timekeeping processing, budget preparation and administration
- City and departmental policies and procedures
- Basic accounting principles and practices
- Payment processing, balancing registers and receipt processing procedures
- Personal computers and software applications, including Microsoft Word and Excel
- Quality service principles and practices
- Appropriate safety methods and techniques
- When assigned to library services, familiarity with library operations

**Ability to:**

- Learn to provide the full range of responsible technical accounting work in support of area to which assigned
- Interpret and apply pertinent Federal, State and local codes, laws and regulations
- Interpret and apply organization and unit rules, policies, and procedures with good judgment
- Review and interpret financial transactions and formulas
- Monitor and maintain account balances and assigned budgets
- Establish and maintain a full range of timekeeping, financial and/or accounting records, statements and reports
- Follow oral and written instructions
- Perform mathematical computations used in accounting
- Accurately record and retrieve information
- Meet prescribed deadlines with attention to detail
- Utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals
- Maintain and follow department processes and regulations
- Recognize hazardous situations and take corrective action
- Operate standard office equipment including 10 key, personal computers and standard software applications
- Communicate effectively in oral and written form and establish and maintain effective working relationships with residents, City staff and supervisors from various departments
- Remain focused during performance of repetitive tasks

**Education:** High school diploma or equivalent certificate. Supplemental classes or coursework in Accounting, Business Administration or other related field is preferred.

**Experience:** Two (2) years of accounting, accounts payable, accounts receivable,

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bookkeeping, timekeeping, and/or cashiering experience. Completed coursework in Accounting, Business Administration or related area may substitute for required experience on a 30 semester or 45 quarter unit-per-year basis.

**Certifications/License:** A valid California Class C driver license and an acceptable driving record are required by time of appointment and during course of employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (up to 25 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires hearing and speaking to answer the telephone or respond to questions of co-workers, subordinates, or the general public.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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**TITLE: FINANCE MANAGER**

**PERSONNEL COMMISSION APPROVAL:**  
**CITY COUNCIL APPROVAL:**

**NOVEMBER 15, 2022**

**JOB CODE:**  
**EMPLOYMENT STATUS:**  
**UNIT REPRESENTATION:**  
**FLSA STATUS:**  
**EEOC CODE:**

**TBD**  
**REGULAR FULL-TIME**  
**MEO**  
**EXEMPT**  
**PROFESSIONALS**

**JOB SUMMARY**

Under administrative direction, oversees, manages, and supports the daily operations of a Finance Division of the City. Manages the Accounting Services, Budget Management, or Revenue Services financial activities and supervises the operations and systems in these areas. Provides operational expertise to all City departments on systems, processes, and best practice financial activities while maintaining internal controls to improve efficiencies in order to protect public funds.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Chief or Assistant Chief Financial Officer

Supervises: Assigned supervisory, professional, technical, and administrative support staff

**DISTINGUISHING CHARACTERISTICS**

Finance Manager is a managerial job classification with comparable education and experience qualifications for the different assignments. This position differs from the supervisor position in that the manager exercises full supervisory and managerial authority over assigned operational functions within the department while the supervisor is responsible for a limited work group.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Provides overall management of the activities, assignments, and responsibilities of the Accounting Services, Budget Management, or Revenue Services Division

**Accounting Services Division**

- Responsible for all payroll, accounts payable, accounts receivables, general ledger and



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**TITLE: FINANCE MANAGER**

- journal voucher entries activities
- Coordinates the City's financial reporting requirements, including the Comprehensive Annual Comprehensive Financial Report (ACFR) and the Popular Annual Financial Report (PAFR)
- Monitors general ledger activities; reviews and approves journal entries and bank reconciliations; prepares and/or reviews major changes to the chart of accounts; reviews and approves the integrity of the general ledger in the financial information system
- Coordinates accounting and financial software systems functions
- Directs the preparation of highly complex periodic and special reports involving cost accounting, expenditure reports and functional legal requirements
- Develops procedures and policies for accounting procedures within the financial systems, record keeping, accounting controls and cost accounting records
- Supervises the audit liaison of the City's accounting systems, procedures and policies
- Acts as the primary resource on accounting practices contained in the City's general ledger and financial software system
- Assists in the development and implementation of policies and procedures to insure collection and depositing of all City funds in a timely and accurate manner

Budget Management Division

- Oversees the work of staff engaged in the development, analysis and evaluation of City programs and budgets
- Directs and supervises staff in the review of budget proposals for assigned departments and divisions and the completion of complex financial analysis of proposed budget and policy changes
- Develops and implements policies and procedures regarding the budget development process; recommends modifications and enhancements to budget procedures and processes; schedules, implements and manages a formal budget development process
- Oversees cost-benefit analysis and recommendations
- Directs, designs and conducts training related to budget processes and procedures
- Develops and implements goals, objectives, policies and priorities for the Division; establishes schedules and methods of Division operations
- Prepares complex periodic and special reports involving budget data, financial projections, expenditure reports and legal requirements
- Develops procedures and policies for financial systems to enhance budget monitoring, required record-keeping and proper budgetary controls
- Monitors compliance with the City's adopted/revised budget; confers with department heads and/or representatives to recommend budgetary actions and/or adjustments accordingly
- Acts as primary resource on budgetary practices contained in the City's budget manual

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**TITLE: FINANCE MANAGER**

- and instructions and the City's Administrative Regulations
- Provides costing data of future salary and benefit costs related to employee adjustments and employee associations during labor negotiations
- Oversees the position control function of the City to ensure all permanent positions are fully funded as reflected in the adopted/revised budget; tracks salary and funding sources, and assists in forecasting and planning for compensation updates and changes

Revenue Services Division

- Responsible for daily receipt, deposit, collection, custody and investment of public funds of treasury operations
- Responsible for all cash management activities, bond reserves, all cashiering functions, and all collection activities for all delinquent city receivables
- Supervises and participates in the administration of the City's banking and safekeeping programs
- Assists in the development and implementation of policies and procedures to insure collection and depositing of all City funds in a timely and accurate manner
- Supervises compliance with other City departments, divisions, and sections
- Coordinates treasury activities with outside agencies
- Acts on behalf of the City Treasurer in his/her absence
- Issues licenses for individuals or companies doing business in the city in accordance with the Huntington Beach Municipal Code.
- Oversees the input and maintenance of the City's billing and collections database and records of revenues received; prepares a variety of complex financial calculations and reports.

Examples of Essential Duties for All Divisions

- Supervises, trains, and evaluates assigned staff
- Prepares reports and correspondence as needed
- Receives and evaluates customer complaints and disputes, recommends resolutions, and responds to customers accordingly
- Ensures compliance with state and federal guidelines and municipal codes and charter
- Works with other Finance Managers in the department to ensure checks and balances, the separation of duties, and financial best practices
- Collaborates with other Finance Managers in the department to achieve optimal departmental and city-wide performance and outcomes
- Attends leadership, management, supervisory and financial training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Reports to work as scheduled and works various hours, including nights and weekends



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- as required
- Maintains regular and consistent attendance record
- Performs other related duties, as required.

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**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of public agency financial management, including general and governmental accounting, auditing, budget management, and/or billing and collections administration
- Principles, methods and procedures of purchasing goods, supplies and services for a public agency, including the competitive bid process; commodity markets, marketing practices, and commodity pricing methods, institutional banking operations, internal controls to ensure safe and secure processing of cash, credit, and check payments, depending on assignment
- Applicable State, Federal, County and City Charter laws and regulations governing handling and movement of public funds, financial reporting as well as budget and financial systems for local government, generally accepted accounting principles and reporting requirements and standard accounting practices regarding public agency accounting operations, depending on assignment
- Research methods, report writing techniques, and statistical concepts and applications
- Computer technology and software related to area of assignment
- Principles and practices of modern public administration, including planning, organizing, communicating, staffing, leading, and controlling
- Principles of supervision, training, and performance evaluation
- Exceptional customer service techniques

**Ability to:**

- Plan, organize, administer, coordinate review, and evaluate the activities of a comprehensive public agency financial management division
- Analyze and evaluate complex revenue, collections and administrative problems and develop and implement effective solutions
- Help develop, recommend, and administer sound financial strategies for a municipal government
- Read and interpret complex laws and regulations impacting City financial activities

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**TITLE: FINANCE MANAGER**

- Prepare and analyze mathematical and statistical calculations involving financial data
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Prepare and present complex narrative and financial reports in a clear and concise manner, both orally and in writing, at a level that can be easily understood by employees, community groups and decision makers
- Make public presentations calmly and professionally
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines
- Establish and maintain cooperative working relationships with those contacted in the course of work, including superiors, peers, subordinates, and the public
- Manage and direct staff to ensure professional work standards are met and quality customer service is delivered
- Meet critical deadlines; make decisions under pressure

**Education:** Bachelor's Degree from an accredited college or university in Finance, Accounting, Business, Public Administration, or other closely related field. A Master's Degree is desirable.

**Experience:** Five (5) years increasingly responsible professional level governmental financial management, accounting, budgeting and/or auditing experience including three (3) years supervising professional-level finance staff. Current or recent experience with a California municipality desirable.

**License/Certificates:** A valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

Certification as a Public Accountant (CPA) preferred for the Accounting Services assignment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

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**TITLE: FINANCE MANAGER**

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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**TITLE: INFORMATION TECHNOLOGY ANALYST**

**PERSONNEL COMMISSION APPROVAL:**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

<b>JOB CODE:</b>	<b>TBD</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>HBMT</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFFESIONALS</b>

**JOB SUMMARY**

Under general supervision, performs professional duties related to the analysis, development, maintenance and administration of computer hardware and/or software systems to meet business needs.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Information Technology Manager; Principal Information Technology Analyst

**DISTINGUISHING CHARACTERISTICS**

Information Technology Analyst is the entry to intermediate level classification in the Information Technology Analyst series. Positions assigned to this class require knowledge of the profession's basic principles and theories to perform routine and standardized systems analysis and programming work.

**EXAMPLES OF ESSENTIAL DUTIES**

Incumbents may be assigned to perform work in support of Business Systems or Infrastructure.

- Evaluates customer technical needs and recommends solutions; plans, determines requirements, designs, builds, customizes, tests, implements, maintains and/or enhances a variety of hardware and software systems, integrating City network infrastructure and/or other systems; considers protocols, acceptable system security risk, and other related elements
- Provides professional customer support for system-related software and/or hardware issues, needs, or requirements; interacts with clients to analyze system requirements; recommends technology solutions to improve operations
- Maintains effective relationships with vendors and their technical support personnel

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#### TITLE: INFORMATION TECHNOLOGY ANALYST

- Evaluates, plans, implements, and integrates new systems; performs research, gathers costing information, and recommends hardware and/or software
- Develops web applications, business applications, server components and data interfaces
- Performs system administration tests such as database security management and disaster recovery
- Writes computer programs and/or scripting based on established specifications using various computer languages and/or database platforms
- Creates design documents; writes codes; develops technical documentation
- Designs, develops, tests, documents and maintains various databases and websites
- Provides professional systems support to users of particular applications and/or information services staff
- Maintains and administers server platforms
- Designs, administers, monitors and makes provisions for physical and data storage
- Monitors, administers, and maintains virtual infrastructure
- Designs and administer network directory and file server platforms; adds users, computers, and servers to active directory domain
- Assists with the development and integration of new tools for compliance with department requirements  
Investigates, troubleshoots and resolves issues at the server level
- Installs network infrastructure, including wireless equipment, hubs, switches, cabling, servers, and peripherals
- Monitors server network traffic, performance and security; identifies and resolves security issues; checks server logs to detect intruders
- Investigates, analyzes and resolves server, telecommunications and/or network problems; troubleshoots failures implements solutions
- Attends and participates in professional group meetings; stays abreast of latest trends and innovations in technology field
- Cross trains with other Information Technology Analysts to provide back-up coverage during absences
- Reports to work as schedule and works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Performs related duties and responsibilities as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

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### CLASS SPECIFICATION



### TITLE: INFORMATION TECHNOLOGY ANALYST

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

- Theories, principles, and practices of system analysis and design and business applications
- Applicable local, state, and federal laws, rules, and regulations governing information systems
- Principles and practices of troubleshooting computer hardware, software and network problems
- Programming methods and techniques
- Operational characteristics of computer systems, applications, and peripheral equipment
- Information systems security concepts, practices and methods
- Principles and practices of quality assurance
- Complex software tools, test equipment and measurement techniques
- Methods and techniques of developing and presenting technical documentation
- Principles and practices of record keeping
- Server platforms and operating system components for mainframe, microcomputer and/or client server systems
- Techniques and practices used in maintaining and operating information processing systems
- General operational characteristics, configuration and set up of local and wide area network and communication systems, equipment and devices, including telephone and radio equipment
- Networking principals and methodologies
- Functionality of firewalls, switches, routers and peripherals and the interaction within the network infrastructure

##### **Ability to:**

- Analyze and design computer systems and programs in specified application areas
- Prepare clear and concise technical reports and diagrams
- Identify, recommend and implement improvements to systems, applications and service delivery
- Read, interpret and apply complex technical publications, manuals and related documents
- Organize and prioritize projects and tasks
- Analyze, identify and resolve systems and applications malfunctions; analyze, troubleshoot and remediate systems and application errors
- Effectively communicate technical information to users
- Exercise judgment and creativity in analyzing situations, identifying problems and recommending resolutions
- Work as a team member
- Report to work as scheduled; provide regular and predictable attendance
- Establish and maintain cooperative and effective working relationships with those



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**TITLE: INFORMATION TECHNOLOGY ANALYST**

- contacted in the course of work
- Communicate effectively, orally and in writing

**Education:** Bachelor's degree in Computer Science, Computer Network, Information Technology, or closely related field.

**Experience:** Two (2) years' experience managing, administrating, upgrading and/or architecting enterprise Information Technology systems

**License/Certificate:** A valid class C California driver license with an acceptable driving record required at time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Must be able to respond to emergency services call out

Must pass a background investigation

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. Moving tools and equipment weighing 50 pounds or less may be required. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to hard hats, respirators, life vests, and/or hearing protective devices. Near vision required to read correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. Duties may require working in confined areas. Off-site assignments and irregular work hours, including evenings and/or weekends, may be required.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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**TITLE: SENIOR INFORMATION TECHNOLOGY ANALYST**

**PERSONNEL COMMISSION APPROVAL:**

**COUNCIL APPROVAL: NOVEMBER 15, 2022**

<b>JOB CODE:</b>	<b>TBD</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>HBMT</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC STATUS:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under direction, performs professional duties related to the analysis, development, maintenance and administration of computer hardware and/or software systems to meet business needs.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Information Technology Manager; Principal Information Technology Analyst

**DISTINGUISHING CHARACTERISTICS**

Differs from Information Technology Analyst in that the Senior Information Technology Analyst is the journey-level within the series; incumbents are responsible for difficult and specialized complex systems analysis and programming work and may exercise lead authority when assigned to complex assignments and projects. Information Technology Analyst is the entry to intermediate level within the series; incumbents are expected to independently perform the full range of systems analysis and programming work.

**EXAMPLES OF ESSENTIAL DUTIES**

Incumbents may be assigned to perform work in support of Business Systems or Infrastructure.

- Interacts with clients to analyze system requirements; evaluates customer technical needs and recommends technology solutions to improve operations
- Plans, determines requirements, designs, builds, customizes, tests, implements, maintains and/or enhances a variety of hardware and software systems, integrating City network infrastructure and/or other systems; considers protocols, acceptable system security risk, and other related elements

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#### **TITLE: SENIOR INFORMATION TECHNOLOGY ANALYST**

- Provides professional customer support for system-related software and/or hardware issues, needs, or requirements
- Maintains effective relationships with vendors and their technical support personnel; provides technical and functional supervision of contractors; obtains new and upgraded systems from vendors; tests and installs critical upgrades and security patches; develops and tests backup and restoration procedures
- Performs research, gathers costing information, and recommends hardware and/or software
- Develops web applications, business objects, server components and data interfaces
- Performs system administration tests such as database security management and disaster recovery
- Writes computer programs and/or scripting based on established specifications using various computer languages and/or database platforms
- Builds, configures, installs, maintains and administers server platforms
- Designs, administers, monitors and makes provision for physical and data storage
- Designs, monitors, administers, and maintains virtual infrastructure; interacts with software vendors and analysts to convert physical server requirements to virtual server requirements
- Designs and administers network directory and file server platforms; adds users, computers, and servers to active directory domain.
- Assists with the development and integration of new tools for compliance with department requirements.
- Serves on projects as a technical resource; reviews recommendations with clients and receives approval to proceed; reviews final outcomes with clients to obtain sign off that all work has been conducted in accordance with client requirements
- Investigates, troubleshoots and resolves issues at the server level; provides technical support to Technicians and Analysts in researching and resolving hardware, software and networking issues
- Performs database management and administration tasks; troubleshoots and resolves database problems; monitors and tunes database applications; verifies the integrity of data within the database
- Ensures maximum database availability and database protection, monitors and administers database security; creates and tests database backups; performs backup and recovery tasks
- Designs and modifies database structures, tables and files; implements design using established techniques
- Performs database queries and data analysis processes; installs, configures, and administers database related reporting tools or software required for City applications
- Develops and maintains standards, procedures, and methodologies for effective operation, access and data integrity of City database systems

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**TITLE: SENIOR INFORMATION TECHNOLOGY ANALYST**

- Attends and participates in professional group meetings; stays abreast of latest trends and innovations in technology field
- Serves as team leader on assigned projects; instructs team members in programming techniques and languages
- Learns aspects and components of other technical applications and systems to provide back-up coverage during absences
- Reports to work as required
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Performs related duties and responsibilities as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Operational characteristics of computer systems, applications, and peripheral equipment
- Information systems security concepts, practices and methods
- Principles and practices of quality assurance
- Principles and techniques of project management
- Pertinent Federal, State and local codes, laws and regulations
- Advanced work flow analysis
- Complex software tools, test equipment and measurement techniques
- A broad range of operations, services, concepts, terms and activities common to a comprehensive, information systems program
- Principles, methods and techniques used in designing, developing, testing and implementing computer hardware and software systems
- Principles and practices of troubleshooting computer hardware, software and network problems
- Methods and techniques of developing and presenting technical documentation and training materials
- Principles and practices of record keeping

When assigned to **Business Analysis Application Development and Support:**

- Information system development lifecycle and design principles using flowcharting techniques and prototype development tools
- Basic principles and practices of business operations and work flow analysis
- Basic programming methods and techniques

When assigned to **Server Analysis and Administration:**

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: SENIOR INFORMATION TECHNOLOGY ANALYST

- Server platforms and operating system components for mainframe, microcomputer and/or client server systems
- Techniques and practices used in managing, designing, implementing, maintaining and operating information processing systems

When assigned to **Database Architecture/Administration:**

- Database architecture and administration
- Database design methods and techniques
- Techniques for defining logical relationships among data, processes or events

#### Ability to:

- Perform complex analytical tasks
- Prepare clear and concise technical reports and diagrams
- Identify, recommend and implement improvements to systems, applications and service delivery
- Read, interpret and apply complex technical publications, manuals and related documents
- Organize and prioritize projects and tasks
- Conduct independent research, interpret highly technical documents, draw valid conclusions, develop technological solutions, take appropriate actions and/or make appropriate recommendation related to complex information systems problems
- Analyze and troubleshoot problems and provide guidance to others in the diagnosis and resolution of complex problems
- Analyze, identify and resolve systems and applications malfunctions; analyze, troubleshoot and remediate systems and application errors
- Effectively communicate technical information to users
- Exercise judgment and creativity in analyzing situations, identifying problems and recommending resolutions
- Work independently and as a team member
- Report to work as scheduled; provide regular and predictable attendance
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Communicate effectively, orally and in writing

**Education:** Bachelor's degree in Computer Science, Computer Network, Information Technology, or closely related field.

**Experience:** Four (4) years' professional-level information technology experience in business analysis, server analysis and administration, or network design/administration.

**License/Certificate:** A valid class "C" California driver license with an acceptable driving record required at time of appointment and throughout employment.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR INFORMATION TECHNOLOGY ANALYST**

**SPECIAL CONDITIONS**

Must be able to respond to emergency services call out

Must pass a background investigation

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. Moving tools and equipment weighing 50 pounds or less may be required. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to hard hats, respirators, life vests, and/or hearing protective devices. Near vision required to read correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. Duties may require working in confined areas. Off-site assignments and irregular work hours, including evenings and/or weekends, may be required.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR INFORMATION TECHNOLOGY TECHNICIAN**

**PERSONNEL COMMISSION APPROVAL:**

**COUNCIL APPROVAL:**

**NOVEMBER 15, 2022**

**JOB CODE:**

**TBD**

**EMPLOYMENT STATUS:**

**REGULAR FULL-TIME**

**UNIT REPRESENTATION:**

**HBMT**

**FLSA STATUS:**

**NON-EXEMPT**

**EEOC CODE:**

**TECHNICIANS**

**JOB SUMMARY**

Under general supervision, performs a variety of technical duties to provide effective support for computer and network services.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Information Technology Manager or Information Technology Supervisor

**DISTINGUISHING CHARACTERISTICS**

The Information Technology Technician series consists of Information Technology Technician, Senior Information Technology Technician, and Lead Information Technology Technician. The distinction amongst Technician levels is determined according to the complexity of the work assigned, the range of supervision needed, and the expertise required to perform the work at the designated level.

The Senior Information Technology Technician performs journey-level work with discretion regarding the application of procedures and guidelines. Positions assigned to this classification must possess advanced knowledge of the principles, theories, and best practices required to perform the work.

The Lead Information Technology Technician performs advanced journey-level, highly complex work with broad discretion regarding application of procedures and guidelines and setting work priorities. Incumbents provide mentoring, on-the-job training and guidance to other staff. Positions assigned to this classification must possess advanced knowledge of the principles, theories, and best practices of complex technician work, as well as project management skills, required to perform the work.

**EXAMPLES OF ESSENTIAL DUTIES**

- Responds to service requests for assistance with desktop computer, peripheral equipment, telecommunication, audio visual or other related technology problems; makes initial

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR INFORMATION TECHNOLOGY TECHNICIAN**

- assessment of problem to determine source and possible solutions
- Utilizes and updates system maintenance logs and other tools to prepare trouble tickets and to track and respond to service requests
- Monitors the performance and capacity of information system components; uses performance monitoring and capacity planning tools to ensure that assigned systems and applications are performing effectively; monitors the capacity of disk drives; adjusts system resource thresholds to assure optimum performance and efficiency of resource utilization
- Performs routine information system security duties; implements network and data security standards; implements administrative and technical safeguards as needed to ensure appropriate security monitoring, mitigation, documentation and auditing for compliance as well as investigative purposes
- Creates and maintains network shares, printers and server monitoring devices; configures network communication devices for optimum server and network connectivity
- Performs various system quality assurance activities; tests and troubleshoots system issues
- Implements and monitors hardware and software upgrades, patches, security and backup/recovery processes; utilizes appropriate tools to install and test upgrades and patches
- Obtains new and upgraded system hardware and software from vendors
- Performs routine system support duties such as monitoring or adding users/devices, modifying user profiles, re-setting passwords and performing regular file maintenance; sets up basic user access permissions; documents all changes and revisions
- Communicates to higher-level staff regarding documentation, testing and scheduling concerns; communicates production or testing problems to user departments and keeps them apprised of schedule changes
- Reports to work as scheduled and works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and deadlines; maintains regular and consistent attendance record
- Performs other related duties as assigned.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Operations, services, concepts, terms and activities common to comprehensive, state-of-the-art information technology programs
- Characteristics of local and wide area network systems, communication systems, equipment and devices, computer hardware and software
- Computer hardware and software, operating systems, workflow processes, direct access techniques and remote processing, records and database management, and computer systems analysis and design.
- Operations, services and activities of a data center or server room.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR INFORMATION TECHNOLOGY TECHNICIAN**

- Methods and techniques of troubleshooting desktop computer and communications system hardware and software problems.

**Ability to:**

- Read, understand and apply technical information pertaining to computer systems.
- Adapt quickly to changes in policies, procedures, assignments and work locations
- Install, maintain, troubleshoot, repair and modify a variety of communications and electronic equipment and systems.
- Operate, maintain and perform routine repairs on hardware, software and peripheral equipment
- Use the proper test equipment related to electronics maintenance and repair
- Troubleshoot routine hardware and software issues and make minor repairs/adjustments
- Learn and work with new and emerging technologies, work with a broad area of technologies
- Work independently and as a team member
- Report to work as scheduled; provide regular and predictable attendance
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of work
- Follow-up and monitor progress of assignments

**Education:** Associate's Degree in computer science, telecommunications or other closely related field.

**Experience:** Four (4) years' responsible experience working with computer hardware including desktops, laptops, tablets, mobile devices, networking equipment, printers, and configuration of said hardware and associated software.

**License/Certificate:** A valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Must be able to respond to emergency services call out

Must pass a comprehensive background investigation

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR INFORMATION TECHNOLOGY TECHNICIAN**

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. Moving tools and equipment weighing 35 pounds or less may be required. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. Duties may require working in confined areas. Off-site assignments, irregular work hours, including evenings and weekends, may be required.

Reasonable accommodation(s) for individual with a qualified disability will be considered on a case-by-case basis.

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: SENIOR PUBLIC WORKS MAINTENANCE WORKER**

#### PERSONNEL COMMISSION APPROVAL

**COUNCIL APPROVAL**

**NOVEMBER 15, 2022**

**JOB CODE:**

**TBD**

**EMPLOYMENT STATUS:**

**REGULAR FULL-TIME**

**UNIT REPRESENTATION:**

**HBMT**

**FLSA STATUS:**

**NON-EXEMPT**

**EEOC CODE :**

**SERVICE / MAINTENANCE**

#### **JOB SUMMARY**

Under general supervision, performs a variety of semi-skilled and skilled work in the maintenance of City beaches, parks, landscape, trees, streets, traffic, and other outdoor public areas.

#### **SUPERVISION RECEIVED**

Reports to: Public Works Maintenance Crew Leader or as designated by Public Works Maintenance Supervisor

#### **DISTINGUISHING CHARACTERISTICS**

Differs from Public Works Maintenance Worker in that the Senior Public Works Maintenance Worker is responsible for performing work at the journey-level while Public Works Maintenance Worker is an entry-level classification.

#### **EXAMPLES OF ESSENTIAL DUTIES**

##### **Beach Maintenance:**

- Maintain condition and appearance of beaches and supporting facilities, including picking up trash and other general labor duties
- Stocks and cleans public restrooms
- Participates in set-up for City special events
- Maintains marine related equipment such as buoys, chains and anchors, lines, etc.

##### **Parks and Landscape:**

- Mows grass areas and edges walkways and curbs
- Cleans trash clippings, leaves and debris

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: SENIOR PUBLIC WORKS MAINTENANCE WORKER**

- Inspects and maintains roadside irrigation systems watering non automated landscape areas
- Repairs sidewalks and cleans graffiti
- Operates large mowing tractors

#### Tree Maintenance:

- Maintains roadside trees according to International Society of Arboriculture (ISA) best management practices and city standards
- Trims or shapes trees using hand and mechanical power tools and aerial lifts
- Uses rigging equipment to remove limbs, branches and tree parts; strips, fills, and cuts trees for disposal
- Prunes and removes trees and hangs banners using bucket truck aerial equipment
- Maintains clearance along sidewalks and roads
- Performs general cleanup of clippings, leaves and debris on job sites
- Prunes and trims trees and shrubs, extracts plants and trees and removes brush
- Operates aerial lift truck, backhoe/loader, dump truck, stump grinders and root pruner equipment
- Plants and maintains young trees using best management practices for planting and early tree care

#### Streets Maintenance:

- Maintains and repairs city streets, alleys, sidewalks, curbs, and other infrastructure as required
- Maintains asphalt of city streets; demolishes and prepares areas to be resurfaced, seals cracks, rakes, compacts, and paves surfaces using a roller and oil spreader; cleans up areas after work has been completed
- Maintains concrete areas; demolishes and removes concrete, forms, pours, and finishes sidewalks, handicapped ramps, and curbs
- Operates slurry truck, backhoe and dump truck to assist in street repairs
- Operates stationary and portable tools such as generators, jackhammers, pumps, saws, drills, spray attachments and compressors
- Sets up and tears down traffic control markings
- May clean up hazardous materials and transport to appropriate dump site/facility

#### Traffic Maintenance:

- *Assists the traffic signal electrical crew in the repair of traffic signals, street lights, and pole lighting for parks and sports fields Installs, relamps, and makes repairs to lighting and signal systems at working heights up to 65 ft. from aerial lift trucks Trenches electrical conduit runs and digs light pole foundations*
- *Assists in obtaining, loading and unloading of supplies and materials*
- *Assists traffic maintenance crew with the installation/maintenance of raised pavement*



## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: SENIOR PUBLIC WORKS MAINTENANCE WORKER**

*markers, striping, curb markings* Assists with traffic legends, installing and maintaining painted words, symbols, and markings on streets and parking lots; assists sign workers with the installation or removal of traffic signs

- Installs and maintains flags and banners for special events
- Locates and marks City electrical underground utilities for contractors; assists electricians in inspection of contracted installations of traffic signals and street lighting

#### Other Job Related Duties

- Assists with lane closures and redirecting traffic when performing work on public roads and streets
- Stocks and cleans public restrooms
- Performs preventative maintenance on work equipment and tools
- Maintains accurate logs, records, and daily reports as required
- Attends training; supports and actively promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards.
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Maintains regular and consistent attendance record
- Responds to emergency calls for service on a call-out basis and outside of normal business hours as needed
- Performs other related duties as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

- The use and maintenance of tools, power equipment, and vehicles required to perform assigned work
- Safe work practices and procedures
- Basic maintenance of vehicles and equipment
- Safe driving practices

##### Beach Maintenance

- Method, practices, equipment, tools and materials used in beach and waterways maintenance work

##### Parks and Landscape

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: SENIOR PUBLIC WORKS MAINTENANCE WORKER**

- Methods, practices, equipment, tools and materials used in parks and landscape maintenance work
- Methods and materials used in the care, maintenance, and planting of shrubs, bushes, and flowers and laying of sod
- Tools and techniques used in gardening, irrigation and plant propagation work

#### Tree Maintenance

- Methods, practices, equipment, tools and materials used in the planting, maintenance, and removal of trees on city property and the public right-of way
- Identification and inspection of trees to assess growth patterns and tree health

#### Streets Maintenance

- Principles of construction, repair and maintenance of streets, asphalt and concrete infrastructures
- Methods, procedures, tools, equipment and materials used in the construction, rehabilitation and maintenance of streets, sidewalks, curbs

#### Traffic Maintenance:

- Principles, methods, materials, tools and practices pertaining to maintenance of traffic signals, street and park lighting, traffic signs, and/or roadway markings
- Work Area Traffic Control Manual and any other relevant guidelines and codes
- Traffic safety laws and regulations and proper vehicle operations

#### **Ability to:**

- Read and follow work orders and instructions
- Safely and properly operate power and heavy equipment, including pneumatic jackhammers, power and chain saws, skip loaders, backhoes, dump trucks, and aerial equipment, soil compactors, high voltage generators and other
- Use hand and power tools, including pneumatic jackhammers soil compactors, high voltage generators and other heavy tools
- Perform heavy manual labor for extended periods and under unfavorable weather conditions
- Follow safety practices and recognize hazards
- Lift and carry heavy objects safely
- Implement preventative maintenance programs
- Maintain accurate paper and electronic records and logs
- Communicate effectively orally and in writing
- Establish and maintain cooperative professional work relationships with those contacted in the course of work

**Education:** High school diploma or equivalent certificate.

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: SENIOR PUBLIC WORKS MAINTENANCE WORKER

**Experience:** Eighteen (18) months experience in the maintenance of beaches, parks and landscape, trees, streets, and/or traffic, depending on assignment.

#### **Certifications/License:**

*Beach and Traffic assignments:* A valid California Class C driver license with an acceptable driving record required by time of appointment and during course of employment.

*Landscape, Tree, and Streets assignments:* A valid California Class A or B driver license with an acceptable driving record required by time of appointment and during course of employment.

Positions assigned to Streets Maintenance are required to maintain a Department of Motor Vehicles Hazmat endorsement and valid Hazardous Waste Operations and Emergency Response (HAZWOPER) Certificate within twelve (12) months of appointment.

Positions assigned to Traffic must possess IMSA Work Zone Temporary Traffic Control Technician Certificate or equivalent. IMSA Traffic Signal Technician Level I Certification and/or IMSA Sign and Pavement Marking Level I Certification desirable.

#### **SPECIAL CONDITIONS**

Some positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing regulations.

Employees regularly assigned/required to drive a city or personal vehicle or who are required to possess a commercial driver license to operate a city vehicle in the course and scope of work must participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

#### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



### **TITLE: SENIOR PUBLIC WORKS MAINTENANCE WORKER**

Incumbents must be able to meet the physical requirements of the job and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is primarily performed outdoors (field work) with exposure to the weather and may also include contact with hot and cold surfaces, loud noises from equipment and vehicle engines, vibrations, working in close proximity to moving mechanical parts (mechanical hazards), electrical current (electrical hazards), vehicular traffic and confined spaces. Exposure to potential natural irritants such as vegetation, dust, soil, tree pollens, and sawdust. Exposure to chemicals including but not limited to, volatile organic compounds, fertilizers and non-restricted pesticides, gasoline, diesel, motor oil, grease, ammonia, bleach, cleansers. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces; requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend; requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools, from overhead to the ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects which may weigh approximately 50 pounds and up to 100 pounds with the use of proper equipment or assistance. Requires hand, arm, and upper body strength to operate power equipment. Required to wear protective apparel including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, chain saw chaps, and steel toed shoes. May be required to work at heights above ground level or in confined spaces. Incumbent may be required to respond to after-hours emergency situations within a reasonable time period.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: LEAD PUBLIC WORKS MAINTENANCE WORKER**

**PERSONNEL COMMISSION APPROVAL:**

**COUNCIL APPROVAL:**

**NOVEMBER 15, 2022**

<b>JOB CODE:</b>	<b>TBD</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>HBMT</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>SERVICE/MAINTENANCE</b>

**JOB SUMMARY**

Under supervision, leads a crew and performs a variety of skilled and semi-skilled tasks in the maintenance of the City's streets, including concrete, street sweeping operations, and hazardous materials cleanup and disposal; or City trees, including tree trimming, removing dead and dying or diseased trees in parks, streets, and arterial highways; and performs other duties as required within the scope of the classification.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Public Works Maintenance Crew Leader, Public Works Maintenance Supervisor

**DISTINGUISHING CHARACTERISTICS**

The Lead Public Works Maintenance Worker is responsible for performing and leading workers that perform a variety of semi-skilled street or tree maintenance tasks. It is distinguished from the skilled trades classifications in that it requires journey level experience in a particular trade or craft and provides work direction to a crew. It is further distinguished from the Public Works Maintenance Crew Leader in that the Crew Leader is a working supervisor.

**EXAMPLES OF ESSENTIAL DUTIES**

- Leads and works with a crew in maintaining streets or trees; assigns and reviews work; provides input for performance evaluations; oversees work to ensure safety of crew and public

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: LEAD PUBLIC WORKS MAINTENANCE WORKER**

- Depending on assignment, performs scheduled and emergency repairs in the City right-of-way or trims and removes dead, dying, or diseased trees and limbs; removes brush and tree trimmings, stumps and roots, and disposes of in a safe manner; leads crew and inspects work completed
- Operates a variety of equipment, including trucks to transport equipment to and from job
- As a Lead worker, prepares work schedules and assigns/reviews work
- Assists in overseeing contractors;
- Sets up traffic controls at job site per CALTRANS W.A.T.C.H. handbook
- Performs record keeping using standard office software and maintains files on work performed and scheduled for maintenance or repair;
- Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed;
- Assists in the training of employees and the preparation of evaluations;
- Supports and actively promotes the City's safety programs; performs periodic safety inspections; identifies and corrects safety hazards;
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties as required

#### When assigned to Street Maintenance

- Performs work as part of the patch or paving crew
- Assists in rating streets for pavement management; identifies and corrects pavement distresses;
- Schedules, routes and inspects the work of City and contract street sweepers;
- Responds to citizen requests and complaints concerning street sweeping, debris, illegal dumping and hazardous material;
- Oversees and assists crew in cleanup of hazardous spills; may act as incident commander for cleanup;

#### When assigned to Trees Maintenance

- Sets up and operates aerial trimmers and manlifts to trim trees and remove limbs and branches
- Operates loaders to remove brush, trees and soil and to extract stumps; digs planting holes and plants new trees
- Operates dump trucks to transport materials and debris



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: LEAD PUBLIC WORKS MAINTENANCE WORKER**

- Uses other basic hand and power tools such as trimmers, chain saws, pruners, wands, edgers, stake pounders
- Maintains and adjusts aerial equipment and other tools; hangs and takes down City banners from streets as required

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- City and departmental rules, policies and procedures
- Equipment safety policies and procedures
- Occupational hazards and safety practices applicable to area of assignment
- State vehicle code and traffic safety laws and regulations
- Computer hardware and software pertinent to record keeping and communications
- Quality customer service principles
- Supervisory practices and procedures

*Also, when assigned to Street Maintenance*

- A variety of street maintenance procedures and techniques
- Machinery, equipment and tools necessary for the maintenance and repair of public streets
- Hazardous materials response, cleanup and disposal methods

*Also, when assigned to Tree Maintenance*

- Work methods, procedures, and techniques associated with the operation of aerial trimmers, manlifts, backhoes, loaders, root cutters, stump grinders and related hand and power tools and equipment
- Tree species identification and selection; pruning, removal and safety techniques

**Ability to:**

- Read and follow work orders and instructions
- Perform a variety of street or tree maintenance tasks
- Perform mechanical functions and safely operate various equipment and hand tools
- Follow safety practices and recognize hazards
- Carry out work assignments as instructed
- Resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete projects

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: LEAD PUBLIC WORKS MAINTENANCE WORKER**

- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work
- *When assigned to Tree Maintenance*, work safely at substantial heights above the ground

**Education:** High school diploma or equivalent certificate.

**Experience:**

*Street Maintenance assignment:* Three (3) years of general street maintenance experience

*Tree Maintenance assignment:* Three (3) years in operating field maintenance equipment, including three trimming and tree identification

**Certifications/License:** A valid California Class A driver license and an acceptable driving record are required by time of appointment and during course of employment.

*For Street Maintenance assignment:* 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Training must be obtained prior to completion of probation.

*For Tree Maintenance assignment:* International Society of Arboriculture Certified Arborist or equivalent certification required.

**SPECIAL CONDITIONS**

Positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to drug and alcohol testing.

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



#### **TITLE: LEAD PUBLIC WORKS MAINTENANCE WORKER**

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is primarily performed outdoors (field work) with exposure to the weather and may also include contact with hot and cold surfaces, loud noises from equipment and vehicle engines, vibrations, working in close proximity to moving mechanical parts (mechanical hazards), electrical current (electrical hazards), vehicular traffic and confined spaces. Exposure to exhaust from equipment and vehicles; potential natural irritants such as vegetation, dust, soil, tree pollens, and sawdust. May be exposed to chemicals including but not limited to, gasoline, diesel, motor oil, grease, ammonia, bleach, cleansers, volatile organic compounds, fertilizers and non-restricted pesticides. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces; requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend; requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools, from overhead to the ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects which may weigh approximately 50 pounds and up to 100 pounds with the use of proper equipment or assistance. Requires hand, arm, and upper body strength to operate power equipment. May be required to wear protective apparel including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, and steel toed shoes. Required to work at heights above ground level or in confined spaces. Incumbent may be required to respond to after-hours emergency situations. Some work may also be performed in a general office environment.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PUBLIC WORK EQUIPMENT OPERATOR**

**PERSONNEL COMMISSION APPROVAL:**

**COUNCIL APPROVAL:**

**NOVEMBER 15, 2022**

<b>JOB CODE:</b>	<b>TBD</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>HBMT</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>SKILLED CRAFT</b>

**JOB SUMMARY**

With general supervision, operates a variety of maintenance vehicles and equipment to maintain City beaches, landscape, streets, trees, or other City property and performs other duties as required within the scope of the classification.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Public Works Maintenance Crew Leader, Public Works Maintenance Supervisor

**DISTINGUISHING CHARACTERISTICS**

The Public Works Equipment Operator differs from Senior Public Works Maintenance Worker in that the Public Works Equipment Operator has primary responsibility for operating heavy-duty vehicles and equipment in the maintenance and repair of the City's beaches, landscape, right-of-way/streets, or trees while the Senior Public Works Maintenance Worker serves as a member of the crew performing maintenance and repair of City maintenance projects.

**EXAMPLES OF ESSENTIAL DUTIES**

- Receives work orders and project assignments from lead worker or crew leader
- Assembles and prepares equipment and tools necessary to complete assignments
- Establishes a safe work area and coordinates activities with employees, contractors or the general public as necessary
- Depending on assignment, operates a variety of maintenance equipment including but not limited to: dump trucks, ten wheelers, backhoes, graders,

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: PUBLIC WORK EQUIPMENT OPERATOR

loaders, rollers, asphalt spreaders, BOBCAT or equivalent, street sweepers, sand sweepers and sanitizers, can dumpers, reciprocating or concrete saws, water trucks, aerial lifts and trimmers, root cutters, stump grinders, pruners, and/or mowers

- Performs duties associated with equipment such as beach maintenance (operating tractor with drag attachments or sweepers to sift and remove trash from the beach, can dumper or dump truck to dump trash cans, carry fire rings and storm debris, and loader to build sand mounds); street maintenance (paving and patching operation; removes and disposes of concrete; assists in forming and pouring concrete for sidewalks and curbs); landscape and tree maintenance (water trucks for watering, tractors, loaders, and backhoes to move and remove materials, aerial lifts to trim trees)
- Responds to emergency calls for service on a call-out basis, and works outside of normal business hours as needed
- Observes standard operating procedures and safety practices
- Attends training; supports and actively promotes the City's safety programs assists with periodic safety inspections; identifies and corrects safety hazards
- Depending on assignment, removes roots and dirt; performs rough and fine grading repairs or replaces utility line and backfills soils in excavated areas
- Operates front end bobcat loads to carry sand and materials to and from dump trucks and dump sites
- Operates forklift to move and store materials
- May operate patch trucks and paver equipment in support of streets maintenance crews, depending on assignment
- Operates dump trucks and flat bed trucks
- Operates jackhammers and power hand tools
- May assume work of Leadworker during absence;
- Reports to work as scheduled and works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Maintains regular and consistent attendance record
- Performs other related duties as assigned.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



### TITLE: PUBLIC WORK EQUIPMENT OPERATOR

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

- City and departmental rules, policies and procedures
- Traffic and work zone safety laws and regulations
- Proper vehicle operations
- Machinery, equipment and tools necessary for the maintenance of public beaches, landscape, streets or trees
- Occupational hazards and safety precautions applicable to operation of various types of heavy equipment
- Quality customer service principles

##### **Ability to:**

- Read and follow work orders and instructions
- Operate heavy equipment
- Use hand and power tools
- Follow safety practices and recognize hazards
- Carry out work assignments as instructed
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work

**Education:** High school diploma or equivalent certificate.

**Experience:** Two (2) years of experience operating field maintenance or heavy equipment. Previous experience in area of assignment preferred.

**Certifications/License:** A valid California Class A driver license and an acceptable driving record are required by time of appointment and during course of employment.

*Street Maintenance assignment:* 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Training must be obtained prior to completion of probation.

*Tree Maintenance assignment:* Certified I.S.A. Arborist or equivalent certification must be obtained prior to completion of probation.

#### **SPECIAL CONDITIONS**

Positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to drug and alcohol testing.



## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: PUBLIC WORK EQUIPMENT OPERATOR

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

#### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is primarily performed outdoors (field work) with exposure to the weather and may also include contact with hot and cold surfaces, loud noises from equipment and vehicle engines, vibrations, working in close proximity to moving mechanical parts (mechanical hazards), electrical current (electrical hazards), vehicular traffic and confined spaces. Exposure to exhaust from equipment and vehicles; potential natural irritants such as vegetation, dust, soil, tree pollens, and sawdust. May be exposed to chemicals including but not limited to, gasoline, diesel, motor oil, grease, ammonia, bleach, cleansers, volatile organic compounds, fertilizers and non-restricted pesticides. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces; requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend; requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools, from overhead to the ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects which may weigh approximately 50 pounds and up to 100 pounds with the use of proper equipment or assistance. Requires hand, arm, and upper body strength to operate power equipment. May be required to wear protective apparel including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, and steel toed shoes. Required to work at heights above ground level or in confined spaces. Incumbent may be required to respond to after-hours emergency situations.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: UTILITY EQUIPMENT OPERATOR**

**PERSONNEL COMMISSION APPROVAL:**  
**COUNCIL APPROVAL:**

**NOVEMBER 15, 2022**

**JOB CODE:**  
**EMPLOYMENT STATUS:**  
**UNIT REPRESENTATION:**  
**FLSA STATUS:**  
**EEOC CODE:**

**TBD**  
**REGULAR FULL-TIME**  
**HBMT**  
**NON-EXEMPT**  
**SKILLED CRAFT WORKER**

**JOB SUMMARY**

Under general supervision, operates a variety of maintenance vehicles and equipment to install, repair and maintain the city's water transmission and distribution systems or to clean, monitor, maintain and repair City sanitary sewer and storm drain systems.

**SUPERVISION RECEIVED**

Reports to: Water Utility Supervisor / Crew Leader or Wastewater Supervisor / Crew Leader

**DISTINGUISHING CHARACTERISTICS**

Utility Equipment Operator differs from Water Utility Worker in that the Utility Equipment Operator has primary responsibility for operating heavy-duty vehicles and equipment in the maintenance and repair of water distribution projects or the City's wastewater systems while the Utility Service Worker serves as a member of the crew performing maintenance and repair of water distribution or wastewater system projects.

**EXAMPLES OF ESSENTIAL DUTIES**

- Operates various light to heavy equipment, including but not limited to backhoes, loaders, boom trucks, water trucks, dump trucks, forklifts, cranes, and/or sewer cleaning and vacuum trucks
- Uses hydraulic breakers and stompers to remove concrete and asphalt and compact trenches
- Uses various pneumatic tools during excavation and backfilling operations
- Assembles and prepares equipment and tools necessary to complete assignments
- Places safety barricades, delineators, and cones to designate job sites and direct traffic;

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: UTILITY EQUIPMENT OPERATOR**

performs traffic control in accordance with applicable work zone safety standards

- Preps work site for excavation and shoring installation
- Installs shoring in excavations as required
- Performs pre-trip inspections; monitors and reports on the status of vehicle repairs and safety-related issues; oversees the cleaning of vehicles
- Assists with setting up work sites and ensuring proper traffic and safety procedures have been followed
- Responds to emergency calls for service on a call-out basis; works various hours, including nights and weekends as deemed necessary by manager/supervisor to meet deadlines and conform with changing priorities
- Observes standard operating procedures and safety practices
- Reports to work as scheduled; maintains a regular and consistent attendance record
- Attends training; supports and actively promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards
- Performs other related duties as assigned

#### When assigned to Water Distribution

- Digs trenches and lays heavy pipes, valves and fittings
- Excavates for water main installation, service lines, and other excavations as assigned and ensures all underground utilities are located before excavating
- Participates in various water distribution operation and preventative maintenance projects and programs including but not limited to water valve exercise and rehabilitation, water service line, meter, and box replacement, fire hydrant maintenance and rehabilitation, flush and clean water mains with flushing truck, and air release valve maintenance rehabilitation

#### When assigned to Wastewater

- Records sewer locations, tie-in locations, manhole locations, and damage locations using a Geobase software application.
- Digs trenches and installs sewer pipes, manholes and clean outs
- Assists in cleaning and maintaining wet wells and stations at lift stations
- Troubleshoots and solves electrical and mechanical problems such as treads, chains, drivers, electrical parts; performs related preventative maintenance tasks
- Operates CCTV camera truck to inspect sewer mains and laterals

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: UTILITY EQUIPMENT OPERATOR**

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- State, federal, and municipal water distribution or wastewater systems regulations
- Water distribution systems or wastewater systems maintenance and repair
- Principles and practices of heavy construction and excavation techniques
- Operation of vehicles, machinery, equipment and tools necessary for the maintenance of water or wastewater systems
- Trenching, shoring, and confined space regulations
- Underground Service Alert requirements and procedures
- Traffic safety laws and regulations and proper vehicle operations
- Occupational hazards and safety precautions applicable to operation of various types of heavy equipment
- Depending on assignment, California Department of Public Health (CDPH) potable water requirements, policies and procedures, National Pollution Discharge Elimination System (NPDES) best management practices, camera inspection and related equipment

#### **Ability to:**

- Perform journey-level work in the repair and installation of water or wastewater system components
- Safely and properly operate vehicles and heavy equipment
- Use hand, power and pneumatic tools
- Troubleshoot and solve basic mechanical and electrical problems
- Read and understand construction plans
- Follow safety practices and recognize hazards
- Read and follow work orders and instructions
- Carry out work assignments as instructed
- Maintain accurate and complete records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work
- Travel to offsite locations within a reasonable timeframe
- Use personal computers and office software, including word processing and spreadsheet applications

**Education:** High school diploma or equivalent certificate.

**Experience:** Two (2) years' experience constructing, repairing, and maintaining various components of water distribution, storage, treatment, or wastewater collection systems.

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: UTILITY EQUIPMENT OPERATOR**

#### **Certifications/License:**

*Water Distribution assignment:* A valid California Class A driver license and an acceptable driving record at the time of appointment and throughout employment. Grade 2 Water Distribution Operator Certificate issued by the California State Water Resources Control Board required

*Wastewater assignment:* A valid California Class A or B driver license and an acceptable driving record are required by time of appointment. A California Class A driver license must be obtained within six (6) months of appointment and maintained during course of employment. Wastewater Collection System Grade I certificate issued by the California Water Environmental Association (CWEA) required.

#### **SPECIAL CONDITIONS**

Positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to drug and alcohol testing.

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

#### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is primarily performed outdoors (field work) with exposure to the weather and may also include contact with hot and cold surfaces, loud noises from equipment and vehicle engines, vibrations, working in close proximity to moving mechanical parts (mechanical hazards), electrical current (electrical hazards), vehicular traffic and confined spaces. Exposure to exhaust from equipment and vehicles; potential natural irritants such as vegetation, dust, soil, tree pollens, and sawdust. May be exposed to chemicals including but not limited to, gasoline, diesel, motor oil, grease, ammonia, bleach, cleansers, volatile organic compounds, fertilizers and non-restricted pesticides. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces; requires mobility to sit, stand,

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: UTILITY EQUIPMENT OPERATOR**

kneel, crawl, climb, crouch, stoop, reach, and bend; requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools, from overhead to the ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects which may weigh approximately 50 pounds and up to 100 pounds with the use of proper equipment or assistance. Requires hand, arm, and upper body strength to operate power equipment. Required to wear protective apparel including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, chain saw chaps, and steel-toed shoes. Required to work at heights above ground level or in confined spaces. Incumbent may be required to respond to after-hours emergencies.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE CREW LEADER**

**PERSONNEL COMMISSION APPROVAL:**

**COUNCIL APPROVAL:**

**NOVEMBER 15, 2022**

<b>JOB CODE:</b>	<b>TBD</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>HBMT</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>TECHNICIANS</b>

**JOB SUMMARY**

With direction, functions as a working supervisor; schedules and leads skilled workers in the maintenance of the City's streets, beaches, facilities, landscape, or trees; screens and assigns work orders and service requests; determines priorities and monitors completed work, and performs other duties as required within the scope of the classification.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Public Works Maintenance Supervisor  
Supervises: Skilled Craft and Service/Maintenance Workers

**DISTINGUISHING CHARACTERISTICS**

The Public Works Maintenance Crew Leader is a working supervisor with responsibility for maintaining the City's beaches, facilities, landscape, streets, or trees. This position differs from Lead Public Works Maintenance Worker in that the latter works in a lead capacity to the crew while the Crew Leader determines standard daily work priorities, issues routine assignments, and provides on-the-job instructions for personnel.. This position differs from the Public Works Maintenance Supervisor in that the supervisor is responsible for the oversight of all work crews, maintenance activities and contracted services.

**EXAMPLES OF ESSENTIAL DUTIES**

- Oversees the work of skilled and non-skilled employees engaged in the maintenance and repair of the City's beaches, facilities, landscape, streets, trees, and/or other City-owned properties

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: PUBLIC WORKS MAINTENANCE CREW LEADER**

- Plans, schedules, selects or approves, and requisitions necessary equipment and related supplies
- Oversees all work in progress to ensure quality, timeliness and safety
- Schedules and coordinates preventive maintenance projects on a regular basis
- Supervises and assists contractors performing work on City-owned property; coordinates work with other departments
- Assists or participates in performing maintenance and repair work as necessary. Responds to calls for service after regular work hours
- Interviews, trains and motivates employees; assigns and evaluates work; recommends disciplinary action according to established City procedures;
- Drafts performance appraisals
- Works with lead workers in delegating work assignments to employees; prepares and maintains records on the status of work in progress and the performance of crews and individual crew members; assists in scheduling and planning the operations of the crews
- Actively promotes the City's safety programs
- Performs periodic safety inspections; identifies and corrects safety hazards
- Provides input during the budget process and monitors the operating budget for area of responsibility
- Maintains inspection and repair records; maintains inventory of necessary parts and equipment
- Operates equipment and vehicles required to perform maintenance work in assigned area
- Responds to emergency calls for service on a call-out basis, and works outside of normal business hours, as needed
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as required

#### *When assigned to Facilities Maintenance, also*

- Coordinates, writes specifications and monitors the work of contractors; supervises and assists contractors performing work in City facilities; maintains security and master keying of all City facilities
- Implements and supervises the citywide paint maintenance program

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: PUBLIC WORKS MAINTENANCE CREW LEADER**

- Troubleshoots and makes repairs of HVAC systems, plumbing, carpentry, motors and pumps
- Formulates, implements, supervises and monitors the City-wide graffiti eradication program; provides immediate response and removal of reported graffiti

#### *When assigned to Street Maintenance, also*

- Inspects and makes recommendations for asphalt related problems and maintenance of arterial/residential streets, guardrails, and parking lots
- Supervises and reviews the work of crews engaged in hazardous materials response, cleanup, storage and disposal
- Supervises hazardous materials contractors performing work in the public right of way and in disposing of City-generated hazardous materials
- Updates and maintains hazardous materials records and prepares quarterly and annual hazardous materials reports
- Researches and stays up to date on new technologies and practices in asphalt maintenance
- Works with Engineering Department in determining rehabilitation and maintenance of streets and highways

#### *When assigned to Tree Maintenance, also*

- Oversees, assists or participates in performing trimming and removal of dead, dying, or diseased trees and limbs; removing of brush and tree trimmings, stumps and roots, and disposing of in a safe manner
- Oversees, assists or participates in setting up and operating aerial trimmers and manlifts to trim trees and remove limbs and branches
- Oversees, assists or participates in operating loaders to remove brush, trees and soil and to extract stumps; digs planting holes and plants new trees
- Operates dump trucks to transport materials and debris
- Uses other basic hand and power tools such as trimmers, chain saws, pruners, wands, edgers, stake pounders
- Oversees, assists or participates in maintaining and adjusting aerial equipment and other tools; hanging and taking down City banners from streets as required

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: PUBLIC WORKS MAINTENANCE CREW LEADER

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- City and departmental rules, policies and procedures
- Depending on assignment, tools and equipment needed to perform beach, facilities, landscape, street, or tree maintenance and repair work
- If assigned to street maintenance, hazardous materials response, cleanup and disposal methods
- If assigned to tree maintenance, tree species identification and selection; pruning, removal and safety techniques
- Occupational hazards and safety practices applicable to area of assignment
- Contract inspection and administration; budgeting and supervisory practices
- Traffic safety laws and regulations and proper vehicle operations
- Computer hardware and software pertinent to record keeping and communications
- Quality customer service principles

#### **Ability to:**

- Schedule and prioritize staffing and projects
- Assign work, monitor and evaluate work progress
- Research and gather information related to vendors, contractors, equipment and supplies
- Resolve day-to-day questions/problems regarding personnel, equipment, materials, methods, and procedures needed to complete projects
- Maintain accurate records
- Use hand and power tools
- Operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Respond to emergency situations within a reasonable timeframe
- If assigned to tree maintenance, work safely at substantial heights above the ground

**Education:** High school diploma or equivalent certificate.

**Experience:** Five (5) years of experience in the maintenance of beaches, facilities, landscape, streets, or trees (depending on assignment), including two (2) years of lead or supervisory experience.

**Certifications/License:** A valid California Class A or Class B driver license and an

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: PUBLIC WORKS MAINTENANCE CREW LEADER

acceptable driving record are required by time of appointment and during course of employment. Some assignments require that incumbents possessing a Class B driver license obtain a Class A driver license within six months of appointment.

*Street Maintenance assignment:* 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Training must be obtained prior to completion of probation.

*Tree Maintenance assignment:* International Society of Arboriculture Certified Arborist or equivalent certification required.

### **SPECIAL CONDITIONS**

For Beach Maintenance assignment, work is performed on graveyard shift with weekend and holiday scheduling; work hours may change at discretion of supervisor.

Positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to drug and alcohol testing.

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Work involves exposure to the weather and may also include contact with hot and cold surfaces, loud noises from equipment and vehicle engines, vibrations, working in close proximity to moving mechanical parts (mechanical hazards), electrical current (electrical hazards), vehicular traffic and confined spaces. Exposure to exhaust from equipment and vehicles; potential natural irritants such as vegetation, dust, soil, tree pollens, and sawdust. May be exposed to chemicals including but not limited to, gasoline, diesel, motor oil, grease, ammonia, bleach, cleansers, volatile organic compounds, fertilizers and non-restricted pesticides. Must be able to stand for

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE CREW LEADER**

long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces; requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend; requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools, from overhead to the ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects which may weigh approximately 50 pounds and up to 100 pounds with the use of proper equipment or assistance. Requires hand, arm, and upper body strength to operate power equipment. May be required to wear protective apparel including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, and steel toed shoes. Required to work at heights above ground level or in confined spaces. Incumbent may be required to respond to after-hours emergency situations.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE SUPERVISOR**

<b>PERSONNEL COMMISSION APPROVAL:</b> <b>CITY COUNCIL APPROVAL:</b>	<b>NOVEMBER 15, 2022</b>
<b>JOB CODE:</b> <b>EMPLOYMENT STATUS:</b> <b>UNIT REPRESENTATION:</b> <b>FLSA STATUS:</b> <b>EEOC CODE:</b>	<b>TBD</b> <b>REGULAR FULL-TIME</b> <b>MEO</b> <b>EXEMPT</b> <b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, plans, supervises, and monitors a maintenance section (beach, facilities, landscaping, street, or tree) within the Public Works Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Public Works Operations Manager

Supervises: Skilled and non-skilled trades, clerical support staff, and contract personnel

**DISTINGUISHING CHARACTERISTICS**

This classification is responsible for exercising supervisory authority over crews assigned to public works maintenance operations. It is distinguished from the Crew leader class in that the latter determines standard daily work priorities, issues routine assignments, and provides on-the-job instructions for personnel while the supervisor is responsible for the oversight of all work crews, maintenance activities and contracted services.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Plans and supervises the activities for maintenance operations work groups performing service, repair and maintenance of various City facilities, beaches, landscaping, streets, and trees; sets project priorities and allocates labor, materials, and equipment as necessary
- Coordinates work projects and maintenance programs with various City officials, department personnel, and other agencies; coordinates capital improvement projects
- Coordinates and manages contracts for vendors and other contractors; supervises contracts from bidding through construction, service delivery and payment

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE SUPERVISOR**

- Evaluates work methods to ascertain proper and efficient use of machinery, tools and labor; checks on cleanliness and safety procedures and instructs employees in technical and safety procedures
- Implements and maintains safety programs; conducts meetings and instructs subordinates on shop and equipment safety, tool uses, equipment upgrade projects, and other related topics
- Performs personnel administrative functions; counsels subordinates on compliance with procedures, rules, and regulations; evaluates performance and assesses discipline as needed
- Facilitates budget development, monitors resource allocation, maintains payroll and accounts payable, and ensures the timely disbursement of payments
- Interprets and applies regulatory requirements associated with air pollution control, hazardous material and waste management, underground and above ground storage tanks and facilities, recycling, and beach maintenance; ensures compliance with local, state, and federal requirements, standards, codes, and laws
- Researches data, operational brochures, and regulations; keeps abreast of new equipment, service and part manuals, and new maintenance devices and test equipment
- Monitors contracts with outside service providers to ensure compliance with established standards; conducts on-site inspections to review work being performed
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works various hours, including nights and weekends as required
- Maintains regular and consistent attendance record
- Performs other related duties as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Operations, services, and activities of City maintenance management
- Laws, rules, and regulations pertaining to building trades and facilities, landscaping, tree, street, and/or beach management operations (depending on assignment)
- Administrative principles and techniques, including budgeting, planning, safety, staff organization and development
- Materials, methods, practices, and equipment used in maintenance and repair programs
- Principles and practices of contract administration

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: PUBLIC WORKS MAINTENANCE SUPERVISOR**

- Safe working practices, procedures and regulations
- Principles and practices of supervision
- Exceptional customer service techniques
- Computer operations and standard office software

#### **Ability to:**

- Plan, organize, and monitor the work of skilled and unskilled craft personnel engaged in operations and activities
- Communicate effectively orally and in writing
- Prepare and maintain records and reports
- Exercise judgment and creativity in making conclusions and recommendations
- Read and interpret plans, blueprints, manuals and specifications
- Analyze situations, identify problems, and recommend solutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of employees and outside representatives
- Travel to offsite locations within a reasonable timeframe
- Conduct on-site audits of subcontractors and obtain compliance when the work being performed is not in compliance with the conditions of the contract
- Utilize modern office computer hardware and software in the performance of work tasks

**Education:** High school diploma or equivalent, supplemented by one year (30 semester units or equivalent) of college level course work or specialized training in building trades, public works maintenance, personnel supervision, and/or other directly related subjects. Associate's degree preferred.

**Experience:** Five (5) years' experience in public works maintenance including two (2) years' experience in a lead or supervisory role.

#### **License/Certificates:**

Valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

For landscape maintenance assignment, Western Chapter/International Society of Arboriculture Certified Arborist and valid California Pest Control Advisor license desirable.

For tree maintenance assignment, International Society of Arboriculture Certified Arborist required.

For street maintenance assignment, PC 832 Powers of Arrest and 40-Hour Hazardous

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PUBLIC WORKS MAINTENANCE SUPERVISOR**

Waste Operations and Emergency Response (HAZWOPER) Training must be obtained prior to completion of probation.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office, repair shop, or outdoors environment with exposure to extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, extreme temperatures, etc. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR COMMUNITY AND LIBRARY SERVICES SUPERVISOR**

<b>PERSONNEL COMMISSION APPROVAL:</b>	<b>NOVEMBER 15, 2022</b>
<b>CITY COUNCIL APPROVAL:</b>	
<b>JOB CODE:</b>	<b>TBD</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, provides leadership and direction for the Huntington Beach Art Center or the Senior Center in Central Park, and related recreation and human service programs. Supervises, coordinates and oversees the program development, operations, staff, and marketing.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Community and Library Services Manager

Supervises: Exercises technical, functional, and direct supervision over paraprofessional, technical, administrative/clerical support, and volunteer staff.

**DISTINGUISHING CHARACTERISTICS**

Incumbent performs broad oversight, supervision, and direction for Cultural, Human, and Community services and programs offered to residents throughout the City. Depending on assignment, works to implement and develop programs to serve all seniors with a strong focus on low income seniors, or implements a strong arts program supporting the cultural affairs of the City.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Supervises, plans, coordinates, and oversees a variety of community services programs.

**Art Center**

- Oversees the operations of the Art Center, including performing arts, visual arts, special events or museum programs
- Liaisons with the Huntington Beach Art Foundation

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR COMMUNITY AND LIBRARY SERVICES SUPERVISOR**

- Develops and recommends policies for the Art Center and related programs; oversees program development, marketing and implementation
- Develops, plans, and implements artistic, cultural, and educational programs that include art exhibitions, gallery/studio tours, lectures, poetry readings, and an active studio program
- Determines and implements annual exhibition plan; plans and develops related special programs for each exhibition; directs development of arts classes, oversees recruitment of teachers and instructors, and provides guidance to developers of art
- Oversees maintenance of Art Center facilities and equipment; arranges for necessary repairs; assists with the development of the program's operating budget
- Serves as the City's primary liaison with community groups, business organizations, corporate partners, government agencies, other City departments, the media and the public for cultural affairs

Senior Center in Central Park

- Supervises the operations, centers, and staff of human services and recreation programs serving the needs of senior, low income, and other targeted resident groups
- Educates residents and community organizations on aging and health issues and the availability of community resources to meet their needs;
- Works closely with the Huntington Beach Council on Aging to ensure proper alignment with agency mission and goals
- Networks with outside agencies, for profit and non-profit as well as government entities that can enhance our delivery of service; develops strategies with local large medical groups to provide on-going funding of key programs, including fitness and care management
- Develops and recommends policies for the Senior Center in Central Park and related programs; oversees program development, marketing and implementation
- Manages operations within the senior or recreation services center including events and activities; works with staff and outside service providers to develop new center programs and classes; reviews client progress with case management staff
- Ensures delivery of services including educational and direct services such as meals to homes, case management, and transportation; organizes fund and food raising programs; solicits and collects donations

Examples of Essential Duties for Both Assignments

- Analyzes the organization's mission, goals, and strategic plan for appropriateness and implementation; evaluates program effectiveness and adjusts as required



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR COMMUNITY AND LIBRARY SERVICES SUPERVISOR**

- Oversees marketing, contract development, monitoring and sponsorship development; identifies, cultivates, and solicits financial support from grants, sponsors, and individual and corporate members; develops and oversees the annual fundraising programs
- Supervises full and part-time staff including hiring and retention, staff training and development, and performance appraisals; provides supervision to others assigned to assist in events production including site set-up and break down
- Develops promotional and program materials; makes public presentations on services offered; gathers and disseminates information regarding community services, programs, goals and community needs; conducts public presentations to community groups
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works various hours, including nights and weekends as required
- Maintains regular and consistent attendance record
- Performs other related duties as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- City and departmental policies and procedures
- Principles and practices of event programming scheduling; contemporary activities
- Principles and practices of marketing and public relations
- Principles of supervision, training, and performance evaluation
- Grant research and writing techniques and nonprofit organizational supervision
- Budget development and control
- Project management techniques
- Fundraising techniques
- Standard office principles and procedures, methods, and equipment, including computers and applicable software, such as word processing, spreadsheets, and databases
- Exceptional customer service techniques
- General operations of a museum or arts organization, fine arts and art history (for Art Center assignment)
- Federal, state and local regulations governing the operation of social service programs; community social service programs and services; social, economic, political and physical factors facing the elderly or economically disadvantaged residents (for Senior Center in Central Park assignment)

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR COMMUNITY AND LIBRARY SERVICES SUPERVISOR**

**Ability to:**

- Schedule, organize, administer and supervise events and programs
- Form cooperative relationships and partnerships with others who do not have a direct reporting relationship
- Maintain accurate records; record and retrieve information
- Analyze situations, identify problems, and recommend solutions
- Implement effective fundraising events; solicit community involvement of center performances and activities
- Develop and implement a broad range of cultural and educational programs
- Operate personal computer including standard software applications and presentation graphics
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively with others both verbally and in writing
- Ensure adherence to safe work practices and procedures
- Work flexible hours including evenings and weekends
- Meet critical deadlines; make decisions under pressure

**Education:** A Bachelor's Degree in Public Administration, Organizational Leadership, Human or Social Services, Fine Arts or a related field.

**Experience:** A minimum of five (5) years of experience in community center management, public relations, recreation, or related experience, including one (1) year of supervisory experience. Experience in art or cultural center management preferred for Art Center assignment. Experience in human or social services, including client assessment and referral preferred for Senior Center in Central Park assignment.

**License/Certificates:** A valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: SENIOR COMMUNITY AND LIBRARY SERVICES SUPERVISOR**

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment combined with outdoor locations. Work involves detailed concentration for long periods of time in a modified office environment and sitting for extended periods. The incumbent uses a computer keyboard and related office equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. Requires near vision in reading correspondence, plans, specifications and other information; hearing and speech to communicate in person, before groups, and over the telephone with co-workers, contractors, and the general public. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, and extreme temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL COMBINATION INSPECTOR**

<b>PERSONNEL COMMISSION APPROVAL:</b> <b>CITY COUNCIL APPROVAL:</b>	<b>NOVEMBER 15, 2022</b>
<b>JOB CODE:</b> <b>EMPLOYMENT STATUS:</b> <b>UNIT REPRESENTATION:</b> <b>FLSA STATUS:</b> <b>EEOC CODE:</b>	<b>TBD</b> <b>REGULAR FULL-TIME</b> <b>MEO</b> <b>EXEMPT</b> <b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, performs a variety of commercial, industrial, and complex residential building inspections and plan examinations in compliance with national, state, and municipal codes and regulatory requirements. Verify that building, electrical, plumbing, and mechanical installations meet current state regulations, energy and building codes, and municipal code compliance.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Building Inspection Manager or Building Inspection Supervisor

Supervises: Provides lead direction and/or functional supervision to technical or contract staff

**DISTINGUISHING CHARACTERISTICS**

This is an advanced journey level classification requiring full knowledge of the application of laws, rules, ordinances, and applicable Code provisions pertaining to building, electrical, plumbing, and/or mechanical systems. This classification differs from Building Inspection Supervisor and Building Inspection Manager in that the Principal Combination Inspector performs the most complex and specialized combination inspection work and trains and leads staff while the Building Inspection Supervisor and Building Inspection Manager exercise the full range of supervisory authority over all assigned inspection staff and are responsible for the overall work of the unit/section.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Conducts inspections of building, electrical and/or plumbing and mechanical system installations and materials for compliance with building, electrical and/or plumbing and mechanical codes and standards

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL COMBINATION INSPECTOR**

- Performs field inspections of new construction for possession of permits checks for conformity with building codes and approved plans and specification requirements
- Investigates complaints regarding building, mechanical, plumbing, and electrical installations and work; conducts special inspections and investigations as required by California Title 24 Codes or related regulatory requirements depending on assignment
- Reviews commercial and industrial building, mechanical and plumbing plans or electrical plans; advises and directs inspectors in the field regarding complex plumbing and mechanical inspections or electrical inspections, depending on assignment
- Confers with architects, engineers, manufacturers, contractors, inspectors, and the general public in connection with applications for permits.
- Interprets and enforces the provisions of the California Building, Electrical and/or Mechanical and Plumbing Codes, municipal regulations, and other codes as they relate to building matters; responds to inquiries and requests for interpretation.
- Assists and advises inspectors, contractors, engineers, and homeowners regarding pertinent code regulations
- Interacts with difficult patrons and resolves problems in a professional and constructive manner
- Meets with and resolves issues with other departments and agencies
- Makes code interpretations and proposes amendments to local ordinances and codes; assists in the development of policies and procedures
- Provides technical and administrative assistance to the Building Inspection Manager/Supervisor
- In a lead capacity, performs field and technical review of work and progress performed by contract and other City building inspectors and assists in training as assigned
- Prepares educational information for the general public; makes presentations to outside organizations; develops and presents staff training related to technical specialty area
- Represents the Department at various public hearings, commission meetings and court proceedings; communicates the Department's policies, procedures and practices relative to its activities; and provides information to managers, officials, and the general public
- Conducts City business and ensures Department services are provided with the highest customer service and ethical standards
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works various hours, including nights and weekends as required
- Maintains regular and consistent attendance record
- May appear in administrative proceedings as a subject matter expert

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL COMBINATION INSPECTOR**

- Performs other related duties as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Federal, state, and local laws, rules and regulations pertaining to building inspections
- Building construction methods and materials specific to building, electrical and/or plumbing and mechanical
- Zoning regulations
- California code and local laws relating to the building constructions
- Proper inspection methods
- Principles and practices of plan checking and plan review process
- Procedures involved in the enforcement of codes and ordinances
- Methods and techniques applied to the design and construction of residential, commercial and industrial buildings
- Safety standards and methods of building construction
- Supervisory practices and procedures
- Modern office procedures, recordkeeping, and methods
- Exceptional customer service techniques

**Ability to:**

- Apply the engineering principles required to design a building, electrical, plumbing, or mechanical system
- Read and understand building, electrical, plumbing and mechanical drawings, diagrams, blueprints and specifications for construction projects, depending on assignment
- Read and understand construction drawings and plans
- Make presentations to groups and train staff members
- Communicate clearly and concisely, both orally and in writing
- Interact in a calm, courteous and professional manner with the public, contractors, builders, and City staff in the performance of assigned work tasks
- Maintain routine work records and reports
- Prepare clear and concise reports
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Deliver quality customer service



**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL COMBINATION INSPECTOR**

- Work independently and as a team member
- Meet work deadlines
- Utilize modern office computer hardware and software in the performance of work tasks.

**Education:** High school diploma or equivalent certificate. College-level coursework or specialized training in construction technology, building inspection, and/or other directly related subjects at an accredited college or university preferred. Associate's degree is desirable.

**Experience:** Five (5) years' experience in the inspection and/or plan check of public, commercial, industrial, and residential buildings.

**License/Certificates:**

- Valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

-Current certification as a Combination Residential Inspector and a Combination Commercial Inspector issued by the International Code Council (ICC). Certifications by other approved model code organizations may be accepted if determined to be equivalent, **and**

- Current certification issued by the International Code Council (ICC), depending on assignment, as:

- Electrical Plans Examiner, or
- Plumbing Plans Examiner **and** Mechanical Plans Examiner, or
- Building Plans Examiner, or
- Residential Plans Examiner, or
- Certified Access Specialist (CASp)

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL COMBINATION INSPECTOR**

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. Moving tools and equipment weighing 50 pounds or less may be required. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required to read correspondence, plans, specifications, and other information. Acute hearing is required when providing telephone service and communicating in person. This position is expected to perform inspections of work in the field that may require walking on even ground, walking around machinery, fumes, dirt and gas and in varying temperatures. Off-site assignments and irregular work hours, including evenings and/or weekends, may be required.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: POLICE SERVICES MANAGER**

<b>PERSONNEL COMMISSION APPROVAL:</b>	
<b>CITY COUNCIL APPROVAL:</b>	<b>NOVEMBER 15, 2022</b>
<b>JOB CODE:</b>	<b>TBD</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b>PROFESSIONALS</b>

**JOB SUMMARY**

Under general direction, plans, directs, manages, and coordinates administrative and support services for various units within the Police Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Civilian Police Services Commander, or as assigned by the Chief of Police  
Supervises: Sworn, civilian staff, and employees

**DISTINGUISHING CHARACTERISTICS**

Police Services Manager is a managerial job classification within the Police Department. Incumbent is responsible for the daily operations and administration of the activities of sworn, non-sworn, and civilian staff. This position differs from the supervisor classifications in that the manager exercises full supervisory and managerial authority over assigned operational functions within the department while the supervisor is responsible for a limited work group.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Manages, oversees, and monitors one or more units within the Police Department
- Maintains and executes department policies
- Selects, trains, motivates, and evaluates performance of assigned personnel; provides or coordinates staff training, provides assistance in improving skills and abilities; resolves staffing conflicts and work with employees to correct deficiencies; implements discipline and termination procedures
- Directs progress of hiring and recruitment for optimal candidate hiring; review background status, recruitment strategies, forecast potential openings, assist with testing, and evaluation processes

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: POLICE SERVICES MANAGER**

- Handles customer service and public relations matters related to assigned duties; takes or recommends action to ensure resolution of operational area complaints; respond to requests from the public; participate in commission, committee or community activities as assigned
- Manages contracts for units under command; conducts RFPs, proposal reviews, and works with city attorney on contract development and amendments when necessary
- Ensures staff compliance with safety procedures, practices, and policies; prepares and monitors work schedules to provide for adequate coverage on shift; maintains daily work records and keeps daily time records for submission to payroll
- Participates in the development of and implementation of departmental goals, objectives, policies, and priorities; identifies opportunities for improving service delivery methods and procedures, identifies resource needs
- Schedule and review work activities to ensure timely completion of short and long-term projects and assignments
- Conducts and administers a variety of complex administrative and operational studies; recommends administrative policies and procedures; and prepares reports and presentations
- Prepares and reviews City Council agenda materials and staff reports; collaborates on county wide projects to help integration of police agencies, the district attorney's office, and the courts
- Supervises the preparation of and reviews grant proposals; interfaces with governmental agencies regarding requirements for obtaining funds and monitoring procedures; develops, oversees, and manages assigned contracts and program budgets
- Confers with police management staff regarding department-wide administrative operations; coordinates unit activities with those of other departments and divisions
- Attends leadership, management, and supervisory training to stay abreast of industry best practices
- Reports to work as scheduled and works various hours, including nights and weekends as required
- Maintains regular and consistent attendance record
- Performs related duties and responsibilities as required

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: POLICE SERVICES MANAGER**

**Knowledge of:**

- Policies, principles, and practices of public administration
- Pertinent Federal, State, and local laws, codes, and regulations
- Operations and functions of municipal government and police department operations
- Principles and practices of municipal budget preparation and grant administration
- Principles of supervision, training, and performance evaluation
- Customer service and conflict resolution techniques
- Effective managerial principles, practices, and techniques
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- Methods and techniques of contract negotiation and administration
- English usage, spelling, and grammar; principles of public speaking
- Principles and procedures for financial record keeping and reporting
- Exceptional customer service techniques

**Ability to:**

- Oversee, direct, and coordinate the work of subordinate staff; select, supervise, train, and evaluate staff; ensure safety and professional work standards are met
- Plan, coordinate and oversee program activities, projects, work schedules and personnel; prioritize activities to meet established deadlines
- Organize and coordinate projects
- Read, interpret, and implement policies, laws, ordinances, rules, and regulations
- Perform complex administrative duties involving the use of independent judgment and initiative
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate and interact effectively both verbally and in writing with elected officials, the public, and staff
- Analyze complex issues and problems, develop, and evaluate solutions, project consequences of proposed actions and implement recommendations in support of goals
- Deliver quality customer service
- Negotiate and administer various contracts and grants; prepare and administer assigned budgets
- Operate a variety of office equipment including computers and associated word processing applications

**Education:** A Bachelor's Degree in Public or Business Administration, Criminal Justice or a closely related field from an accredited university or college. A Master's degree in related field preferred.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: POLICE SERVICES MANAGER**

**Experience:** Five (5) years' professional-level management and administration experience within a municipal agency, including three (3) years' lead or supervisory experience. Law enforcement experience is preferred.

**License/Certificates:** A valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (up to 25 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires hearing and speech to communicate in person, before groups, and over the telephone with co-workers and the general public. Must be able to work any shift including weekends and holidays.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.