

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY I

PERSONNEL COMMISSION APPROVAL: ~~DECEMBER 18, 2019~~ (REVISED)

COUNCIL APPROVAL: ~~APRIL 2004~~ NOVEMBER 15, 2022

JOB CODE: 0081

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

EEOC CODE: PROFESSIONAL S

JOB SUMMARY

Under general direction from the City Attorney and Chief Assistant City Attorneys, performs a wide range of professional legal duties ranging in difficulty from routine to intermediate complexity depending on the level of assignment. All attorneys who work in the office are expected to be highly competent and professional attorneys, taking a high level of ownership of his or her work, and be able to deliver, in a professional manner at all times, high quality work product and results, efficiently.

SUPERVISION RECEIVED FROM

Reports to: City Attorney or Chief Assistant City Attorneys, as specified.

DISTINGUISHING CHARACTERISTICS

Deputy City Attorney I is the entry-level classification in the Deputy City Attorney series. Differs from Deputy City Attorney II in that Deputy City Attorney I requires knowledge of the profession's basic principles and theories to perform routine legal work while Deputy City Attorney II performs the full range of legal work commensurate with experience requirements.

EXAMPLES OF ESSENTIAL DUTIES

- Timely responds to the needs presented while working in the City Attorney's Office in a professional, responsible, efficient manner in accordance with office policy as set by the City Attorney;
- Performs a full range of legal research, writing, and other law-related transactional duties;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY I

- Drafts, reviews, and negotiates leases, contracts, and agreements;
- Drafts, reviews, evaluates, revises, and recommends City ordinances, resolutions, policies and procedures;
- Performs legal research, analysis, interprets laws, rulings and regulations, and prepares legal opinions to departments, boards, commissions, agencies and established committees as directed by the City Attorney or the Chief Assistant City Attorneys;
- Attends meetings with City staff and/or members of the public on behalf of the City and provides legal advice during the meetings as directed by the City Attorney or the Chief Assistant City Attorneys;
- Handles all aspects of assigned cases or claims including investigation, pleading preparation, discovery, law and motion, court appearances, settlement negotiations, legal research, witness preparation, and trials for tort defense, writ actions, Pitchess motions, appellate work, civil rights actions, code enforcement, nuisance abatement, administrative actions, and employee grievances, as directed by the City Attorney or the Chief Assistant City Attorneys;
- May supervise support staff and interns, provide work assignments and direction, review and evaluate work product as directed by the City Attorney or the Chief Assistant City Attorneys;
- Attends and participates in professional groups and committees;
- Responds to citizen inquiries regarding various types of legal issues including those concerning City business;
- 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;
- Commutes or travels to offsite locations for work within and outside the City;
- 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

~~*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*~~

Knowledge of:

- Laws, legal principles, practices, and procedures of civil, criminal, constitutional,

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY I

and administrative law

- Judicial procedures and rules of evidence
- Duties, powers, and limitations of a city government
- Methods and techniques of legal research, competent legal analysis, writing and grammar
- Pertinent Federal, State, and local laws, codes, and regulations

Ability to:

- Maintain and demonstrate in all conduct and work a high level of professionalism, responsibility, and efficiency
- Be a skilled communicator who can translate complex or technical information into understandable terms and communicate concisely and clearly both orally and in writing
- Perform a variety of legal work in assigned area of practice
- Be dependable, self-motivated, highly ethical, and ready to provide competent and practical legal advice on a range of municipal topics
- Conduct high-level legal research, analysis, and writing
- Apply statutes and codes applicable to civil proceedings
- Properly interpret and make decisions advancing the best interest of the City in accordance with laws, regulations, and policies
- Present statements of law, fact, and argument clearly and logically
- Effectively apply legal knowledge and principles in court
- Prepare clear and concise legal documents and briefs
- Establish and maintain positive and effective working relationships in the course of work and across departments

Education: Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

Experience: Two (2) years' experience as a practicing attorney, preferably within a municipal law office or a private firm that has contracted with a public agency for legal services.

License/Certifications: Possession of valid California Class C driver license and an acceptable driving record are required by time of appointment and throughout employment.

Current member in good standing with the California State Bar Association.

SPECIAL CONDITIONS

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY I

Employees are 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.

FLEXIBLE STAFFING/RECLASSIFICATION

At the discretion of the City Attorney, positions may be filled at the level of Deputy City Attorney I, ~~or Deputy City Attorney II~~ ~~or Deputy City Attorney III~~ depending upon the level of skill and experience required of the department.

Deputy City Attorney I incumbents may be recommended for reclassification upon meeting the minimum qualifications of Deputy City Attorney II, specifically:

~~Four~~ **Three (43)** years' experience as a practicing attorney, preferably within a municipal law office or a private firm that has contracted with a public agency for legal services.

Reclassification is not automatic. Consideration is subject to the review, recommendation and approval of the City Attorney based upon operational and staffing requirements.

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 primarily indoors. The incumbent sits for prolonged periods. Stands and walks to retrieve work files or to other departments or office locations. Leans, bends and stoops to perform work behind a desk or to retrieve information. Pushes, turns or twists to move chair or body from desk. Reaches 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. Requires near vision in reading correspondence, plans, specifications, legal documents and other information. Acute hearing and oral skills required when communicating by telephone or in person.

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: DEPUTY CITY ATTORNEY I

Rev. Nov 2019/pa
Rev. Nov 2022/pa

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY III

PERSONNEL COMMISSION APPROVAL: DECEMBER 18, 2019 (REVISED)

COUNCIL APPROVAL: ~~APRIL 2004~~ NOVEMBER 15, 2022

JOB CODE: 0079TBD

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

EEOC CODE: PROFESSIONAL S

JOB SUMMARY

Under general direction from the City Attorney and Chief Assistant City Attorneys, performs a wide range of professional legal duties ranging in difficulty from intermediate to specialized and highly complex depending on the level of assignment. All attorneys who work in the office are expected to be highly competent and professional attorneys, taking a high level of ownership of his or her work, and be able to deliver, in a professional manner at all times, high quality work product and results, efficiently.

SUPERVISION RECEIVED FROM

Reports to: City Attorney or Chief Assistant City Attorneys, as specified.

DISTINGUISHING CHARACTERISTICS

Deputy City Attorney III is the ~~advanced~~ journey level classification in the Deputy City Attorney series. Differs from Deputy City Attorney II in that Deputy City Attorney III performs the most complex legal work and functions as a highly experienced practitioner and may provide direction and assistance to less experienced attorneys at the Deputy City Attorney I level or II level while ~~Deputy City Attorney II performs less complex legal work.~~

EXAMPLES OF ESSENTIAL DUTIES

- Timely responds to the needs presented while working in the City Attorney's Office in a professional, responsible, efficient manner in accordance with office policy as set by the City Attorney;
- Performs a full range of legal research, writing, and other law-related transactional duties;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY III

- Drafts, reviews, and negotiates leases, contracts, and agreements;
- Drafts, reviews, evaluates, revises, and recommends City ordinances, resolutions, policies and procedures;
- Performs legal research, analysis, interprets laws, rulings and regulations, and prepares legal opinions to departments, boards, commissions, agencies and established committees as directed by the City Attorney or the Chief Assistant City Attorneys;
- Attends meetings with City staff and/or members of the public on behalf of the City and provides legal advice during the meetings as directed by the City Attorney or the Chief Assistant City Attorneys;
- Handles all aspects of assigned cases or claims including investigation, pleading preparation, discovery, law and motion, court appearances, settlement negotiations, legal research, witness preparation, and trials for tort defense, writ actions, Pitchess motions, appellate work, civil rights actions, code enforcement, nuisance abatement, administrative actions, and employee grievances, as directed by the City Attorney or the Chief Assistant City Attorneys;
- May indirectly supervise other less experienced attorneys, support staff, and interns, provide work assignments and direction, review and evaluate work product as directed by the City Attorney or the Chief Assistant City Attorneys;
- May participate in selecting outside counsel to represent the City; as assigned, may supervise outside counsel;
- Attends and participates in professional groups and committees;
- Responds to citizen inquiries regarding various types of legal issues including those concerning City business;
- 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;
- Commutes or travels to offsite locations for work within and outside the City;
- 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

~~*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY III

Knowledge of:

- -Laws, legal principles, practices, and procedures of civil, criminal, constitutional, and administrative law
- Judicial procedures and rules of evidence
- Duties, powers, and limitations of a city government
- Methods and techniques of legal research, competent legal analysis, writing and grammar
- Pertinent Federal, State, and local laws, codes, and regulations
- Principles of municipal budget preparation and administration
- Principles of basic supervision, training, and performance evaluation

Ability to:

- Maintain and demonstrate in all conduct and work a high level of professionalism, responsibility, and efficiency
- Be a skilled communicator who can translate complex or technical information into understandable terms and communicate concisely and clearly both orally and in writing
- Perform the most complex and specialized legal work in assigned area of practice
- Be dependable, self-motivated, highly ethical, and ready to provide competent and practical legal advice on a range of municipal topics
- Conduct high-level legal research, analysis, and writing
- Apply statutes and codes applicable to civil proceedings
- Properly interpret and make decisions advancing the best interest of the City in accordance with laws, regulations, and policies
- Present statements of law, fact, and argument clearly and logically
- Effectively apply legal knowledge and principles in court
- Prepare clear and concise legal documents and briefs
- Conduct research on legal problems
- Provide administrative and professional leadership and direction to assigned administrative/clerical support staff
- Establish and maintain positive and effective working relationships in the course of work and across departments

Education: Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

Experience: ~~Four~~ **(45)** years' experience as a practicing attorney within a municipal law office, or a private firm that has contracted with a public agency for legal services.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY CITY ATTORNEY III

License/Certifications: Possession of a valid California Class C driver license and an acceptable driving record are required by time of appointment and throughout employment.

Current member in good standing with the California State Bar Association.

SPECIAL CONDITIONS

Employees are 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 primarily indoors. The incumbent sits for prolonged periods. Stands and walks to retrieve work files or to other departments or office locations. Leans, bends and stoops to perform work behind a desk or to retrieve information. Pushes, turns or twists to move chair or body from desk. Reaches 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. Requires near vision in reading correspondence, plans, specifications, legal documents and other information. Acute hearing and oral skills required when communicating by telephone or in person.

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

Rev. Nov 2019/pa
Rev. Nov 2022/pa

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~COMMUNITY RELATIONS~~ PUBLIC AFFAIRS OFFICER

PERSONNEL COMMISSION APPROVAL: ~~MAY 19, 2021~~ (REVISED)

COUNCIL APPROVAL: ~~SEPTEMBER 2002~~ NOVEMBER 15, 2022

JOB CODE: ~~0471~~ (TBD)

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under administrative direction, oversees and manages programs and activities of the public information function within the City Manager's Office or the Police Department; coordinates media and community relations activities to ensure publicity and outreach for City or Safety programs, services and events.

SUPERVISION RECEIVED AND EXERCISED

Reports to: City Manager / Assistant City Manager, Police Lieutenant / Police Captain,
or as assigned by department head depending on assignment

Supervises: Administrative and/or clerical staff

DISTINGUISHING CHARACTERISTICS

The ~~Community Relations-Public Affairs~~ Officer's primary responsibility is to manage assigned overall public information functions for the City and/or Police Department. It differs from the Public Affairs Manager Community Relations Specialist in that the Manager coordinates the City's overall public information function and short and long-term strategic planning. Specialist plans, organizes, and implements community education programs about crime and crime prevention.

EXAMPLES OF ESSENTIAL DUTIES

- Develops, implements, and coordinates a comprehensive communications program for the City or Police Department; identifies appropriate messages and communications tools for targeted audiences; employs evaluation measures to assess impact

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COMMUNITY RELATIONS PUBLIC AFFAIRS OFFICER

- Integrates the City's vision, mission, strategic goals and key issues into educational, informational and marketing communications aimed at the general public and employees
- Researches, composes, edits and issues press releases, news articles, feature stories and public service announcements for print, radio, cable television, and electronic media.
- Interfaces with the media and organizes/conducts press briefings
- Responds to inquiries from the media, City officials, community groups, businesses, the general public, and employees
- Coordinates and participates in presentations to City visitors and community members; coordinates, schedules and may lead public tours of City facilities
- Provides briefings to the City Council, City Manager, and/or Police Chief concerning public information program activities and events within the City
- Oversees staff and manages projects of the City's public access cable channel
- Assists with the development of the budget for public information activities; authorizes expenditures and approves invoices
- Oversees the database of public relations contacts and distribution of media materials
- Takes photos as necessary for use in media materials
- Attends leadership, management, supervisory and other relevant training to stay abreast of industry best practices
- Travels to offsite locations within and outside the City
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays 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

~~*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*~~

Knowledge of:

- Principles and practices of public information and media and community relations in a municipal government environment

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~COMMUNITY RELATIONS~~ PUBLIC AFFAIRS OFFICER

- Federal, State and local laws, rules, and regulations governing the disclosure of information by a public agency
- Principles and practices of research, journalism, graphic design, print media layout and broadcast media production
- Interview techniques, communications media services and resources
- Strategies of external and internal marketing, public relations, public information, community outreach, community partnerships and media relations
- Corporate advertising, including electronic, print, outdoor and direct mail research techniques and methods
- Emergency Operations Center functions and practices
- Office procedures, methods, and equipment including computers and applicable software applications
- English usage, spelling, grammar, and punctuation

Ability to:

- Develop and implement comprehensive public information programs utilizing various forms of media
- Gather, assess, and summarize information for public distribution
- Effectively utilize current and trending social media tools and applications
- Prepare comprehensive reports, correspondence, press releases, speeches, information and promotion packages and news articles
- Manage a variety of complex and challenging projects simultaneously to completion
- Exercise judgment, initiative, decisiveness, and creativity necessary in situations involving the direction, control and planning of multiple programs, and in critical or unexpected situations involving considerable risk or loss to the City
- Establish and maintain effective professional 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
- Operate a variety of office equipment including computers and associated word processing applications

Education: Bachelor's Degree in communications, public relations, [public administration](#), journalism, marketing or a related field; Master's degree [desirablepreferred](#).

Experience: Five (5) years' increasingly responsible public information, public affairs, or media relations experience, including three years experience performing public relations

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~COMMUNITY RELATIONS~~ PUBLIC AFFAIRS OFFICER

for a municipal agency or other public sector organization. Prior experience working in a Police Department desired, if assigned to Police.

Certifications/License: A valid California Class C driver's 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 due to the performance of field duties that may require operation of a City vehicle.

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 primarily indoors. The incumbent sits 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 speech to communicate in person, before groups, and over the telephone. Work is performed in a general office environment. When work is performed outdoors or at events, there is full exposure to various weather conditions.

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

Est. 09/2002
Rev. 10/2013
Rev. 05/2021

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PARKING METER TECHNICIAN ~~REPAIR WORKER~~ DATE: ~~DECEMBER, 2001~~

PERSONNEL COMMISSION APPROVAL: (Revised)

COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: 0395TBD
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOB DUTIES SUMMARY

~~Under~~With ~~generale~~lose supervision, ~~assists in perform~~ing the daily maintenance and operations of the City-wide parking meter and parking machine functions and in collecting parking revenues; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Parking Meter ~~Technician~~Maintenance Worker is a single classification series~~the entry-level job class that performs maintenance and repair of parking meters and machines within the parking meter repair and operations series. It is distinguished from the journey-level Parking Meter Repair Technician by closely defined procedures and frequent review of the work in progress.~~

EXAMPLES OF ESSENTIAL DUTIES

- Assists in the collection of parking meter revenue and delivers collections to Treasurer's Office, maintains accurate daily audit reports;
- a~~Assists~~ in and makes ~~basic~~ repairs to parking meters, parking machines and related equipment; performs routine maintenance; troubleshoots and repairs printers, bill or coin acceptors; cleans and lubricates moving parts; removes graffiti
- Assists customers in the use of meters, parking machines and other parking technology
- Helps maintain and uses virtual parking technology

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING METER TECHNICIAN ~~REPAIR WORKER~~ DATE: ~~DECEMBER, 2001~~

- Conducts troubleshooting using a computer to determine proper operation; conducts random testing of machines by timing meters against clock to ensure that they record proper time;
- ~~i~~ Investigates reported malfunctions; cooperates with Police/Parking Enforcement personnel-Department to investigate complaints regarding parking meters; inspects meters and related systems for compliance with standards before releasing unit to service
- Adheres to all established security measures and procedures, including continued review and implementation of security measures for parking meter revenues
- Supports overall beach parking operations as needed
- Supports and actively promotes the City's safety programs; ~~P~~ performs periodic safety inspections; identifies and corrects safety hazards
- Works irregular hours including weekends and holidays; maintains an adequate inventory of parts for daily use; maintains cleanliness of shop-
- Reports to work as scheduled; maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related work 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:

~~*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*~~

Knowledge of:

- Parking meter operations;
- Mechanical, electrical and electronic systems repair and preventative maintenance practices;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING METER TECHNICIAN~~REPAIR WORKER~~**DATE:** ~~DECEMBER, 2001~~

- Hand and power tools;
- Basic knowledge of computers for troubleshooting equipment and communications~~Computerized diagnostic equipment used to maintain equipment;~~
- Basic preventive maintenance on assigned equipment;
- Cash handling procedures;
- Occupational hazards and safety practices applicable to meter maintenance work.

Ability to:

- Learn to perform ~~unskilled and~~ semi-skilled and skilled tasks in a variety of meter and equipment repair and maintenance activities
- Read and follow work orders and instructions
- Read and follow manufacturers' specifications and maintenance manuals
- Troubleshoot and identify day-to-day questions/problems regarding equipment
- Perform routine maintenance tasks
- Operate personal computers including diagnostic software applications
- Maintain accurate records
- Use hand and power tools and diagnostic equipment; follow safety practices and recognize hazards
- Carry out work assignments as instructed
- Utilize appropriate interpersonal skills when interacting with diverse communities or confrontational individuals
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing

Education: High school diploma or equivalent certificate

Experience: One (1) year of maintenance experience, including small electronic devices and customer service or related experience.

License: Possession of a valid California Class C D~~river~~ License and an acceptable driving record required at appointment and throughout employment.

SPECIAL CONDITIONS

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING METER TECHNICIAN ~~REPAIR WORKER~~ DATE: ~~DECEMBER, 2001~~

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 ~~--- Work involves moderate to heavy work in a shop environment or in the field in all types of weather, with exposure to traffic, hazardous chemicals, and potential exposure to physical harm. There is frequent need to stand, stoop, bend, walk, lift heavy objects up to 200 pounds with the assistance of another person and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

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. Incumbents use a computer keyboard and related equipment. When work is performed outdoors, there is full exposure to various weather conditions. 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 or ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects. May require lifting tools and equipment weighing 50 pounds, and up to 100 pounds with assistance or the use of proper equipment. Requires driving a City vehicle during the course of work.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I

PERSONNEL COMMISSION APPROVAL:

NOVEMBER 18, 2020 (REVISED)

COUNCIL APPROVAL:

AUGUST 20, 2007 NOVEMBER

15, 2022

JOB CODE:

TBD0210

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

HBMT

FLSA STATUS:

NON-EXEMPT

EEOC CODE:

TECHNICIAN

JOB SUMMARY

Under immediate supervision, inspects installations to ensure compliance with building and construction regulations, participates in ride along training, and provides assistance to the public on area of assignment.

SUPERVISION RECEIVED

Reports to: Building — Inspection Supervisor, Building Inspection Manager

DISTINGUISHING CHARACTERISTICS

The Building Inspector-I is the entry-level classification within the Building Inspection series. Incumbents at this level receive on-the-job training in order to learn and develop competencies in performing the essential functions of the job. This classification is distinguished from the Combination Building Inspector-II in that the latter is the journey level of the series, performing the full range of assigned inspection duties, with a requirement that incumbents attain designated certifications including California Residential Building Inspector and at least one other California Inspector Certification within the first year of employment.

EXAMPLES OF ESSENTIAL DUTIES

Within a learning and on-the-job training capacity:

- Performs inspections consistent within assignment areas to ensure compliance with adopted building and construction codes in residential and small commercial projects; adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Disabled Access Codes, City Ordinances and State and local laws and codes where appropriate

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I

- Participates in ride-along training activities as directed
- Investigates properties for unpermitted construction activity, and checks existing construction for deterioration and hazardous conditions
- Assists and advises contractors, craftsmen and homeowners regarding pertinent regulations
- Assembles and writes reports
- Maintains records of work performed
- Learns to interpret multiple codes
- Answers verbal and written complaints in regards to all types of building installations as assigned
- Handles challenging interactions professionally and constructively, and consistently demonstrates ethical integrity
- Analyzes practices and recommends improvements
- Delivers and promotes quality customer service
- Travels to offsite locations within and outside the City for training purposes
- Uses computer, smart phone, accessories, and other modern office equipment as needed
- Adheres to all applicable rules and regulations
- Performs the essential functions of the job with or without reasonable accommodation
- 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
- 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 reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

~~Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I

Knowledge of:

- Adopted Building, Mechanical, Plumbing and Electrical Codes, State and local codes and standards, and all other building-related codes and ordinances as adopted by the State and the City of Huntington Beach
- Methods, materials, and practices involved in construction
- Arithmetic and basic algebra
- Computer equipment and associated software programs
- Quality service practices
- Safety issues and liability reduction

Ability to:

- Learn to perform inspections at a journey skill level in a variety of specialty trade areas
- Perform competently, efficiently and effectively as a combination Building Inspector
- Apply technical knowledge and follow proper inspection techniques to examine work quality and materials, and detect deviations from plans, regulations and standard construction practices
- Learn to enforce a variety of City codes, and any and all other necessary regulations, with firmness and tact
- Read and understand and interpret plans, drawings, diagrams and specifications for construction projects
- Prepare reports and communications
- Communicate clearly and concisely, both verbally and in writing
- Communicate professionally, efficiently and effectively with architects, engineers, contractors and the general public
- Perform arithmetic and basic algebraic functions accurately
- Ensure safety and professional work standards are met
- Establish and maintain positive cooperative working relationships
- Consistently deliver quality customer service with professionalism and ethical integrity
- Learn and use computer, smart phone accessories and other modern office equipment as needed
- Adhere to all applicable rules and regulations
- Perform the essential functions of the job with or without accommodation

Education: High school diploma or equivalent certificate.

Experience: One (1) year of experience in a construction trade or an equivalent combination of experience and training.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I

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

RECLASSIFICATION QUALIFICATIONS:

Eligible for reclassification to Combination Building Inspector ~~II~~ upon one (1) year of satisfactory performance at the Building Inspector ~~I~~ level. Previous experience performing combination inspections for a government agency may be taken into consideration in the determination for meeting the minimum qualifications equivalency for work experience. Must hold and maintain appropriate certifications, including California Residential and Commercial Building Inspector with:

California Residential and Commercial Electrical inspector, or
California Residential and Commercial Plumbing Inspector, and California
Residential and Commercial Mechanical Inspector.

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 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 involves considerable physical activity in an outdoor setting with exposure to a variety of weather conditions and may involve exposure to temperature variations, noise, vibrations, fumes, odors and dust. Physical demands require bending, stooping, kneeling and walking over even and, sometimes uneven, terrain. Must be able to sit, reach, twist, lean, stand, and operate inspection-related equipment and modern office equipment, including computerized devices and accessories. Must be able to lift, lower and move files and reports to and from countertops and file drawers. Employee must be able to actively listen to receive instruction, and verbally communicate information in order to

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING INSPECTOR I

engage with customer base, staff, and others, in person and via telephone. Must be able to read and comprehend correspondence, plans, specifications and other information, and communicate ideas in writing in order to keep accurate records, sign off on documents, and create letters.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. 11/2020 PA

DRAFT

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING COMBINATION INSPECTOR-II

PERSONNEL COMMISSION APPROVAL: ~~NOVEMBER 18, 2020~~ (REVISED)
COUNCIL APPROVAL: ~~AUGUST 20, 2007~~ NOVEMBER 15, 2022

JOB CODE: 0211-TBD
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIAN

JOB SUMMARY

Under general supervision, inspects installations to ensure compliance with all building and construction regulations; provides assistance to contractors and the general public on pertinent regulations; and prepares and maintains inspection records and reports.

SUPERVISION RECEIVED

Reports to: Building Inspection Supervisor, Building Inspection Manager

DISTINGUISHING CHARACTERISTICS

~~The Building Inspector II~~ Combination Inspector is the journey level classification within the Building Inspector series and is expected to perform the full range of building inspection duties. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the Building Inspector I in that the latter is a training classification, which does not require the acquisition of certifications. The Combination Building Inspector II is distinguished from the Senior eCombination Building Inspector III in that the latter is an advanced journey level classification responsible for performing the more complex work assigned to the series, and which requires the acquisition of Building, Plumbing, Electrical, and Mechanical certifications.

EXAMPLES OF ESSENTIAL DUTIES

- Performs combination inspections

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING COMBINATION INSPECTOR-II

- Inspects structural, plumbing, mechanical and electrical installations and swimming pools to ensure compliance with adopted codes in all residential and commercial projects
- Adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Handicapped Codes, City Ordinances and State and local laws and codes where appropriate
- Reviews and approves residential and commercial plans and layouts prior to issuance of permits
- Investigates new and existing construction for evidence of illegal practices such as construction, demolition, and alterations
- Checks existing construction for suitability of occupancy classification and for evidence of deterioration and hazardous conditions
- Meets with business and property owners with respect to certificate of occupancy, inspections, and certificates
- Assists and advises contractors, craftsmen and homeowners regarding pertinent regulations
- Assembles and writes reports including inspection reports, correction notices, reinspection fees, stop work orders, and construction site stormwater runoff reports
- Maintains records of work performed
- Makes code interpretations
- Answers verbal and written complaints in regard to all types of building installations as assigned
- Handles challenging interactions professionally and constructively, and consistently demonstrates ethical integrity
- Analyzes practices and recommends improvements when appropriate
- Delivers and promotes quality customer service
- Travels to offsite locations within and outside the City
- Uses a computer, accessories and other modern office equipment as needed
- Adheres to all applicable rules and regulations
- Performs the essential functions of the job with or without reasonable accommodation
- Attends professional training to stay abreast of industry best practices

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING COMBINATION INSPECTOR-II

- 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
- 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 reserves the right to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Adopted Building, Mechanical, Plumbing and Electrical Codes, State and local codes and standards and all other building related codes and ordinances as adopted by the State and the City of Huntington Beach
- Methods and practices involved in construction
- Arithmetic and basic algebra
- Basic engineering principles concerning the resistance of both lateral and vertical loading
- Computer equipment and associated software programs
- Quality service practices
- Safety issues and liability reduction

Ability to:

- Conduct inspections at a journey skill level in a variety of specialty trade areas
- Perform competently, efficiently and effectively as a eCombination Building Inspector-II
- Read and understand plans, drawings, diagrams and specifications for construction projects
- Consistently deliver quality customer service with professionalism and ethical integrity
- Prepare reports and communications
- Communicate clearly and concisely, both verbally and in writing
- Communicate professionally, efficiently, and effectively with architects,

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING COMBINATION INSPECTOR-II

- engineers, contractors and the general public
- Perform arithmetic and basic algebraic functions accurately
 - Ensure safety and professional work standards are met and maintained
 - Establish and maintain positive cooperative working relationships
 - Deliver quality customer service
 - Work independently and as a team member
 - Propose and administer change
 - Effectively use a computer, accessories and modern office equipment to perform job duties
 - Adhere to all applicable rules and requirements
 - Perform the essential functions of the job with or without reasonable accommodation

Education: High school diploma or equivalent certificate.

Experience: Two (2) years' experience in a construction trade or an equivalent combination of experience and training performing combination inspections for a government agency or equivalent.

Licenses/Certifications: Possession of a valid California Class C driver license and an acceptable driving record are required by time of appointment and during the course of employment.

Certification by the International Code Council (ICC) in the following disciplines authorizing inspections for both residential and commercial properties:

California Residential and Commercial Building Inspector with:

- California Residential and Commercial Electrical inspector, or
- California Residential and Commercial Plumbing Inspector and California Residential and Commercial Mechanical Inspector.

Certifications by other approved model code organizations in the categories indicated may be accepted if they are determined by the Director to be equivalent.

RECLASSIFICATION CRITERIA:

Eligible for reclassification to Senior Combination Building Inspector-III upon attainment

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDINGCOMBINATION INSPECTOR-II

of appropriate certifications and two (2) years' combination inspection experience for a government agency, a year of which must be at the CombinationBuilding Inspector II level. Required certifications include:

California Residential and Commercial Building Inspector,
California Residential and Commercial Electrical inspector,
California Residential and Commercial Plumbing Inspector, and
California Residential and Commercial Mechanical Inspector.

Certifications by other approved model code organizations in the categories indicated may be accepted if they are determined by the Director to be equivalent.

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 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 involves considerable physical activity in an outdoor setting with exposure to a variety of weather conditions and may involve exposure to temperature variations, noise, vibrations, fumes, odors and dust. Physical demands require bending, stooping, kneeling, and walking over even and, sometimes uneven, terrain. Must be able to sit, reach, twist, lean, stand, and operate inspection-related equipment and modern office equipment, including computerized devices and accessories. Must be able to lift, lower and move files and reports to and from countertops and file drawers. Employee must be able to actively listen to receive instruction, and verbally communicate information in order to engage with customer base, staff, and others, in person and via telephone. Must be able to read and comprehend correspondence, plans, specifications and other

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDINGCOMBINATION INSPECTOR-II

information, and communicate ideas in writing in order to keep accurate records, sign off on documents, and create letters.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

DRAFT

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR COMBINATION BUILDING INSPECTOR III

PERSONNEL COMMISSION APPROVAL:
COUNCIL APPROVAL:
15, 2022

NOVEMBER 18, 2020 (REVISED)
AUGUST 20, 2007 NOVEMBER

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

0208—TBD
REGULAR FULL-TIME
HBMT
NON-EXEMPT
TECHNICIAN

JOB SUMMARY

Under direction, inspects installations to ensure compliance with building and construction regulations; provides assistance to contractors and the general public on pertinent regulations; and prepares and maintains inspection records and reports.

SUPERVISION RECEIVED

Reports to: Building Inspection Supervisor, Building Inspection Manager

DISTINGUISHING CHARACTERISTICS

The Building Inspector III Senior Combination Inspector is the advanced journey level classification within the Building Inspector series, responsible for performing the more specialized and complex work assigned to the series. Positions at this level possess specialized expertise, are assigned tasks above the journey level, and require the acquisition of the Building, Plumbing, Electrical, and Mechanical certification.

EXAMPLES OF ESSENTIAL DUTIES

- Performs combination inspections
- Inspects structural, plumbing, mechanical and electrical installations and swimming pools to ensure compliance with adopted codes in all residential and commercial projects; adopted codes shall include, in part, the Building, Plumbing, Mechanical and Electrical Codes, State Energy and Handicapped Codes, City Ordinances and State and local laws and codes where appropriate
- Reviews and approves residential and commercial plans and layouts prior to issuance of permits

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR COMBINATION BUILDING INSPECTOR-III

- Investigates new and existing construction for evidence of illegal practices such as
 - construction, demolition, and alterations without permits
- Checks existing construction for suitability of occupancy classification and for evidence of deterioration and hazardous conditions
- Meets with business and property owners with respect to certificate of occupancy inspections and certificates
- Assists and advises contractors, craftsmen and homeowners regarding pertinent regulations
- Assembles and writes reports including inspection reports, correction notices, re-inspection fees, stop work orders and construction site stormwater runoff reports
- Maintains records of work performed
- Makes code interpretations
- Assists with training of Building Inspectors ss-I and Combination Inspectors-II
- Advises Building Inspectors and Combination Inspectors Building Inspectors I and II on the more challenging and complex issues
- Answers verbal and written complaints concerning various building installations as assigned
- Handles challenging interactions professionally and constructively, and consistently demonstrates ethical integrity
- Analyzes practices and recommends improvements when appropriate
- Delivers and promotes quality customer service
- Travels to offsite locations within and outside the City
- Uses computer, accessories and other modern office equipment as needed
- Adheres to all applicable rules and regulations
- Performs the essential functions of the job with or without reasonable accommodation
- 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
- 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 reserves the right

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR COMBINATION BUILDING INSPECTOR-III

to add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

~~Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:~~

Knowledge of:

- Adopted building, mechanical, plumbing and electrical codes, State and local codes and standards and all other building related codes and ordinances as adopted by the State and the City of Huntington Beach
- Methods and practices involved in construction
- Arithmetic and basic algebra
- Basic engineering principles concerning the resistance of both lateral and vertical loading
- Computer equipment and associated software programs
- Quality service practices
- Safety issues and liability reduction

Ability to:

- Conduct complex inspections at a journey skill level in a variety of specialty trade areas
- Perform competently, efficiently and effectively as a Senior Combination Building Inspector
- Apply technical knowledge and follow proper inspection techniques to examine work quality and materials and detect deviations from plans, regulations and standard construction practices
- Read and understand plans, drawings, diagrams and specifications for construction projects
- Consistently deliver quality customer service with professionalism and ethical integrity
- Prepare reports and communications
- Communicate clearly and concisely, both verbally and in writing
- Communicate professionally, efficiently and effectively with architects, engineers, contractors and the general public
- Perform arithmetic and basic algebraic functions accurately
- Effectively train co-workers
- Ensure safety and professional work standards are met and maintained
- Establish and maintain positive cooperative working relationships

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR COMBINATION BUILDING INSPECTOR-III

- Deliver quality customer service
- Work independently and as a team member
- Propose and administer change
- Effectively use a computer, accessories and modern office equipment to perform job duties
- Adhere to all applicable rules and regulations
- Perform the essential functions of the job with or without reasonable accommodation

Education: High school diploma or equivalent certificate.

Experience: Five (5) years' experience in a construction trade or an equivalent combination of experience and training, including three (3) years' performing combination inspections for a government agency or equivalent.

Certifications/License:

Certification by the International Code Council (ICC) in the following disciplines authorizing inspections for both residential and commercial properties:

California Residential and Commercial Building Inspector,
California Residential and Commercial Electrical inspector,
California Residential and Commercial Plumbing Inspector, and
California Residential and Commercial Mechanical Inspector.

Certifications by other approved model code organizations in the categories indicated may be accepted if they are determined by the Director to be equivalent.

Possession of a valid California Class C driver license and an acceptable driving record are required by time of appointment and during the 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 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 COMBINATION BUILDING INSPECTOR-III

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 involves considerable physical activity in an outdoor setting with exposure to a variety of weather conditions and may involve exposure to temperature variations, noise, vibrations, fumes, odors and dust. Physical demands require bending, stooping, kneeling, and walking over even and, sometimes uneven, terrain. Must be able to sit, reach, twist, lean, stand, and

operate inspection-related equipment and modern office equipment, including computerized devices and accessories. Must be able to lift, lower and move files and reports to and from countertops and file drawers. Employee must be able to actively listen to receive instruction, and verbally communicate information in order to engage with customer base, staff, and others, in person and via telephone. Must be able to read and comprehend correspondence, plans, specifications and other information, and communicate ideas in writing in order to keep accurate records, sign off on documents, and create letters.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev 11/2020 PA

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~OCEAN LIFEGUARD~~MARINE SAFETY SPECIALIST

PERSONNEL COMMISSION APPROVAL
COUNCIL APPROVAL

~~DECEMBER 9, 2020 (Revised)~~
NOVEMBER ~~215, 2020~~2022

JOB CODE:

0618TBD

EMPLOYMENT STATUS:

REGULAR, THREE - QUARTER TIME

UNIT REPRESENTATION:

MSMA

FLSA STATUS:

NON-EXEMPT

EEOC CODE:

PROTECTIVE SERVICE WORKERS

JOB SUMMARY

Under supervision, provides supplemental supervision to subordinate personnel and lifeguards at the beach, harbor and ocean area from an assigned emergency rescue vehicle in the first line protection of lives and property of beach patrons. Provide technical direction to seasonal lifeguard personnel in an assigned beach area.

SUPERVISION RECEIVED

Reports to: ~~Marine Safety Officer or~~ Marine Safety Captain

DISTINGUISHING CHARACTERISTICS

~~Ocean Lifeguard~~Marine Safety Specialist is the entry-level position in the Marine Safety Management series of ~~Marine Safety Officer~~, Marine Safety Captain and Marine Safety Battalion Chief. Employees at this level possess a thorough knowledge of City policies and procedures, life safety practices in the beach and open water environment, basic life support and customer service.

EXAMPLES OF ESSENTIAL DUTIES

- Lifeguards an assigned area from a tower or an emergency rescue vehicle
- Performs ocean rescues, informs bathers and boaters of hazardous ocean conditions, and removes dangerous objects from the beach and ocean area
- Performs routine and preventative maintenance on towers, vehicles, vessels, equipment and other facilities within an assigned area
- Maintains daily records of activities and completes reports on same
- Interacts with the public on the beach; answers questions and assists patrons with problems, enforces Municipal Ordinances, issues citations for violations of beach, parking and parks ordinances as necessary and works in concert with the Police and other city departments as necessary
- Operates specialized lifesaving equipment and performs various first aid practices of a highly skilled nature

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~OCEAN LIFEGUARD~~MARINE SAFETY SPECIALIST

- Participates in and assumes control of all rescue, first aid and aquatic emergencies until relieved by a supervisor
- Assists in supervising the lifeguarding activities and subordinates as directed
- Assists in the following: Briefing subordinate personnel concerning conditions, assigning personnel to designated areas of beach, practical training of subordinates, and evaluating performances of subordinates
- Assist in coordinating lifeguard work schedules with supervisory staff; assist in the selection of staff and provide input on seasonal staff performance
- Perform basic community education and outreach on beach and ocean safety, disaster preparedness, CPR and first aid
- Under the direction of a Marine Safety Officer or Captain; participates in flood and swift water rescue and basic SCUBA rescue/recovery operations
- Reports to work as scheduled, works a variety of schedules including evenings, weekends, and holidays as required
- Maintains a regular and consistent attendance record
- Performs other related duties

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:

~~Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:~~

Knowledge of:

- Principles and practices of modern lifesaving techniques, small boat safety, and operations of equipment and apparatus used
- Emergency medical technician practices and procedures, including specialized paramedical first aid techniques
- Basic law enforcement policies and procedures and Municipal Ordinance Codes and their application to the assigned area
- Curriculum development and effective instructional delivery strategies
- Weather patterns, ocean conditions, tides and currents, and related conditions that affect the beach and ocean rescue environment
- Personal watercraft operation and minor maintenance procedures

Ability to:

- To swim in adverse weather and surf conditions for extended periods of time and to perform ocean rescues under said conditions

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: OCEAN LIFEGUARD MARINE SAFETY SPECIALIST

- To size up emergencies and adopt effective courses of action and to assist in directing such activities until relieved by a supervisor
- Apply technical knowledge in a critical, time-sensitive manner, exercise sound independent judgement within established procedure guidelines, and make appropriate decisions regarding emergency incident response
- Provide lead and technical direction to seasonal staff; encourage and motivate staff to deliver high quality work
- Perform emergency underwater rescue and recovery operations with the use of SCUBA
- Enforce various rules, regulations, codes and laws that pertain to marine safety operations
- Use desktop computer software, such as Word, Excel and PowerPoint
- Communicate clearly and concisely, both orally and in writing
- Ability to maintain excellent public relations

Swimming Ability: Must initially and annually demonstrate an ability to swim 500 meters over a measured course in ten minutes or less. Incumbent must demonstrate an ability to successfully perform an open water rescue.

Education: High school diploma or equivalent certificate.

Experience: A minimum of three (3) seasons as an Ocean Lifeguard I, II, III or combination thereof with the Huntington Beach Fire Department~~Currently employed as an Ocean Lifeguard III with the City of Huntington Beach.~~

Minimum Age: 21 years of age.

Physical: Excellent health (must pass a City physical and drug screen before appointment); vision requirement is 20/40 uncorrected or 20/20 corrected at appointment. After appointment, incumbent must maintain the USLA standards for Health & Fitness, which state: possesses adequate vision, hearing acuity, physical ability and stamina to perform the duties of an open water lifeguard as documented by a medical or osteopathic physician.

Other: By law, the Department of Justice requires the incumbent to be fingerprinted. In addition, the incumbent must pass a thorough background check.

License/Certification Required at the Time of Appointment: Must possess and maintain valid:

- California Class C driver license with an acceptable driving record by appointment and during the course of employment

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: OCEAN LIFEGUARDMARINE SAFETY SPECIALIST

- Emergency Medical Technician (EMT) Certification issued by the State of California or County EMS
- Automatic External Defibrillator (AED) Certification
- Valid CPR Certification

Required During First Year of Employment:

- SCUBA/Basic
- Swiftwater I (SRT Basic)
- PC 832 Powers of Arrest
- Personal Watercraft (PWC)

SPECIAL CONDITIONS

Employees required to wear a uniform may not have tattoos on areas of the body that would be visible while wearing a long-sleeved shirt.

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.

~~Incumbents are required to w~~Work is performed mostly in ~~-at a public~~ beach and ~~-in~~ ocean environment and occasionally in a general office environment. Work involves ~~prolonged~~water and are ~~exposure~~ed to ~~various inclement~~ weather conditions and ~~elements, including often with insufficient protection from~~water, the sun, various temperatures and may include exposure to hazardous materials or communicable ; ~~moving mechanical parts, cold, heat, electrical hazards, dusts, blood, bodily fluids, contaminated water, extreme temperatures for prolonged time periods, intense noise, workspace restrictions, aggressive and/or noncompliant members of the public and potentially violent situations. Must maintain physical~~diseases. Physical strength, endurance, and agility is required for ~~condition necessary for~~ swimming, paddling, diving, reaching, pushing, pulling, lifting, grasping, ~~climbing, balancing, stooping,~~ crouching, crawling, repetitive motions, sitting, kneeling, bending, running, walking, and

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: OCEAN LIFEGUARDMARINE SAFETY SPECIALIST

standing, squatting, bending twisting and sitting. Job duties include strenuous physical activity and/or sitting for extended ~~for prolonged~~ periods of time, operating assigned motorized equipment, vehicles and vessels. May be required to move, lift and/or drag a much as 150 pounds unaided in an emergency/rescue situation. Must be able to bend at the neck and waist, squat, climb, twist at the neck and waist, and engage in repetitive use of hands for simple to power grasping, fine motor skills/manipulation. Must be able to use hand, wrists, and arms to engage in pushing, pulling, reaching above and below shoulder level, reaching, twisting, leaning, operate a computer, keyboard and accessories, as well as other modern office equipment as needed. Must meet USLA health, vision and hearing standards in order to ensure the safety of peers and those in need of rescue efforts, including functional color vision and normal, ~~Requires hearing, and speech to communicate in person, before groups, and over the telephone with co-workers and the general public; visual acuity to assess variety of situations and respond to those situations; and ability to read and interpret information.~~

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

Established Nov/2020

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: MARINE SAFETY CAPTAIN

PERSONNEL COMMISSION:

DATE: MARCH 4, 2020 (REVISED)

COUNCIL APPROVAL:

DATE: APRIL 20, 2020

JOB CODE: 04680701
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MSMA
FLSA STATUS: NON-EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

The incumbent provides supervision of Marine Safety ~~specialists~~Officers, lifeguards and recurrent personnel, patrols beach and ocean areas from an assigned tower, emergency rescue vehicle, or patrol vessel in order to provide first line protection of the lives and property of beach patrons; participates in aquatic and other related emergencies and rescues, and prevents marine accidents.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Marine Safety Battalion Chief

Supervises: Marine Safety ~~Specialists~~Officers, Lifeguards and Recurrent Personnel

DISTINGUISHING CHARACTERISTICS

~~The incumbent works under the supervision of Marine Safety Battalion Chief. This position is distinguished from the Marine Safety Specialist~~Officer in that the Marine Safety Captain has ~~more~~a minimum of two more years of experience, ~~and~~ has completed specific advanced trainings and has additional responsibilities. The Marine Safety Captain is distinguished from the Marine Safety Battalion Chief in that the latter supervises all Marine Safety ~~Specialists~~Officers and Marine Safety Captains, ~~The Marine Safety Captain oversees both Marine Safety Specialists and recurrent lifeguards staff and recurrent staff and Marine Safety programs, requires more experience, and requires a greater scope of responsibility.~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: MARINE SAFETY CAPTAIN

PERSONNEL COMMISSION:

DATE: MARCH 4, 2020 (REVISED)

COUNCIL APPROVAL:

DATE: APRIL 20, 2020

EXAMPLES OF ESSENTIAL DUTIES

- Commands and patrols an assigned area of coastline, responding, with speed, accuracy and efficiency to observed incidents, or those monitored and reported
- Participates in, and establishes command and control of, rescue, first aid and aquatic emergencies until relieved
- Performs the duties of the Marine Safety Battalion Chief in the Battalion Chief's absence
- Participates in flood, swiftwater, cliff, helicopter and SCUBA training and rescue/recovery operations
- Lifeguards an assigned area from a tower, an emergency rescue vehicle or vessel, helicopter or other as assigned
- Surveils swimmers in the water and performs ocean rescues as needed
- Advises beach goers and boaters of dangerous marine conditions and beach hazards
- Removes dangerous objects from beach and ocean areas
- Provides technical direction to, supervises, trains, and evaluates the work performance of subordinates
- Briefs subordinates concerning conditions
- Assigns personnel to designated areas of beach
- Performs minor repairs and routine preventative maintenance on towers, vehicles, vessels, equipment and other facilities within assigned area
- Maintains daily records of activities and completes reports on same; i.e., measures and reports weather, ocean and beach conditions
- Public interaction, including performing community education and outreach
- Answers questions and assists patrons with concerns and inquiries
- Enforces Municipal Ordinances and applicable county, state and federal laws as necessary
- Issues citations for violations of beach, parking and parks ordinances as necessary as a peace officer under PC 830.31
- Works with Police, Fire and other agencies as required
- Operates specialized lifesaving equipment
- Performs various first aid practices of a highly skilled nature
- Operates a computer, accessories and standard software applications

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MARINE SAFETY CAPTAIN

PERSONNEL COMMISSION:

DATE: MARCH 4, 2020 (REVISED)

COUNCIL APPROVAL:

DATE: APRIL 20, 2020

- Communicates effectively (written and verbal)
- Attends professional training to stay abreast of industry best practices
- Travels to offsite locations within and outside the City
- Maintains a regular and consistent attendance record
- Adheres to all applicable rules and regulations
- Performs ~~the essential functions of the job with or without reasonable accommodation~~
- Performs other related duties as assigned

When assigned to boat operations the incumbent may do any of the following:

- Operates lifeguard rescue vessels in a safe, effective and efficient manner
- Takes ~~command of offshore emergencies until relieved by the appropriate authority~~
- Uses navigational instruments and ship-to-shore radios
- Provides back up for ocean rescues
- Assists vessels in distress
- Supervises, trains and evaluates the activities and work performance of boat crew
- May perform routine boat inspections
- Assists with the maintenance and repair of HBMSD boats
- Informs marine mechanics of defective and malfunctioning equipment
- Maintains daily records of engine performance and logs vessel activities

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

~~*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*~~

Knowledge of:

- Modern lifesaving techniques
- Boat handling, operations and safety

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: MARINE SAFETY CAPTAIN

PERSONNEL COMMISSION:

DATE: MARCH 4, 2020 (REVISED)

COUNCIL APPROVAL:

DATE: APRIL 20, 2020

- Operations of equipment and apparatus used
- Emergency Medical Technician (EMT) practices and procedures
- Advanced rescue and SCUBA techniques
- Helicopter and ropecliff rescue
- Law enforcement policies, procedures and Municipal Ordinance Codes, applicable federal, state and county laws, and their application to assigned responsibilities
- Principles and practices of boating operations, boating safety and enforcement of regulations and maritime Rules of the Road (Int. Reg. for Prevention of Collisions at Sea/U.S. Inland Navigation Rules)
- Code 3 emergency response driving safety practices and procedures
- Computers and software applications
- Methods, practices and procedures for the training, supervision and evaluation of personnel
- Modern general office, record keeping and reporting techniques, processes and procedures

Ability to:

- Swim in adverse weather and surf conditions for extended periods of time and perform ocean rescues under said conditions
- Size up emergency situations, plan and implement the most effective course of action, and assist in directing activities until relieved by a supervisor
- Enforce various rules, regulations, codes and laws as needed
- Perform EMT, and all other emergency and safety practices, effectively, efficiently and in a calm, responsible manner
- Comprehend and enforce department and division rules and regulations
- Successfully complete job-specific training, comprehend content, and apply and use relevant and technical information on the job in an efficient, effective and controlled manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including personnel, all levels of the organization and the community
- Provide excellent customer service
- If assigned to boat operations, safely and effectively, operate a high speed rescue vessel under varying weather and ocean surface conditions

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MARINE SAFETY CAPTAIN

PERSONNEL COMMISSION:

DATE: MARCH 4, 2020 (REVISED)

COUNCIL APPROVAL:

DATE: APRIL 20, 2020

- Take command of offshore emergencies until relieved by the appropriate authority
- Use a directional finder, compass and other navigational aids
- Perform minor repairs and routine boat maintenance duties as needed

Swimming Ability: Must annually demonstrate an ability to swim 500 meters over a measured course in ten minutes or less. Incumbent must demonstrate an ability to successfully perform an open water rescue.

Education: High school diploma or equivalent certificate.

Experience: ~~Requires a~~ minimum of ~~fivetwo~~ (25) ~~seasons~~ years of Marine Safety Officer experience as an Ocean Lifeguard I, II, III or Marine Safety Specialist or combination thereof with the City of Huntington Beach Fire Department. _

Marine Safety Specialist experience is preferred.

Certifications/Licenses Required at the Time of Appointment

Must possess and maintain the following:

- A valid California Class C driver license and an acceptable driving record are required by time of appointment and during course of employment.
- Emergency Medical Technician (EMT) Certification issued by the State of California or County Emergency Medical Services (EMS) Agency
- Automatic External Defibrillator (AED) Certification
- PC 832 Powers of Arrest
- CPR Training Certification (American Red Cross or approved certifying agency)
- California Boater Card issued by the Division of Boating and Waterways (DBW)
- Training or coursework in supervisory skills
- Swiftwater Rescue Technician (Basic) certification issued by approved certifying agency
- Rescue Watercraft (RWC) certification issued by approved certifying agency
- ~~• Rescue Systems I certification issued by approved certifying agency~~
- ~~• Lifeguard Helicopter Training, Huntington Beach Marine Safety Division (HBMSD)~~
- SCUBA/Advanced

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MARINE SAFETY CAPTAIN

PERSONNEL COMMISSION:

DATE: MARCH 4, 2020 (REVISED)

COUNCIL APPROVAL:

DATE: APRIL 20, 2020

- ~~• California Division of Boating and Waterways (DBW) Training. Successful coursework completion.~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: MARINE SAFETY CAPTAIN

PERSONNEL COMMISSION:

DATE: MARCH 4, 2020 (REVISED)

COUNCIL APPROVAL:

DATE: APRIL 20, 2020

- ~~— Basic Maritime Officer's Course~~
- ~~— Rescue Boat Operations~~
- ~~— Marine Firefighter Operations~~
- ~~— Rescue Watercraft (RWC)~~
- ~~• Or equivalent training (200 hours) as follows:~~
 - ~~— Basic Boat Operation~~
 - ~~— California Boating Laws~~
 - ~~— Marine Navigation~~
 - ~~— Marine Fire Fighting~~
 - ~~— Marine Weather~~

~~Rescue Vessel Operations Training (HBMSD), 200 hours~~

Required ~~On-The-Job~~ Training/Certification of Incumbent Marine Safety Captain wWithin Twenty-four (24) Months of Appointment:

- SCUBA/Rescue
- FEMA Incident Command System Training: ICS 100 and 200
- Instructor I and II
- SCUBA/ Dry Suit
- Lifeguard Helicopter Training, Huntington Beach Marine Safety Division (HBMSD)
- Rescue System 1 or equivalent

Recommended Training of Incumbent Marine Safety Captain Within Twenty-four (24) Months of Appointment:

The following Instructor Emergency Response courses (American Red Cross or approved certifying agency) are recommended within twenty-four (24) months of appointment:

- Company Officer 2A, Human Resources Management
- Company Officer 2B, General Administrative Functions
- Company Officer 2D, All Risk Command Operations

Recommended Training of Incumbent Marine Safety Captain within Thirty-six (36) months of Appointment:

California Division of Boating and Waterways (DBW) Training. Successful

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MARINE SAFETY CAPTAIN

PERSONNEL COMMISSION:

DATE: MARCH 4, 2020 (REVISED)

COUNCIL APPROVAL:

DATE: APRIL 20, 2020

coursework completion:

- Basic Maritime Officer's Course
- Rescue Boat Operations
- Marine Firefighter Operations
- Rescue Watercraft (RWC)

Or equivalent training (200 hours) as follows:

- Basic Boat Operation
- California Boating Laws
- Marine Navigation
- Marine Fire Fighting
- Marine Weather

Rescue Vessel Operations Training (HBMSD), 200 hours

♦ **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 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: MARINE SAFETY CAPTAIN

PERSONNEL COMMISSION:

DATE: MARCH 4, 2020 (REVISED)

COUNCIL APPROVAL:

DATE: APRIL 20, 2020

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work is performed mostly in a beach and ocean environment and occasionally in a general office environment. Work involves prolonged exposure to various weather conditions and elements, including water, sun, various temperatures, and may include exposure to hazardous materials and communicable diseases. Physical strength, endurance, and agility is required for: swimming, paddling, running, walking, standing, squatting, bending, twisting and sitting. Job duties may include strenuous physical activity and/or sitting for extended periods of time, operating assigned motorized equipment, vehicles and vessels. May be required to move, lift and/or drag as much as

150 pounds unaided in an emergency/rescue situation. Must be able to bend at the neck and waist, squat, climb, twist at the neck and waist, and engage in repetitive use of hands for simple to power grasping, fine motor skills/manipulation. Must be able to use hands, wrists and arms to engage in pushing, pulling, reaching above and below shoulder level, reaching, twisting, leaning, operate a computer, keyboard and accessories, as well as other modern office equipment as needed. Must meet USLA health, vision and hearing standards in order to ensure the safety of peers and those in need of rescue efforts, including functional color vision and normal hearing.

The incumbent must be able to meet the background clearance, health and physical requirements of the class and have the mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed. Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

4534 (Formerly Marine Safety Boat Operator – Title Change 09/01)
Rev. February 2020/bam

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~PAYROLL SPECIALIST~~ SENIOR PAYROLL SPECIALIST

PERSONNEL COMMISSION APPROVAL: ~~DECEMBER 18, 2019~~ (REVISED)
COUNCIL APPROVAL: ~~OCTOBER 21, 2013~~ NOVEMBER 15, 2022

JOB CODE: 0458 (TBD)
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: ADMINISTRATIVE SUPPORT

JOB SUMMARY

Under general direction, performs a variety of difficult, complex, technical accounting work in the preparation and maintenance of an automated payroll system; including, payroll administration, processing, reporting and recordkeeping; regulatory compliance, and implementation of technical accounting principles and procedures; performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Division Supervisor and/or Manager, or as designated by the CFO

Supervises: Technicians, part-time staff

DISTINGUISHING CHARACTERISTICS

The ~~Payroll Specialist~~ Senior Payroll Specialist is an advanced journey-level classification and is distinguished from the ~~Senior Payroll Technician~~ Payroll Specialist ~~by Specialist by~~ the performance of a variety of difficult, complex and specialized payroll accounting related tasks. The incumbent is expected to perform a full range of broad and complex duties, and works independently based upon specialized knowledge of payroll accounting functions and practices.

EXAMPLES OF ESSENTIAL DUTIES

- Oversees and participates in the input of bi-weekly payroll processing; reviews payroll generated reports for accuracy; edits and corrects errors and balances payroll postings; generates manual paychecks and processes direct deposits; processes special check runs as needed;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PAYROLL SPECIALIST SENIOR PAYROLL SPECIALIST

- Evaluates and reviews department data and time records and resolves inconsistencies to ensure conformance with MOU's, policy, regulations, resolutions, California Public Employee Retirement Systems (CalPERS) requirements and state and federal laws;
- Reconciles payroll and tax withholding records; timely prepares and submits state and federal reports; prepares W-2 forms and reports, processes insurance and other miscellaneous payroll-deductions related to deferred compensation and/or other related employee benefit programs;
- Prepares reports and reconciliations of employment and payroll records; participates in year-end closing as it relates to payroll; prepares and records journal entries for payroll accruals and records;
- Updates salary, benefit, tax and related tables, reports, and schedules; audits payroll procedures to identify and develop system changes; works with Information Services to evaluate and implement system modifications and improvements, tests and implements payroll system updates;
- Interprets FLSA and other payroll-related state and federal tax regulations, and assists management in interpreting and applying regulations regarding FMLA, ADA, Section 125 benefits, CalPERS, Workers' Compensation, Unemployment Insurance and Deferred Compensation programs;
- Prepares, processes and edits insurance and other payments as required to facilitate employment, terminations, retirements, and deferred compensation;
- Develops spreadsheets, worksheets, manuals, policies and procedures for a variety of payroll related practices and activities; develops and coordinates payroll schedules with department timekeepers;
- Responds to data requests for payroll records and information; researches data requests from auditors, vendors and employees; complies with court-issued data and payroll information requests; processes wage garnishments and tax levies;
- Maintains knowledge of the City's timekeeping system, payroll procedures and accounting, relevant legislative changes to rules, regulations and requirements, attends specialized training, workshops, and seminars to maintain currency in payroll tax law and CalPERS system requirements;
- Updates payroll database due to changes in collective bargaining agreements, classifications, salary schedules, salary adjustments, and modifications to wage rates;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PAYROLL SPECIALIST SENIOR PAYROLL SPECIALIST

- Maintains the integrity of payroll files and the confidentiality of payroll, employment, and benefits information; provides work direction, technical guidance and training to others assisting with the payroll function;
- 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.

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:

~~*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*~~

Knowledge of:

- Principles and practices of payroll accounting preparation and reporting; methods and techniques of payroll processing
- Principles and procedures of financial record keeping and reporting
- Federal and State laws related to payroll and tax accounting
- Federal Labor Standards Act (FLSA) and rules related to eligibility and calculation of overtime and compensatory time; CalPERS retirement and deferred compensation
- Automated timekeeping system software, and payroll system software
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications
- Public Safety payroll and timekeeping procedures and practices

Ability to:

- Perform payroll accounting functions; prepare and reconcile journal entries; prepare and reconcile various payroll, accounting and financial records; prepare clear and concise financial reports; apply payroll accounting principles to the

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PAYROLL SPECIALIST SENIOR PAYROLL SPECIALIST

maintenance of voluminous payroll transactions; prepare a variety of specialized payroll-related reports and statements

- Calculate percentages, fractions, decimals and ratios, interpret descriptive statistical reports and/or formulation data; compare, count, differentiate, measure, sort, assemble, copy, record, classify, compute, tabulate and categorize payroll-related data and information
- Analyze data and information using established criteria; utilize and interpret payroll and tax regulations, City policies, memorandums of understanding, state and federal laws and codes, ordinances and resolutions
- Reconcile payroll and related accounts between the City's timekeeping, accounting, and CalPERS automated systems
- Exercise judgment, and decisiveness as required in evaluating information; exercise tact and diplomacy in dealing with sensitive and complex payroll issues; make sound recommendations on payroll-related issues; evaluate alternatives and make appropriate recommendations; discern issues requiring policy determination by superiors
- Establish and maintain effective working relationships with staff and external contacts
- Communicate effectively both orally and in writing
- Maintain confidentiality of employee-related information
- Act as lead over the payroll function; train other payroll staff; participate in the selection and oversight of staff assigned to the payroll function
- Operate modern office equipment, including computer hardware and software; use of a variety of software applications including spreadsheet and database programs; specialized payroll and tax accounting software; electronic data management.

Education: Bachelor's Degree from an accredited college or university in Accounting, Finance, Business, or a related field, including training in payroll, bookkeeping and accounting. Four (4) years of experience processing payroll for the City of Huntington Beach may be substituted for the required degree provided the equivalent combination of years and experience is met, which includes: a high school diploma and equivalent college level coursework or specialized training in accounting, payroll, bookkeeping, financial and statistical recordkeeping or a related field.

Experience: Three (3) years progressively responsible computerized payroll processing experience in a public-sector agency. Supervisory experience is desirable.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PAYROLL SPECIALIST SENIOR PAYROLL SPECIALIST

Certifications/License:

A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

Fundamental Payroll Certification preferred; Certified Payroll Professional desirable.

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; due to the performance of field duties that may require operation of a City vehicle.

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 TASK & 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 involves the performance of duties within an office environment that requires the ability to exert a minimal to moderate degree of physical effort. Office work is sedentary to light, involving movement from one area of the office to another; requires the ability to sit for prolonged periods, reach, twist, lean, and lift files (up to 35 lbs.); frequent use of computer keyboard, monitor, mouse and related peripheral equipment. Requires grasping, repetitive hand movement, and fine motor coordination in the use of computer equipment. Near vision required in reading correspondence and statistical data. Acute hearing required while providing telephone service and communicating in person.

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~SENIOR PAYROLL~~ SPECIALIST ~~TECHNICIAN~~

DATE: ~~DECEMBER,~~
~~2001~~

PERSONNEL COMMISSION APPROVAL: (Revised)

COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: 0446TBD
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: NON-ASSOCIATED H BMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

DUTIES JOB SUMMARY

UnderWith general supervision, coordinates payroll and timekeeping activities with all City departments to verify regular hours, overtime and compensatory time and all special and assignment pay categories; assists in preparation of the regular payroll; prepares regular payroll reports; posts to and reconciles payroll accounts; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Senior Payroll Specialist or as designated by the CFO

DISTINGUISHING CHARACTERISTICS

This is the journey level position in the Payroll Technician series and is qualified to perform the full range of accounting and reporting functions required by payroll. This job classification differs from the Senior Payroll Specialist in that the former supports department staff in accurately reporting time records and related records such as overtime, assignment pay and workers compensation, verifies accuracy of regular payroll and maintains ongoing records required by insurance providers, PERS, and State and Federal agencies while the Senior Payroll Specialist performs the most difficult and complex reporting and supervises staff.

EXAMPLES OF ESSENTIAL DUTIES

- Reviews time submittals for accuracy and completeness; contacts departments to resolve discrepancies; provides guidance on calculation of overtime and compensatory time to departments; reviews statutes and City policies and

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~SENIOR PAYROLL~~ SPECIALIST TECHNICIAN

DATE: ~~DECEMBER,~~
2001

interprets guidelines in special situations; reviews assignment and special pay categories for consistency with departments.

- Assists in preparing and issuing the regular payroll; proofs data entry to ensure correct calculation of payroll amounts; calculates retroactive changes in pay and benefits; verifies payroll adjustments based on changes in deductions; prepares and balances payroll tax report.
- Updates spreadsheets with tax information for use in preparing quarterly and annual tax reports; prepares credit union deduction reports; updates leave accrual reports and distributes to departments; updates spreadsheets and prepares reports for PERS retirement and deferred compensation accounts; calculates amounts for wage assignments and child support; prepares vouchers and issues payments
- Interprets FLSA and other payroll-related state and federal tax regulations, and assists management in interpreting and applying regulations regarding FMLA, ADA, Section 125 benefits, CalPERS, Workers' Compensation, Unemployment Insurance and Deferred Compensation programs;
- Updates payroll software for changes in bargaining agreements, benefits, deductions and taxes; compiles and maintains spreadsheet for balancing and reconciling quarterly taxes; prepares Federal and State reports; reconciles payroll accounts to the general ledger for year-end closing.
- 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

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

MINIMUM QUALIFICATIONS

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~SENIOR PAYROLL~~ SPECIALIST TECHNICIAN

DATE: ~~DECEMBER,~~
2001

Knowledge of:

- Federal and State laws related to payroll and tax accounting;
- Principles and practices of payroll accounting preparation and reporting; methods and techniques of payroll processing
- Principles and procedures of financial record keeping and reporting
- Federal Labor Standards Act (FLSA) and rules related to eligibility and calculation of overtime and compensatory time;; payroll requirements related to COBRA; CalPERS retirement and deferred compensation; rules governing the deferred compensation plans; the City's policies related to payroll and personnel; the compensation, benefits and payroll portions of the MOU's with the different bargaining units;
- the City's Automated timekeeping system software, and payroll system software-
- Modern office procedures, methods, and equipment including computers and supporting work processing and spreadsheet applications

Ability to:

- Perform a full range of payroll accounting work including reconciliation of payroll accounts, preparation of journal entries and preparation of payroll tax reports;
- Calculate percentages, fractions, decimals and ratios, interpret descriptive statistical reports and/or formulation data; compare, count, differentiate, measure, sort, assemble, copy, record, classify, compute, tabulate and categorize payroll-related data and information
- Reconcile payroll and related accounts between the City's timekeeping, accounting, and CalPERS automated systems
- Exercise sound judgment in evaluating information; exercise tact and diplomacy in dealing with sensitive and complex payroll issues
- Interpret and apply payroll rules and guidelines;
- Establish and maintain payroll recordkeeping systems;
- Set up and use Microsoft Excel spreadsheets and Microsoft Word;
- Establish and maintain effective working relationships with staff and external contacts provide customer service to employees and departments;
- Communicate effectively both orally and in writing
- Organize and prioritize work and meet deadlines-
- Operate modern office equipment, including computer hardware and software; use of a variety of software applications including spreadsheet and database programs; specialized payroll and tax accounting software; electronic data management

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~SENIOR PAYROLL~~ SPECIALIST ~~TECHNICIAN~~

DATE: ~~DECEMBER,~~
2001

Education: High school diploma or equivalent GED, and certificate supplemented by specialized training in payroll, accounting, bookkeeping or a related field.

Experience: Three (3) years of accounting or bookkeeping experience, including the preparation of and posting to accounting, financial and payroll personnel records

Certifications/License: Fundamental payroll certification preferred; possession of a valid California Class C motor vehicle operator's licensed driver license with an acceptable driving record required at time of appointment and during course of employment.

Fundamental payroll certification preferred;

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; due to the performance of field duties that may require operation of a City vehicle.

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 ~~— See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

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 involves the performance of duties within an office environment that requires the ability to exert a minimal to moderate degree of physical effort. Office work is sedentary to light, involving movement from one area of the office to another; requires the ability to sit for prolonged periods, reach, twist, lean, and lift files (up to 35 lbs.); frequent use of computer keyboard, monitor, mouse and related peripheral equipment. Requires grasping, repetitive hand movement, and fine motor coordination in the use of computer equipment. Near vision required in reading correspondence and statistical data. Acute hearing required while providing telephone service and communicating in person.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~SENIOR PAYROLL~~ SPECIALISTTECHNICIAN

~~DATE: DECEMBER,~~
2001

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

DRAFT

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CIVILIAN ~~CHECK~~ INVESTIGATOR _____ DATE: ~~DECEMBER, 2001~~

PERSONNEL COMMISSION APPROVAL:

COUNCIL APPROVAL: _____ NOVEMBER 15, 2022

JOB CODE: 0162TBD _____
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: PROTECTIVE SERVICE WORKERS-NONSWORN

DUTIESJOB SUMMARY

~~Under~~With general supervision, conducts investigations pertaining to criminal cases and violations of local and state laws, which include felony, misdemeanor, and municipal code violations. Incumbent is accountable for resolution of assigned cases and recommends filings with the District Attorney and/leading to prosecution of criminal offendersor City Attorney's Office; assists sworn personnel in researching and providing support with investigations; and provides services to City merchants by assisting them in reporting improper and dishonored checks and obtaining restitution and/or prosecution of offenders; performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Police Lieutenant, Police Sergeant, or as directed by the Police Chief

DISTINGUISHING CHARACTERISTICS

The Civilian ~~Check~~ Investigator is a journey level classification ~~of a specialized nature~~ requiring independent judgment in methods, procedures and recommendations for appropriate disposition of police investigations, cases involving dishonored or improper checks. This position reports to the Economic Crimes Sergeant. The Civilian Investigator differs from the Community Services Officer in that the Civilian Investigator has a greater level of responsibility to independently investigate and file cases, carries and manages a full criminal caseload, has responsibility for resolution of each case, and prepares comprehensive reports.

EXAMPLES OF ESSENTIAL DUTIES

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CIVILIAN ~~CHECK~~ INVESTIGATOR ————— DATE: ~~DECEMBER, 2001~~

- As the primary investigator, cConducts investigations leading to prosecution of criminal offenders or municipal code violations affecting issuance of City licenses and permits; ~~provides services to City merchants with regard to dishonored or improper checks;~~ investigates traffic, economic, property, cyber, missing person, permitting, sex offender registry, and other crimes ~~check kiting; petty theft, grand theft, identity theft, and burglary~~ as required.
- Identifies, locates, and interviews victims, witnesses, convicted sex offenders, ~~and suspects, and others involved in criminal acts~~ to obtain details, information, admissions, and additional leads; ~~takes crime reports from victims as needed;~~ evaluates allegations and determines if criminal investigation is warranted; opens investigations or refers complainant to appropriate agency.
- Depending on assignment, may respond and take control of major injury and fatal traffic collision scenes, coordinate law enforcement personnel, equipment, and other resources at the scene of traffic collision; reconstruct traffic accident scenes, use automated mapping devices and specialized software to document scenes and prepare diagrams; calculate vehicle speeds and perform analysis using field data
- Depending on assignment, may conduct investigations of applicants for City licenses or permits; issue permits; conduct investigations relating to violations
- Depending on assignment, may conduct investigations into sex and arson offenders or missing persons; monitor 290PC Sex Offenders; conduct person searches in the absence of available sworn or detention personnel; respond to local jails to interview incarcerated individuals
- Properly preserves, collects, documents, and books evidence related to cases according to chain of evidence rules
- PProcesses forms, prepares reports, complaints, declarations, warrants and other necessary documents related to investigations; obtains and examines ~~financial~~ documents to establish criminal intent; prepares court packages for District Attorney's Office for filing criminal complaints.
- Utilizes computer systems to access and retrieves ~~s~~ information from local, state, ~~and federal, and open source~~ computer databases; evaluates information and takes appropriate action related to investigations;
- pPrepares and assembles ~~printouts into~~ case files; enters cases into the appropriate Records Management System, ~~Case Management and O.C.C.I.;~~ assigns case numbers ~~to all new cases;~~ prepares case status reports per department policy; sends final disposition letters; ~~clears case through O.C.C.I. and Case Management;~~ submits to Economic Crimes Sergeant for review and approval; prepares ~~monthly~~ statistics; and updates various databases; maintains records for Economic Crimes Unit.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CIVILIAN ~~CHECK~~ INVESTIGATOR **DATE: DECEMBER, 2001**

- Analyzes handwriting; forwards to handwriting analysis unit in the County Sheriff's Department and/or Prepares, conducts, and records photographic line-ups for victim/witnesses for identification of suspect(s); conducts surveillance; reviews surveillance footage, creates crime bulletins, testifies as needed in court
- Reviews and responds to discovery requests from various sources
- Work collaboratively with other City department and division staff on investigations of offenses and code violations
- May work with other local, state, or federal agencies on investigations-
- Operates police department vehicles on roads, highways and freeways throughout the City; operates communication equipment to maintain communication with dispatchers and other police personnel
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends, holidays and extended shifts, as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- 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

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Police Department policies and procedures, organization and technology;
- Criminal justice system including federal, state, and local laws, rules, codes and ordinances, with emphasis on law enforcement;
- Police investigative principles, procedures, and practices;
- California Penal and Vehicle Codes, Huntington Beach Municipal Code
- Proper evidence collection techniques
- Interview and interrogation procedures
- Courtroom rules and testimony;
- Police report writing, including standard office equipment and related software
- Correct English usage, grammar, punctuation, and spelling
- Appropriate safety methods and techniques

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CIVILIAN ~~CHECK~~ INVESTIGATOR **DATE: DECEMBER, 2001**

Ability to:

- ~~Exercise~~Work independently judgement in the performance of assigned duties;
- ~~Interpret and apply pertinent federal, state, and local codes, laws, and regulations; remain current on laws pertinent to assignment~~
- ~~Provide support to sworn police personnel~~
- ~~Operate a~~ personal computer and various word processing, database and related applications; ~~utilize teletype equipment and support programs;~~
- ~~Communicate~~ Communicate effectively both orally and in writing, with victims, witnesses, suspects, other police agencies, District Attorney's Office personnel, court personnel, local businesses, and the general public;
- ~~Use~~ discretion and tact with individuals encountered in the course of work; remain calm in demanding and emergency situations;
- ~~Collect and preserve evidence, maintain audit control logs and records of cases and evidence;~~
- ~~Write~~ Write clear and, concise reports;
- ~~interact with a wide variety of clientele while providing~~ quality customer service and retaining a professional work environment;

Education: High school diploma or equivalent certificate, supplemented by college-level coursework in criminal justice, law enforcement or other directly related field. ; Associate's degree in criminal justice, law enforcement, forensic science, or other related field preferred. ~~training in bookkeeping, accounting, banking, economics, or related area.~~

Experience: ~~Three (3) years' experience~~ Three (3) years' experience in a law enforcement agency conducting investigations, interviewing subjects, maintaining records, and preparing reports. ~~with knowledge of police investigative principles, procedures, and practices.~~

Certifications/License: Possession of a valid California Class C driver's license with an acceptable driving record at time of appointment and throughout employment.

Must ~~;~~ pass a comprehensiven ~~extensive~~ background investigation ~~check.~~

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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CIVILIAN ~~CHECK~~ INVESTIGATOR ————— **DATE: ~~DECEMBER, 2001~~**

disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS — ~~Work involves exposure to potential physical harm. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to work any shift, including weekends and holidays. Employee accommodations for physical disabilities will be considered on a case-by-case basis.~~

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 involves indoor office and outdoor site activity, with exposure to a variety of weather conditions and may involve exposure to traffic accidents, temperature variations, noise, vibrations, fumes, odors and dust that may cause discomfort or risk of injury. Physical demands require bending, stooping, kneeling and walking over even and, sometimes uneven, terrain. Must be able to sit, reach, twist, lean, stand, and operate investigation-related equipment and modern office equipment, including computerized devices and accessories. Must be able to lift, lower and move files and reports to and from countertops and file drawers. Employee must be able to actively listen to receive instruction, and verbally communicate information in order to engage with citizens, staff, and others, in person and via telephone. Must be able to read and comprehend correspondence, rules, codes and other information, and communicate ideas in writing in order to keep accurate records, sign off on documents, and create letters.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~ASSISTANT CIVIL ENGINEER~~ ASSISTANT ENGINEER

PERSONNEL COMMISSION APPROVAL: ~~AUGUST 16, 2017~~ (Revised)

COUNCIL APPROVAL: ~~NOVEMBER 15, 2022~~ 4, 2017

JOB CODE:

~~0698~~ (TBD

EMPLOYMENT STATUS:

)

REGULAR, FULL-TIME

UNIT REPRESENTATION:

MEAHBMT

FLSA STATUS:

NON-EXEMPT

EEOC CODE:

PROFESSIONAL

JOB SUMMARY

Under general supervision, performs entry-level professional and technical engineering work in support of the City's engineering projects, including but not limited to capital improvements, development review, water engineering, street improvements, sewer improvements, infrastructure and urban water quality.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Principal Civil Engineer

DISTINGUISHING CHARACTERISTICS

Assistant ~~Civil~~ Engineer – This is the entry-level classification in the civil engineering series. Employees assigned to this class receive explicit direction and training and develop practical experience by performing routine and standardized duties.

Ass~~istant~~ciate Civil Engineer -- This is the journey-level classification in the civil engineering series. Employees assigned to this class receive general direction in performing moderate to complex engineering work requiring licensure as a Professional Engineer.

EXAMPLES OF ESSENTIAL DUTIES

- Participates in the design, preparation and checking of construction plans, site investigations, cost estimates, specifications and report for the construction of improvement projects including street, water, sewer and storm drain improvements; supervise and assist in project planning, design and contract administration
- Collects and analyze engineering design data

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ASSISTANT CIVIL ENGINEER ASSISTANT ENGINEER

- Analyzes field data pertaining to grades, alignments and topographical features; perform hydrology, hydraulic and other calculations; review and coordinate the work involved in hillside development
- Coordinates public works activities with other City departments, divisions, sections and outside agencies
- Review works of private engineers and outside plan check staff for compliance with City standards and practices; reviews shop drawings submitted by construction contractors; determines engineering requirements for new developments; reviews and provide recommendations for processing change orders requested by contractors
- Reviews and updates engineering standard drawings, specifications and design criteria
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required; maintains regular and consistent attendance record; maintains regular and consistent attendance record
- 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:

~~*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*~~

Knowledge of:

- Basic principles and practices of civil engineering and design
- Practices and terminology in surveying and construction standards
- Basic principles and practices of hydraulic engineering and hydrology
- Pertinent Federal, State, and local laws, codes and regulations
- Principles of mathematics as applied to engineering calculations
- Computer software including spreadsheet and data base applications

Ability to:

- Perform technical research
- Read and interpret technical literature, drawings, diagrams and schematics
- Apply basic civil engineering practices to technical problems, present findings and make appropriate reports
- Use and operate computer systems and software
- Prepare civil engineering design computations
- Prepare engineering plans, specifications and estimates
- Communicate clearly and concisely, both orally and in writing

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ASSISTANT CIVIL ENGINEER ASSISTANT ENGINEER

- Establish and maintain effective working relationships with those contacted in the course of work

Education: Bachelor's degree in Civil Engineering from an accredited college or university or related engineering degree with major coursework in civil engineering.

Experience: One (1) year's of experience performing professional or paraprofessional civil engineering work or the completion of a six to nine-month internship for an engineering organization performing duties related to civil engineering.

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

Engineer-in-Training certificate required

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 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. May require moving tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work in and around bodies of water, including the ocean, lakes, and stormwater discharge systems. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is also expected to perform inspections of work

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ASSISTANT CIVIL ENGINEER ASSISTANT ENGINEER

in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

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

DRAFT

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~CIVIL ENGINEERING~~ ASSISTANT CIVIL ENGINEER

PERSONNEL COMMISSION APPROVAL: ~~NOVEMBER 18, 2020~~ (Revised)

COUNCIL APPROVAL: ~~DECEMBER, 2001~~ NOVEMBER 15, 2022

JOB CODE: ~~0106~~ (TBD)
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: PROFESSIONAL

JOB SUMMARY

Under general supervision, performs a variety of engineering tasks involving either public capital improvement or private land development projects; reviews plans and drawings, designs and/or coordinates the design and completion of construction projects, assists with overseeing the City's infrastructure management program, performs administrative duties related to public capital improvement and private land development projects; collaborates and confers with City staff, private developers, contractors, other engineers and the general public.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Principal Civil Engineer

Supervises: May train and supervise interns or other part-time staff

DISTINGUISHING CHARACTERISTICS

The ~~Civil Engineering~~ Assistant Civil Engineer performs journey-level professional work in designing and/or coordinating the design and completion of construction projects, performing related contract administration duties, preparing grant applications and/or other required documents for State or federal discretionary or entitlement funds and regulatory compliance. It is distinguished from the ~~Assistant Engineer~~ Engineering Technician classifications, which ~~is~~ are responsible for performing more routine and standardized duties ~~less complex design and construction projects~~.

EXAMPLES OF ESSENTIAL DUTIES

- Assists in the review of private land development projects, including plans, subdivision maps and supporting documents;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~CIVIL ENGINEERING ASSISTANT~~ CIVIL ENGINEER

- Drafts conditions of approval for minor private land development projects including requirements for off-site improvements and financial obligations;
- Processes tract maps, parcel maps, lot line adjustments, abandonments, quit claims, lot mergers, soils reports and other related documents; ensures compliance with conditions of approval; prepare reports and documents for finalizing projects; collects bonds, fees and deposits;
- Assists at the public counter; reviews minor improvement plans including grading, street, sewer, water and storm drain projects, reviews applications and submittals; recommends modifications or approvals;
- Collaborates and confers with developers, engineers, architects and contractors; provides information on City policies, procedures and practices related to engineering;
- Conducts field review to ensure compliance with applicable standards and specifications;
- Prepares preliminary and final designs for projects;
- Studies the financial implications of various designs for major projects;
- Reviews plans for conformance with applicable Federal, State and city codes and regulations;
- Prepares bid specifications, requests for proposals for professional services and contract documents, project budgets and cost estimates, and reviews bids or proposals submitted and makes recommendations;
- Drafts items for City Council approval;
- Participates in project design meetings;
- Coordinates workflow and prepares and maintains technical documentation;
- Sets-up necessary funding and accounting;
- Reviews change orders, progress payments or other disbursements;
- Closes-out project upon completion;
- Prepares and submits grant applications and/or other required documents to state and local agencies for State or federal discretionary or entitlement funds;
- Monitors contract activity and prepares reports to ensure regulatory compliance;
- Assists with overseeing the City's infrastructure management program;
- Resolves issues related to project financing or contractor compliance;
- Performs construction inspection duties to ensure compliance with plans and specifications;
- Investigates and responds to inquiries or complaints from the public;
- Serves as City liaison in coordinating the engineering design and approval process with other state, federal or local agencies;
- 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;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~CIVIL ENGINEERING ASSISTANT~~ CIVIL ENGINEER

- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties 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

~~Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:~~

Knowledge of:

- Principles and practices of civil engineering
- Federal, State, and city codes and regulations applicable to private development and public works construction projects
- City and departmental policies and procedures
- Construction principles and practices in public and private industries
- Criteria used in the engineering design of sewer, water, street, storm drain and grading projects
- Methods, materials, equipment, and safety hazards of construction projects

Ability to:

- Read and interpret blueprints, architectural and engineering drawings
- Organize and prioritize work to ensure projects are completed on time
- Maintain and follow department processes and regulations
- Perform engineering-related mathematical computations
- Operate standard office equipment including calculators, personal computers and standard software applications including word processing and spreadsheets
- Utilize computer databases to maintain and update records and files
- Maintain accurate records and files
- Analyze and evaluate information and to express ideas clearly when providing oral or written reports and recommendations
- Establish and maintain effective working relationships with contractors, City staff and supervisors

Education: An Associate's degree in Engineering or related field. A Bachelor's degree in Engineering with major coursework in Civil Engineering may substitute for two (2) years of required experience.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~CIVIL ENGINEERING ASSISTANT~~ CIVIL ENGINEER

Experience: Four (4) years of experience in the design or construction of Public Works or private land development projects.

Certifications/Licenses:

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

Engineer-in-Training or Land-Surveyor-in-Training certificate required.

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 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. When work is performed outdoors, there is full exposure to various weather conditions. May require moving tools and equipment weighing 50 pounds or less. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying 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: MECHANIC II

PERSONNEL COMMISSION APPROVAL: [AUGUST 21, 2019](#) (Revised)
COUNCIL APPROVAL: [DECEMBER 2001](#) [November 15, 2022](#)

JOB CODE: [0348TBD](#)
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: [MEAHBMT](#)
FLSA STATUS: NON-EXEMPT
EEOC CODE: SKILLED CRAFT WORKERS

JOB SUMMARY

Under general supervision, performs skilled and semi-skilled diagnostic, repair, and maintenance of gasoline and diesel powered automotive vehicles and related systems and equipment.

SUPERVISION RECEIVED

Reports to: Fleet ~~Maintenance Operations~~ Supervisor, [Fleet Maintenance Crew Leader](#)

DISTINGUISHING CHARACTERISTICS

Mechanic II is the journey-level classification in the Mechanic series. Mechanic II differs from [Senior Mechanic I](#) in the skill level required and the complexity of assigned work.

EXAMPLES OF ESSENTIAL DUTIES

- Performs a wide variety of maintenance and repair on automobiles, light and medium-duty trucks and motorized equipment, including transmissions, gasoline and diesel engines, fuel supply, ignition, suspension, air conditioning, cooling electrical and exhaust systems
- Inspects vehicles and related systems (e.g., mechanical, electronic, electrical); identifies parts, tools and other service needs
- Estimates time and materials needed for repairs; orders parts and supplies and makes necessary repairs
- Overhauls or rebuilds light duty engines

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: MECHANIC II

- Fabricates parts and materials. Inspects and road tests completed work for compliance with standards before releasing unit to service
- Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed
- Observes standard operating practices and safety procedures
- Performs periodic safety inspections; identifies and corrects safety hazards
- Reports to work as scheduled; may work 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 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

~~*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*~~

Knowledge of:

- Principles and techniques of maintenance and repair of vehicles and motorized equipment, gasoline and diesel engines, mechanical, electrical and electronic systems
- Electronic and computerized automotive diagnostic equipment used to maintain and repair vehicles and equipment
- Applicable federal, state and local rules and regulations of fleet maintenance and repair
- Machinery, equipment and tools necessary for the maintenance and repair of fleet vehicles
- Computer hardware and software pertinent to record keeping, maintenance and repair records
- Occupational hazards and safety practices applicable to vehicle maintenance operations

Ability to:

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MECHANIC II

- Perform journey-level work in the diagnoses, repair and maintenance of vehicles and motorized equipment
- Read and follow manufacturers' maintenance manuals
- Troubleshoot and resolve problems regarding equipment, materials, methods and procedures needed to complete maintenance
- Operate personal computers and utilize specialized fleet maintenance or diagnostic software applications
- Maintain accurate records
- Use hand and power tools and diagnostic equipment
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Travel to offsite locations within a reasonable timeframe

Education: High school diploma or equivalent [certificate](#).

Experience: Five (5) years' experience as a mechanic diagnosing, repairing, overhauling, and maintaining vehicles and equipment.

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

Must possess and maintain [or obtain prior to completion of probation](#), certification from the National Institute for Automotive Service Excellence (ASE) in the following

- A1 – Engine Repair
- A5 – Brakes

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: MECHANIC II

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 in a repair shop 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 accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. 8/2019 jd

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR MECHANIC-III

PERSONNEL COMMISSION APPROVAL: APRIL 19, 2006

COUNCIL APPROVAL: SEPTEMBER 5, 2006

PERSONNEL COMMISSION APPROVAL: (Revised)

COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: 0347TBD

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEAHBMT

FLSA STATUS: NON-EXEMPT

EEOC CODE: SKILLED CRAFT WORKERS

DUTIESJOB SUMMARY

Under general supervision, performs a wide variety of mechanical work on light, medium, and heavy-duty vehicles and equipment and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED

Reports to: Fleet Operations Supervisor, Fleet Maintenance Crew Leader

DISTINGUISHING CHARACTERISTICS

The Senior Mechanic-III performs advanced journey-level work in the maintenance and repair of heavy-duty trucks, construction equipment, and other motorized equipment. It differs from the Mechanic in that the Senior Mechanic performs more complex repairs, including on heavy-duty vehicles and equipment.

EXAMPLES OF ESSENTIAL DUTIES

- Performs a wide variety of maintenance and repair on automobiles, light, medium, and heavy-duty trucks and motorized construction equipment, including transmissions, diesel or gasoline engines, hydraulic, fuel supply, ignition, suspension, air conditioning, cooling electrical and exhaust systems;
- Estimates time and materials needed for repairs; orders parts and supplies and makes necessary repairs;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR MECHANIC-III

PERSONNEL COMMISSION APPROVAL: APRIL 19, 2006

COUNCIL APPROVAL: SEPTEMBER 5, 2006

- inspects vehicles and related systems (e.g., mechanical, electronic, electrical); identifies parts, tools and other service needs-
- Overhauls or rebuilds light, medium and heavy duty engines and hydraulic devices; fabricates parts and materials-
- Inspects and road tests completed work for compliance with standards before releasing unit to service-
- ~~Performs a wide variety of maintenance and repair on assigned vehicles and equipment including automobiles, light and medium-duty trucks, and other motorized equipment.~~
- Assists with training of Mechanics
- Responds to emergency calls for service on a call-out basis including road calls on surface street/highways or work sites, e.g. fire stations, which may require immediate repairs or preparing vehicles for towing/transport to maintenance shop, while using emergency awareness devices to ensure worker safety
- and works outside normal working hours as needed; Disposes of oil, brake fluid, metal, lead, and other hazardous waste or recyclable products in an appropriate and environmentally safe manner
- Operates forklifts, city vehicles, heavy-duty vehicles, heavy equipment and boats as assigned to maintain and repair
- Maintains work area and shop equipment by cleaning tools, organizing parts, sweeping, mopping, disposing of trash items, and other general housekeeping
- observes standard operating practices and safety procedures;
- performs periodic safety inspections; and, identifies and corrects safety hazards-
- Reports to work as scheduled; may work 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 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

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR MECHANIC-III

PERSONNEL COMMISSION APPROVAL: APRIL 19, 2006

COUNCIL APPROVAL: SEPTEMBER 5, 2006

Knowledge of:

- Principles and techniques of maintenance and repair of light, medium and heavy-duty vehicles and motorized equipment, gasoline, CNG and diesel engines, electrical and electronic systems
- Operation of a variety of heavy and light equipment and vehicles; diesel engines, mechanical, electrical, electronic and hydraulic systems and maintenance of light and heavy-duty automotive and construction equipment; eElectronic and computerized automotive diagnostic equipment used to maintain and repair vehicles and equipment;
- Applicable federal, state and local rules and regulations of fleet maintenance and repair
- Machinery, equipment and tools necessary for the basic preventive maintenance and repair of fleet vehicles and heavy-duty on-assigned equipment;
- Computer hardware and software pertinent to record keeping, maintenance and repair recordsand,
- oOccupational hazards and safety practices applicable to vehicle maintenance operations-

Ability to:

- Perform advance journey-level work in the diagnosis, repair and maintenance of light, medium, and heavy-duty vehicles and motorized equipment
- Read and follow manufacturers' maintenance manuals;
- tTroubleshoot and resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete maintenance workworkk;
- oOperate personal computers including specialized fleet maintenance or diagnostic software applications;
- mMaintain accurate records;
- uUse hand and power tools and diagnostic equipment;
- Exhibit solid judgment, good reaction skills and be able to safely and professionally maneuver vehicles within a busy, urban city environment and on freeways
- Regularly and reliably follow all traffic and safety rules
- eEstablish and maintain effective interpersonal relations with those contacted in the course of work;
- cCommunicate effectively, both orally and in writing; and,
- Travel to offsite locations within a reasonable timeframe
- be able to possess and maintain a Commercial Driver's License (Class A or B).

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR MECHANIC-III

PERSONNEL COMMISSION APPROVAL: APRIL 19, 2006

COUNCIL APPROVAL: SEPTEMBER 5, 2006

Education: ~~The equivalent of a h~~High school diploma or equivalent certificate.

Experience: ~~A minimum of f~~Five (5) years of progressively responsible diesel and/or heavy equipment maintenance and repair experience, including hydraulic systems.

Certifications/License: Possession of a valid California Class A or B commercial driver's license (Class A or B) with an acceptable driving record required at time of appointment and during course of employment OR the appointee must possess a valid California Class C driver license with an acceptable driving record and must be able to obtain a California Class A or B driver license the required license within six (6) months of appointment from date of hire.

Must possess and maintain, or obtain prior to completion of probation, certification from the National Institute for Automotive Service Excellence (ASE) in the following

- T1 – Gasoline Engines
- T4 - Brakes
- T5 – Suspension and Steering

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 ~~—Work involves moderate to heavy work in a shop environment or in the field in all types of weather with exposure to dangerous machinery, hazardous chemicals, infectious disease, and potential physical harm. There is frequent need to stand, stoop, bend, walk, lift heavy objects up to 50 pounds and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities are considered on a case-by-case basis.~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR MECHANIC-III

PERSONNEL COMMISSION APPROVAL: APRIL 19, 2006

COUNCIL APPROVAL: SEPTEMBER 5, 2006

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 in a repair shop environment indoors and outdoors with exposure to extreme noise, exhaust fumes, dust, fine particles, allergens, solvents, corrosives, oils odors, and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, balances, stoops, crouches, twists, bends, squats, kneels, crawls, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less (over 50 pounds with assistance). 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 safety glasses, gloves, hard hats/helmets, dust/particle masks, safety vests, steel-toed boots and/or hearing protective devices.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LEAD FLEET EQUIPMENT/AUTOMOTIVE **MAINTENANCE**
LEADWORKER MECHANIC

PERSONNEL COMMISSION APPROVAL: JULY 21, 2021 (Revised)

COUNCIL APPROVAL: DECEMBER, 2001 NOVEMBER 15, 2022

JOB CODE: 0472TBD
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: SKILLED CRAFT WORKERS

JOB SUMMARY

Under general supervision, coordinates and trains staff to perform preventative maintenance and repair of a variety of City vehicles and specialized equipment, including heavy equipment, cars and trucks, emergency response vehicles and apparatus; assigns work, reviews progress and evaluates completed work; performs repairs on more complex equipment.

SUPERVISION RECEIVED & EXERCISED

Reports to: Equipment/Automotive Fleet Maintenance Crew__leader, Fleet Operations Maintenance Supervisor

Supervises: Provides lead direction to service/maintenance and other skilled craft workers

DISTINGUISHING CHARACTERISTICS

The Equipment/Automotive Lead Fleet Maintenance Mechanic Leadworker assigns and performs maintenance and repair work, assures quality standards, and may be assigned to Police, Fire, Public Works or Marine Safety/Beach Maintenance shops. Differs from Mechanic I, and Senior Mechanic II and III in that the Lead Fleet Maintenance Mechanic worker provides instruction and direction to personnel of an assigned crew regarding daily work tasks and performs advanced journey-level work while the Mechanic classifications are assigned to specific repair work and generally do not provide work direction to others. Differs from Fleet Equipment/Automotive MM Maintenance Crew_leader in that the Crew_leader functions as a working supervisor and oversees the projects and work of all crews.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LEAD FLEETEQUIPMENT/AUTOMOTIVE **MAINTENANCE**
LEADWORKERMECHANIC

EXAMPLES OF ESSENTIAL DUTIES

- Identifies the repair and preventative maintenance requirements of a variety of heavy-duty trucks, fire aerial trucks, fire engines, ambulances, lifeguard boats, sewer/vactor trucks, equipment trailers, police horse trailers, tractors, dump trucks, boom trucks, police armored vehicles, Command Post vehicles and similar, and equipment (backhoes, graders, loaders, beach sanitizers, etc.) and other vehicles
- Assigns work to staff and instructs them on how to complete the assignments, as required
- Assists in identifying parts and materials necessary to complete the repairs; obtaining parts and materials from inventory, or requesting that they be ordered;
- Reviews staff work in progress and inspects and road tests completed work to ensure compliance with manufacturers' and City's standards before releasing vehicles and equipment to service
- Assists with and performs more complex or difficult repairs
- Coordinates repair work with outside vendors, as required
- Ensures compliance with occupational safety, hazard and related programs, policies and procedures
- Oversees and assists in the installation of specialized equipment
- Accesses information on a variety of maintenance and repair records; maintains records on completed repairs and maintenance performed
- Performs periodic safety inspections; identifies and corrects safety hazards; assists in training new staff in repair and in safety standards; supports and actively promotes the City's safety programs
- Responds to emergency calls for service on a call-out basis, including road calls on surface street/highways or work sites, e.g. fire stations, which may require immediate repairs or preparing vehicles for towing/transport to maintenance shop, while using emergency awareness devices to ensure worker safety; cleans up oil and fuel spills on city streets
- Disposes of oil, brake fluid, metal, lead, and other hazardous waste or recyclable products in an appropriate and environmentally safe manner
- Operates forklifts, city vehicles, heavy-duty vehicles, heavy equipment and boats as assigned to maintain and repair
- Maintains work area and shop equipment by cleaning tools, organizing parts, sweeping, mopping, disposing of trash items, and other general housekeeping
- Maintains inspection checklists, work orders, service tickets, vehicle service logs and preventative maintenance recommendations

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LEAD FLEET EQUIPMENT/AUTOMOTIVE MAINTENANCE
LEAD WORKER MECHANIC

- Generates work orders for repairs, maintains work order assignments in computer system, orders parts and supplies through the city warehouse or third party vendors
- Attends daily briefings, safety meetings, meetings with supervisor and/or coworkers, training sessions, and other meetings or training related to areas of assignment
- Remains current on all city policies and procedures affecting duties performed and follows established policies and procedures
- Reports to work as scheduled; works outside normal working hours as needed
- Maintains a regular and consistent attendance record
- Performs other 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

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and techniques of maintenance and repair of heavy-duty vehicles, motorized equipment, gasoline, CNG and diesel engines, mechanical, electrical and electronic systems
- Electronic and computerized automotive diagnostic equipment used to maintain and repair trucks, vehicles and equipment
- Applicable federal, state and local rules and regulations of fleet maintenance and repair
- Machinery, equipment and tools necessary for the maintenance and repair of fleet vehicles and trucks
- Computer hardware and software pertinent to record keeping, maintenance and repair records
- Occupational hazards and safety practices applicable to vehicle and truck maintenance operations
- Quality customer service principles

Ability to:

- Assign and train staff to prioritize and complete projects

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LEAD FLEET EQUIPMENT/AUTOMOTIVE **MAINTENANCE**
LEAD WORKER MECHANIC

- Monitor and evaluate work progress
- Read, understand and follow manufacturers' maintenance manuals; city policies and procedures, and other instructional materials
- Troubleshoot and resolve problems regarding equipment, materials, methods, and procedures needed to complete maintenance work
- Operate personal computers and utilize specialized fleet maintenance or diagnostic software applications
- Maintain accurate records, work orders, service tickets, and inspection checklists
- Use hand and power tools and diagnostic equipment
- Perform advanced journey-level work in the diagnoses, repair and maintenance of vehicles and motorized equipment
- Compute fuel/oil ratios, distances, water pressures, amps and ohms, metric conversions, mercury inches, PSI, and other data calculations
- Exhibit solid judgment, good reaction skills and be able to safely and professionally maneuver vehicles within a busy, urban city environment and on freeways
- Regularly and reliably follow all traffic and safety rules
- Respond appropriately to changes in the work conditions and make independent decisions based on information
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Travel to offsite locations within a reasonable timeframe

Education: High school diploma or equivalent certificate.

Experience: Minimum of five (5) years of automotive, diesel and heavy or specialized equipment maintenance and repair experience.

Certifications/License: Valid California Class A or Class B driver license with an acceptable driving record required by time of appointment and during course of employment.

Must possess and maintain certification from the National Institute for Automotive Service Excellence (ASE) in the following

- T1 - Gasoline Engines
- T2 – Diesel Engines
- T4 – Brakes
- T5 – Suspension and Steering
- T8 - Preventive Maintenance Inspection

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LEAD FLEETEQUIPMENT/AUTOMOTIVE **MAINTENANCE**
LEADWORKERMECHANIC

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

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 in a repair shop environment indoors and outdoors with exposure to extreme noise, exhaust fumes, dust, fine particles, allergens, solvents, corrosives, oils odors, and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, balances, stoops, crouches, twists, bends, squats, kneels, crawls, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less (over 50 pounds with assistance). 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 safety glasses, gloves, hard hats/helmets, dust/particle masks, safety vests, steel-toed boots and/or hearing protective devices.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~FLEETEQUIPMENT/AUTOMOTIVE~~ MAINTENANCE CREW LEADER

PERSONNEL COMMISSION APPROVAL: ~~MARCH 17, 2021~~ (Revised)

COUNCIL APPROVAL: ~~DECEMBER 2004~~ NOVEMBER 15, 2022

JOB CODE: ~~0142~~ TBD

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: HBMT

FLSA STATUS: NON-EXEMPT

EEOC CODE: SKILLED CRAFT WORKERS

JOB SUMMARY

Under general supervision, coordinates and oversees work and assigned staff in the maintenance and repair of a variety of City vehicles and specialized equipment as well as oversees the operations of the fleet maintenance stockrooms and the automated fleet and fuel management systems.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Fleet Operations Supervisor

Supervises: Skilled and non-skilled craft and services/maintenance personnel

DISTINGUISHING CHARACTERISTICS

Differs from ~~Equipment/Automotive Maintenance Leadworker~~ Lead Fleet Maintenance Mechanic in that the Crew_leader functions as a working supervisor and oversees the projects and work of all crews while the Lead Fleet Maintenance Mechanic ~~Leadworker~~ performs advanced journey-level work and provides instruction and direction to personnel of an assigned crew regarding daily work tasks.

EXAMPLES OF ESSENTIAL DUTIES

- Oversees the work of skilled employees in the maintenance and repair of fleet vehicles and equipment
- Schedules and plans the operations of the crews and coordinates projects; maintains inspection and repair records; oversees all work in progress to ensure quality, timeliness and safety
- Evaluates work projects to assess staffing, equipment and time requirements; prepares action formats to complete assignments in accordance with directed priorities; inspects completed work for compliance with established standards and other requirements before releasing vehicles or equipment into service

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: FLEETEQUIPMENT/AUTOMOTIVE MAINTENANCE CREW LEADER

- Performs a variety of operations, research, and analytical duties in support of fleet operations activities; provides input during the budget process and monitors the operating budget for area of responsibility
- Assists fleet operations staff with the creation of vehicle/equipment repair orders; provides scheduled and overdue preventative maintenance work list and reports for all fleet vehicles/equipment; monitors repair records to ensure accuracy and completeness
- Monitors and oversees the operational status and inventory levels of the multiple fleets' parts and supplies room; initiates purchase orders and fund transfers between accounts or purchase orders as necessary
- Receives new equipment, participates in new vehicle preparation and enters new equipment into fleet and fuel management systems
- Maintains the automated fuel system; creates and assigns employee PIN numbers; equipment numbers and other information necessary for fuel tracking
- Assists with interviewing and training of employees, assigns and evaluates work; conducts performance appraisals
- Coordinates repair work with outside vendors
- Ensures compliance with occupational safety, hazard and related programs, policies and procedures;
- Generates fleet management reports using available report programs in fleet and fuel management systems along with standard report writing programs
- Supports and actively promotes the City's safety programs by providing instruction, training and receiving new and updated regulations and material
- Performs periodic safety inspections; identifies and corrects safety hazards
- Assists or participates in repair or field work as necessary; responds to emergency calls for service on a call-out basis
- Attends daily briefings, safety meetings, meetings with supervisor and/or coworkers, training sessions, and other meetings or training related to areas of assignment
- Remains current on all city policies and procedures affecting duties performed and follows established policies and procedures
- Reports to work as scheduled; works outside of normal working hours as needed
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- 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: ~~FLEET~~EQUIPMENT/AUTOMOTIVE MAINTENANCE CREW LEADER

MINIMUM QUALIFICATIONS

~~Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:~~

Knowledge of:

- Principles and techniques of fleet maintenance and repair, and inventory control
- Applicable federal, state and local rules and regulations of fleet maintenance and repair
- Machinery, equipment and tools necessary for the maintenance and repair of fleet vehicles
- Computer hardware and software pertinent to record keeping, maintenance and repair records, inventory control and related fleet maintenance and operations
- Occupational hazards and safety practices applicable to vehicle maintenance operations
- General budgeting and supervisory practices

Ability to:

- Schedule and prioritize staffing and projects
- Delegate work assignments and monitor and evaluate work progress
- Read, understand and follow manufacturers' maintenance manuals, city policies and procedures, and other instructional materials
- Research and gather information related to vendors, equipment and supplies
- Resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete maintenance work
- Maintain accurate records
- Use hand and power tools and diagnostic equipment
- Operate personal computers, specialized and standard software applications including spreadsheets
- Exhibit solid judgment, good reaction skills and be able to safely and professionally maneuver vehicles within a busy, urban city environment and on freeways
- Regularly and reliably follow all traffic and safety rules
- Respond appropriately to changes in the work conditions and make independent decisions based on information
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Deliver quality customer service

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~FLEET EQUIPMENT/AUTOMOTIVE~~ MAINTENANCE CREW LEADER

- Travel to offsite locations within a reasonable timeframe

Education: High school diploma or equivalent certificate.

Experience: Five (5) years' automotive, diesel and heavy equipment or specialized equipment maintenance and repair, fleet management, or inventory control experience, including two (2) years of lead or supervisory experience.

Certifications/License:

Valid California Class A or Class B driver license with an acceptable driving record required by time of appointment and during course of employment.

Must possess and maintain certification from the National Institute for Automotive Service Excellence (ASE) in the following

- C1 – Automobile Service Consultant
- T1 - Gasoline Engines
- T2 – Diesel Engines
- T4 – Brakes
- T5 – Suspension and Steering
- T8 - Preventive Maintenance Inspection

SPECIAL CONDITIONS/REQUIREMENTS

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.

Possession of a complete set of mechanic hand tools through 1-1/2" required.

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: ~~FLEET EQUIPMENT/AUTOMOTIVE~~ MAINTENANCE CREW LEADER

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 in a general office or repair shop environment indoors and outdoors with exposure to extreme noise, exhaust fumes, dust, fine particles, allergens, solvents, corrosives, oils, odors and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, balances, stoops, crouches, twists, bends, squats, kneels, crawls, pushes, pulls, reaches, grasps, steers, lifts and moves tools and equipment weighing 50 pounds or less (over 50 pounds with assistance). 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 safety glasses, gloves, hard hats/helmets, dust/particle masks, safety vests, steel-toed boots and/or hearing protective devices.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. 8/2019 jd
Rev. 1/2021 pa

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SURVEY TECHNICIAN I

PERSONNEL COMMISSION APPROVAL: ~~AUGUST 20, 2014~~ REVISED
COUNCIL APPROVAL: ~~DECEMBER 2004~~ NOVEMBER 15, 2022

JOB CODE: 0174TBD
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOB DUTIES SUMMARY

Under close supervision, assists in performing land surveying duties and field data collection.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Construction Manager

DISTINGUISHING CHARACTERISTICS

Supervision Received From: ~~Survey Party Chief~~ Construction Manager
Survey Technician I differs from Senior Survey Technician II in that Survey Technician I is not required to possess the certifications necessary to perform the work of the journey-level Senior Survey Technician II.

EXAMPLES OF ESSENTIAL DUTIES

- Performs technical duties in support of an engineering field survey crew
- Acts as the instrument operator on a traditional land surveying crew
- Cleans, adjusts and maintains survey instruments, including but not limited to theodolites, levels and electronic distance measuring instruments
- Uses manual and electronic instruments to determine points, lines, elevations and distances for property right-of-way, construction, triangulation, precise traverse, topographic and seismic movement surveys
- Files, indexes and researches survey documents, assists in setting survey monuments and accessories to the same (tie points);
- Accurately measures distances and sketches and describes what was set and measured; sets construction stakes or hubs during construction stakeout.
- Clears brush and uncovers survey points for survey party

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SURVEY TECHNICIAN I

- Sets up safety equipment to protect survey party including cones, delineators, signs or other protective devices; performs flag duties for survey party
- Operates a vehicle in the course and scope of work
- 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 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

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and procedures of modern land survey methods and techniques applicable to construction, property and topographic surveying
- Digital data management and computer applications related to land surveying work
- Mathematics, including trigonometry and geometry, as applied to land surveying
- Basic drafting principles;
- Preparatory procedures for performing survey work
- Application and maintenance of survey instruments and equipment
- Laws, statutes, and ordinances applicable to legal aspects of boundary surveying

Ability to:

- Accurately perform field measurements and accurately sketch and record field notes and computations
- Read and interpret complex maps, construction drawings, property descriptions and engineering field notes in preparation of engineering survey plans
- Perform engineering-related mathematical computations
- Properly use survey equipment, including theodolites, levels, electronic distance measuring instruments, and global positioning instruments

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SURVEY TECHNICIAN ‡

- Follow oral and written instructions
- Research, index, maintain and update records and files
- Follow safety practices and recognize hazards
- Work safely in close proximity to vehicular traffic and construction sites
- Communicate effectively in oral and written form;
- Establish and maintain effective working relationships with those contacted during the course of work.

Education: High school diploma or equivalent certificate(GED).

Experience: One (1) year field survey experience. Two (2) years' accredited post-secondary education in a land surveying or related program may be substituted for the required experience

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

Completion of the state-accredited Apprenticeship-Surveying/Chief of Party program or Land Surveyor-in-Training (LSIT) or Engineer in Training (EIT) certificate issued by the State of California is desirable.

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 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. May require -using tools and equipment weighing up to 40

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SURVEY TECHNICIAN †

pounds. 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. Requires near vision for reading correspondence, plans, maps, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is also expected to perform field work requiring walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

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

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.~~

Rev. 8-20-14 JD

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR SURVEY TECHNICIAN ~~II~~

PERSONNEL COMMISSION APPROVAL: AUGUST 20, 2014 REVISED
COUNCIL APPROVAL: DECEMBER 2004 NOVEMBER 15, 2022

JOB CODE: 0185TBD
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOBDUTIES SUMMARY

Under general supervision, performs office and field land surveying and engineering work.

DISTINGUISHING CHARACTERISTICS
SUPERVISION RECEIVED AND EXERCISED

Reports to Supervised by: ~~Survey Party Chief~~ Construction Manager

DISTINGUISHING CHARACTERISTICS

Senior Survey Technician ~~II~~ differs from Survey Technician ~~I~~ in that the Senior Survey Technician ~~II~~ performs field survey work at the journey-level, requiring proper certification.

EXAMPLES OF ESSENTIAL DUTIES

- Participates in the work of a field survey crew; operates theodolite, level, and electronic survey and data collection instruments
- Collects digital data pertaining to lines, corners, elevations, grades, curves or other surveys and enters data collected using AutoCAD systems
- Operates a geographic positioning satellite receiver to accurately stakeout assigned projects and to collect accurate data pertaining to the City's infrastructure system
- Updates the geographical information systems database
- Files, indexes and researches survey documents, assists in setting survey monuments and accessories to the same tie points
- Accurately measures distances and sketches what was set and measured
- Performs stakeout operations for construction surveying
- Assists or performs computations and calculations for various projects including legal description preparation and Records of Survey and Corner Records

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR SURVEY TECHNICIAN-II

- Observes standard operating practices and safety procedures; identifies and corrects safety hazards
- Operates a vehicle in the course and scope of work
- 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 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

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and procedures of modern survey methods and techniques applicable to construction, property and topographic surveying
- Laws, statutes, and ordinances applicable to legal aspects of boundary surveying
- Land Surveyors Act, and Subdivision Map Act;
- Mathematics, including trigonometry and geometry, as applied to land surveying
- Basic drafting principles
- Operation and maintenance of electronic surveying equipment
- Manual and electronic drafting techniques
- Functions and capabilities of software programs used in drafting and engineering such as AutoCAD and Geographical Information Systems
- Application and maintenance of survey instruments and equipment
- Safety methods and techniques applicable to survey work

Ability to:

- Accurately perform field measurements
- Read and interpret complex maps, construction drawings, property descriptions and engineering field notes in preparation of engineering survey plans
- Accurately sketch and record field notes and computations
- Perform engineering-related mathematical computations

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR SURVEY TECHNICIAN-II

- Properly use survey equipment, including transits, theodolite, levels, electronic distance measuring instruments, and global positioning instruments
- Research, index, maintain and update accurate records and files
- Operate standard office equipment including calculators, drafting equipment, personal computers and software applications for drafting
- Utilize computer databases to maintain and update records and files
- Work safely in close proximity to vehicular traffic and construction sites
- Communicate effectively in oral and written form
- Establish and maintain effective working relationships with those contacted during the course of work

Education: High school diploma or equivalent certificate-(GED), supplemented by two years' formal education in an accredited land surveying or related program or the equivalent number of college-level courses in civil engineering, land surveying or other closely related field.

Experience: Three (3) years' field surveying experience.

Certifications/License:

A valid California Class C driver license and an acceptable driving record are required by time of appointment and throughout course of employment.

Completion of the state-accredited Apprenticeship-Surveying/Chief of Party program or Land Surveyor-in-Training (LSIT) or Engineer in Training (EIT) certificate issued by the State of California, required.

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR SURVEY TECHNICIAN-II

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. May require moving tools and equipment weighing up to 40 pounds. 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. Requires near vision in reading correspondence, plans, maps, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is also expected to perform field work requiring walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

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

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: ~~UTILITIES TECHNOLOGY COORDINATOR~~ UTILITIES TECHNOLOGY SUPERVISOR

PERSONNEL COMMISSION APPROVAL: ~~DECEMBER 9, 2020~~ (Revised)

COUNCIL APPROVAL: ~~NOVEMBER 215, 2020~~ 2

0631 (TBD)

JOB CODE:

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

HBMT

FLSA STATUS:

NON-EXEMPT

EEOC CODE:

TECHNICIANS

JOB SUMMARY

Under general direction, plans, coordinates and oversees the operation and maintenance of the Utilities Division SCADA (Supervisory Control and Data Acquisition) system, telemetry and electrical systems for the Utilities Division; oversees the job assignments and activities of the Public Works survey crew, oversees and prioritizes the job assignments and activities of the Public Works Geographic Information System (GIS) analysts and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Utilities Manager or as designated by the Deputy Director of Public Works
Supervises: SCADA Technicians, Survey Technicians, GIS Analysts, Utility Locators

DISTINGUISHING CHARACTERISTICS

The Utilities Technology ~~Coordinator~~ Supervisor is responsible for the development and implementation of objectives and procedures and operating practices required for SCADA system operation and security of data within the system. An incumbent in this classification also performs skilled electronic work in the installation, maintenance and repair of water and wastewater equipment control and monitoring systems. An incumbent also has a working knowledge of the principles and practices of land surveying as well as the applications and operation of GIS systems.

EXAMPLES OF ESSENTIAL DUTIES

~~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,~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~UTILITIES TECHNOLOGY COORDINATOR~~ UTILITIES TECHNOLOGY SUPERVISOR

~~modify, change or rescind work assignments as needed.~~

- Supervises the Utilities Division SCADA, GIS and Survey sections
- Plans, assigns, coordinates, reviews and evaluates the work in the design, implementation and maintenance of the City's SCADA system
- Performs installation, maintenance, design and testing of software programs for use with SCADA
- Evaluates work methods and operations; estimates time and material costs
- Requisitions supplies and equipment
- Assists in budget preparation and monitoring of program expenditures
- Develops and maintains network communication between equipment, controls, field hardware and SCADA systems
- Performs troubleshooting and repair of electronic systems, remote terminal units, SCADA computers and other related equipment
- Reviews project plans with staff; makes changes based upon observations and operational problems; inspects project in progress and upon completion; provides technical advice and assistance on problems and/or unusual situations
- Reviews plans and specifications for new facilities; recommends equipment needs for new facilities; coordinates work with other departments
- Maintains records and such documents as license agreements and product warranties; writes a variety of reports and correspondence on work performed; documents all software programs and hardware in use
- Coordinates with Public Works divisions in the development of new GIS program needs and potential solutions
- Evaluates operations and makes strategic recommendations about the GIS program direction and GIS project priorities
- Attends training meetings to enhance knowledge of the GIS system use
- Plans, schedules and oversees field survey work for the Utilities Division survey crew
- Coordinates with other Public Works divisions to ensure that all work requests are properly prioritized and scheduled
- Acts as key contact person for survey crew
- Ensures that survey crew members receive ongoing training
- Participates in the selection of employees; plans, organizes and assigns work
- Develops and establishes work methods and standards, trains staff
- Reviews and evaluates employee performance; recommends disciplinary action
- Establishes and implements safety programs and coordinates the training of subordinates
- Maintains regular and consistent attendance record

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~UTILITIES TECHNOLOGY COORDINATOR~~ UTILITIES TECHNOLOGY SUPERVISOR

- Responds to emergency calls for service on a call-out basis, and works outside of normal business hours, as needed
- 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:

~~Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:~~

Knowledge of:

- Pertinent Federal, State, local codes, laws and regulations
- Use of control systems, personal computers and electronics
- Proper English usage, spelling, grammar, and punctuation
- Principles and procedures of filing and record keeping
- Principles of lead supervision and training
- Methods and techniques of research, analysis, and report preparation
- Principles and procedures of survey methods and techniques
- Principles and practices of GIS systems
- GIS concepts and analytical techniques
- Applicable occupational hazards and safety practices
- Budgeting practices
- Modern office procedures and methods including computer equipment and software applications, including AutoCAD for maintenance of electrical drawings and schematics

Ability to:

- Read and interpret blueprints, schematics, construction drawings, diagrams and technical manuals
- Diagnose and resolve problems related to SCADA and telemetry equipment
- Perform a variety of skilled, complex and technical repair and maintenance of equipment related to the operation of SCADA and telemetry systems
- Work with electricity and repair electrical equipment
- Maintain accurate records
- Understand and follow policies and procedures
- Prepare clear and concise reports

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: UTILITIES TECHNOLOGY COORDINATOR UTILITIES TECHNOLOGY SUPERVISOR

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations
- Operate a variety of office equipment including a computer and applicable software applications
- Schedule and prioritize projects; assign work, monitor and evaluate work progress
- Respond to emergency calls for service on a call-out basis, and work after normal business hours as needed
- Observe standard operating procedures and safety practices
- Effectively communicate both verbally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work.

Education: High school diploma or equivalent certificate supplemented by coursework or specialized training in related areas.

Experience: Three (3) years' experience as a SCADA, GIS, electrical or instrumentation technician performing a variety of troubleshooting, repair, programming and preventative maintenance tasks and adjustments to the types of computer systems, programmable logic controllers, instrumentation, telemetry systems and motor controls found in a water and/or wastewater facility, including one (1) year working as a lead or in a supervisory capacity. Surveying experience and/or experience in the GIS field in the design and development of GIS systems and applications are highly desirable.

License/Certificate: A valid California Class C driver license with an acceptable driving record required at 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 job and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~UTILITIES TECHNOLOGY COORDINATOR~~ UTILITIES TECHNOLOGY SUPERVISOR

Work involves detailed concentration for long periods of time in a modified office environment and requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as use of a personal computer or other office equipment; communicate effectively both orally and in writing. The incumbent also works in an outdoor environment with possible exposure to chemicals, raw sewage, oil, fuel, water and wastewater chemicals, hazardous atmospheres and high noise levels. There is frequent need to carry, push and lift up to 50 pounds of equipment; occasionally stoop, kneel, crawl or climb ladders. The employee must be able to work beyond a regular scheduled workday when required.

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

Established November, 2020

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITIES~~WATER DISTRIBUTION~~ SUPERINTENDENT

PERSONNEL COMMISSION APPROVAL: DECEMBER 9, 2020 (Revised)

COUNCIL APPROVAL: NOVEMBER 215, 20202

JOB CODE: 0624TBD
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under general direction, responsible for managing, supervising and coordinating programs of ~~a the Water Distribution/Meters/Quality Ss~~ section of the Utilities Division of the Public Works Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Utilities Manager or as designated by the Deputy Director of Public Works
Supervises: Supervisory, technical, skilled/craft, maintenance/service and/or administrative support staff

DISTINGUISHING CHARACTERISTICS

The ~~Utilities~~Water Distribution Superintendent ~~administers the water transmission, metering, and water quality programs. The incumbent is responsible for managing, planning, and coordinating operations and staff. It is distinguished from the supervisory classification in that this position determines direction, policy, procedure, and protocol while coordinating broad work priorities and managing~~directly supervises program supervisors, crew leaders, lead workers, and technical staff. The supervisor has a narrower scope of work.

EXAMPLES OF ESSENTIAL DUTIES

- Participates in the development and implementation of goals, objectives, policies, procedures and priorities for the various programs of the Utilities Division
- Plans, organizes, performs and supervises the assigned functions and activities of the assigned sections; budget preparation, implementation and administration,

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITIESWATER DISTRIBUTION SUPERINTENDENT

records management, purchasing, customer service, professional services and construction contract administration, and personnel administration.

- ~~Supports the water billing function through working with other departments on billing, collection, and customer service to resolve complaints and schedule delivery or repair of water service~~
- ~~Oversees the water transmission and distribution program including the construction, maintenance and replacement of pipelines, service connections, fire hydrants, valves and other related appurtenances.~~
- ~~Oversees the Automated Metering Infrastructure (AMI) water metering program including meter reading, repair and replacement and customer service activities~~
- ~~Oversees the water quality section programs and activities including the backflow prevention and cross connection control inspection programs. Insure procedures followed by staff and laboratory personnel (both in-house and contracted services) and reporting and documentation are in compliance with state and local agencies' standards~~
- ~~Oversees the development, implementation and maintenance of the water quality monitoring programs related to potable water use and consumption~~
- Participates in departmental operating budget preparation; allocates resources and administers the approved budget; participates in the development, implementation and administration of the multi-year Capital Improvement Project Program; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies
- Develops and reviews staff reports and correspondence related to division issues; upon request, presents reports to commissions, committees and boards
- Reviews, recommends, and implements employment decisions regarding such activities as selection, promotion, discipline, and contract administration
- Prepares, conducts and administers safety and training programs
- Ensures availability of required resources for program operations; maintains records of all work activity for water distribution, meters, and quality
- Plans, directs, coordinates and reviews the work plan for assigned programs; meets with staff to identify and resolve problems; monitors work flow; reviews and evaluates work products, methods and procedures
- Develops, plans and implements new or revised programs, systems, procedures and methods of operation pertaining to assigned programs
- Respond to requests for assistance from other Public Works divisions and other City departments;
- Administers professional services agreements and contracts, which include insurance documents and bonds

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITIESWATER DISTRIBUTION SUPERINTENDENT

- Plans, prioritizes, assigns, supervises and monitors the work of professional, technical, and administrative staff; provides or coordinates staff training; coaches employees to improve job performance and to correct deficiencies; prepares performance evaluations for immediate subordinates and reviews and approves evaluations for all employees in assigned sections
- Coordinates, directs, and inspects work performed by contractors for City facilities and/or equipment under the program's purview, including detailed review of plans and specifications; coordinates program activities with citizens, contractors, agencies, and in-house personnel;
- Answers questions and provides information to the public; receives and investigates complaints and recommends corrective action as necessary to resolve complaints; maintains time, material and equipment use records
- Attends leadership, management, supervisory and subject matter training to stay abreast of industry best practices
- Travels to offsite locations
- Works various hours to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains satisfactory attendance record
- Performs other related work 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

~~*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*~~

Knowledge of:

- Principles and practices of public administration and program management
- Principles and practices of budget development and administration
- Principles and practices of supervision, training, mentoring, and performance evaluation
- Report and presentation development
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Pertinent Federal, State and local rules, regulations and ordinances

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: UTILITIES~~WATER DISTRIBUTION~~ SUPERINTENDENT

- ~~Water distribution~~Water and/or wastewater field operations including construction, maintenance and repair; water meter reading and repair; customer service delivery; water accounting and billing
- City purchasing practices and contract administration
- English usage, syntax, spelling, grammar and punctuation
- Office procedures, methods, and equipment, including computers and applicable software, such as word processing, spreadsheets, and databases
- Principles and procedures of record keeping and filing
- Occupational hazards and standard safety practices
- Safety training requirements pertaining to the water and/or wastewater industry

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Ensure compliance with Federal, State, and local rules, laws, and regulations; Interpret and apply pertinent laws, rules and regulations
- Supervise the preparation and maintenance of records and prepare technical reports
- Prepare and monitor department and capital improvement program budgets
- Supervise, train, mentor, and evaluate assigned personnel
- Communicate clearly and concisely, both orally and in writing
- Provide friendly, timely and responsive, high level customer service to all clientele
- Follow directions from a supervisor
- Understand and follow posted work rules and procedures
- Establish and maintain cooperative working relationship with those contacted in the course of work.
- Ensure adherence to safe work practices and procedures

Education: High school diploma or equivalent certificate, supplemented by one year (30 semester units or equivalent) of college level course work or specialized training in water utility science, water technology, wastewater treatment, wastewater/environmental sanitation or other directly related subjects.

An Associate's degree from an accredited college or university with major coursework in Water Utility Science, Wastewater Technology, Business Administration, Public Administration or a related field (preferred) may be substituted for one (1) year of experience.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITIES~~WATER DISTRIBUTION~~ SUPERINTENDENT

Experience: Five (5) years' increasingly responsible experience in the maintenance, operation and repair of public water or wastewater systems~~distribution, meters, and/or water quality program administration~~, including two (2) years of supervisory responsibility.

License/Certification: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

Depending on assignment, State of California Water Treatment Operator Grade 2II and Distribution Operator Grade 5V, California Water Environment Association (CWEA) Wastewater Collection System Grade 3.

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 indoors and outdoors. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches and grasps. When work is performed outdoors, there is full exposure to the elements and the incumbent may be exposed to heat and cold, extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent stands, and walks on level and uneven/slippery surfaces, twists, bends, pushes, pulls, crouches, crawls, climbs ladders, reaches, grasps, lifts and carries items weighing 50 pounds or less.

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: UTILITIES~~WATER DISTRIBUTION~~ SUPERINTENDENT

Established Nov/2020

DRAFT

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR WATER UTILITY WORKERSYSTEMS TECHNICIAN III

PERSONNEL COMMISSION APPROVAL: JULY 21, 2021 (Revised)

COUNCIL APPROVAL: AUGUST 18, 2004NOVEMBER 15, 2022

JOB CODE:	<u>0370</u>TBD_____
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	TECHNICIANS

JOBDUTIES SUMMARY

UnderWith general supervision, performs a variety of skilled mechanical and electrical control system work to operate, maintain and repair various machinery, components, and facilities of the City's water production and flood control systems.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Water Utility Operations-Crew I Leader

DISTINGUISHING CHARACTERISTICS

The Senior Water Utility WorkerSystem Technician III is the advanced journey-level classification in the Water Utility WorkerSystems Technician job series and performs the full range of water systems work. It is distinguished from the Water Utility WorkerSystem Technician I and II by the broad range of experience, specialized water system work, certification requirements, and the ability to manage multiple priorities throughout the day.

EXAMPLES OF ESSENTIAL DUTIES

- Travels to various locations to conduct daily inspections of all water production facilities, water storage facilities, and flood control stations; identifies any improper functioning of equipment or operations
- Maintains electric motors and maintains and repairs natural gas engines, chlorine gas-feed systems, , power transmission components and drivelines, and pumps used in municipal water supply production and flood control systems, sometimes working from heights or in confined spaces
- Operates supervisory control and data acquisition (SCADA) system
- Installs and maintains water, gas, air and other plumbing and hydraulic lines

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR WATER UTILITY WORKERSYSTEMS TECHNICIAN III

- Monitors reservoirs; observes and records readings from various reservoir measuring devices
- Participates in the construction, operation and maintenance of chemical treatment plants and filtration systems
- Removes and replaces chlorine cylinders and maintains record of chlorine consumption
- Computes dosage and concentration of various chemicals for maintenance of the water system
- Maintains, repairs, and troubleshoots Cla-Val automatic pressure reducing valves and controls
- Transports and offloads fluoride to water system facilities
- Maintains accurate logs, records and files of work performed and materials and equipment used
- Provides guidance to junior level staff; assumes work of Leadworker during absence
- Supports and actively promotes the City's safety programs, participates in the sections Confined Space Rescue Team, including using SCBA and HAZWOPER
- Assists with periodic safety inspections; identifies and corrects safety hazards
- Responds to emergency calls for service on a call-out basis, and works outside of normal business hours, as needed
- Performs other related duties 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

~~*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*~~

Knowledge of:

- State and federal water treatment regulations
- Principles, practices, tools, equipment and materials/supplies required to maintain, operate and control water production systems, reservoirs, and flood control stations
- Metal fabrication, welding, cutting, pipe fitting, and soldering
- Operational and maintenance practices of electrical motors, pumps, and circuitry
- Principles of mechanical, electrical and hydraulic systems
- Principles and methods of water testing and treatment

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR WATER UTILITY WORKERSYSTEMS TECHNICIAN III

- Occupational hazards and safety precautions applicable for maintenance and repair work

Ability to:

- Perform advanced journey-level work in the maintenance and repair of water production and flood control facilities and systems
- Operate supervisory control and data acquisition (SCADA) system
- Read and follow work orders and instructions
- Perform a variety of water production maintenance tasks using hand, pneumatic, 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
- Travel to offsite locations within a reasonable timeframe
- Use desktop computers, tablets, and office software, including word processing and spreadsheet applications

Education: High school diploma or equivalent certificate.

Experience: Three (3) years of experience in the mechanical, electrical, and chemical maintenance and repair of water production systems.

Certifications/License:

A valid California Class C driver license with an acceptable driving record at time of hire and throughout employment. A California Class B driver license with HAZMAT and Tank Vehicle Endorsements required within one (1) year of hire/appointment to position.

Grade 2 Water Treatment Operator Certificate and Grade 1 Water Distribution Operator Certificate issued by the California State Water Resources Control Board 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.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR WATER UTILITY WORKERSYSTEMS TECHNICIAN III

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 potential natural irritants such as vegetation, dust, soil, tree pollens, and sawdust. Exposure to chemicals including but not limited to gasoline, diesel, chlorine, fluoride, 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 or ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects which may weigh approximately 50 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, self-contained breathing apparatus (SCBA), respirators, face protectors, ear protection, aprons, coveralls, 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 emergencies within a reasonable time period.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Revised 12-01

8-18-04

June, 2021/pa

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~WATER~~ UTILITY LOCATOR ~~DATE: DECEMBER, 2001~~

PERSONNEL COMMISSION APPROVAL: ~~DECEMBER 14, 2022~~ (Revised)

CITY COUNCIL APPROVAL: ~~DECEMBER, 2001~~ NOVEMBER 15, 2022

JOB CODE: TBD0449
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: SERVICES/MAINTENANCE

JOB SUMMARY

Under general supervision, accurately marks the locations of water mains, water services, wastewater lines, storm water lines, electrical power lines, gas lines, communication lines and other water, wastewater and storm-related structures within city property lines; so as to prevent water, wastewater, and storm water structures and existing property from being damaged, water outages, or citizens from being harmed; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AN EXERCISED

Reports to: Water Utility Supervisor ~~Supervisor in the Utilities Division~~

DISTINGUISHING CHARACTERISTICS

The ~~Water~~ Utility Locator is a single classification job position responsible for locating and marking water, wastewater and storm water-related structures per State law and in accordance with Underground Service Alert (USA) rules and regulations

EXAMPLES OF ESSENTIAL DUTIES

- Locates and marks water mains, water services, wastewater mains, sewer laterals and storm water lines
- Marks out underground electrical, gas, and communication lines within flood stations, lift stations, reservoir sites and the Utility Yard.
- Maintains utility line areas in and around the City per Underground Service Alert (USA) regulations

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~WATER~~ UTILITY LOCATOR **DATE:** ~~DECEMBER, 2001~~

- Responds to emergency and non-emergency water, wastewater and storm water-related calls such as sheared fire hydrants, leaking valves, hydrants, air vacs, scheduled and emergency shut-offs, and broken main water line issues, sewer spills, and catch basin cleaning
- Maintains valve and manhole locations during street paving operations by contractors and inspects finished paving jobs to ensure accessibility; maintains USA computer and records; assists inspectors and staff from Water, Wastewater, Storm Water Services and Public Works
- Assists contractors and developers in water, wastewater, and storm water services areas; takes pipe to soil readings for maintenance of the cathodic protection system
- Flushes out and samples sheared fire hydrants after repair to maintain system integrity; assists water construction crew fixing leaks, main breaks, sewer spills, etc.
- Updates water, wastewater, and storm water facility maps by recording locations of new fire hydrants, air vacs, pump outs, blow offs, new manholes and changes found in the field such as measurements of exposed water and wastewater lines from curb face or center line of street
- Observes safe work methods and makes appropriate use of related safety equipment as required
- Plan checks proposed water, wastewater, and storm water construction plans; records and maintains logs and time cards as required
- Reports to work as scheduled; 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 work 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:

- Principles, practices, tools, and equipment for locating underground assets
- City policies and procedures; Department specifications; State laws pertaining to one call utility locating
- Electronic Positive Response per Government Code Section 4216.3(C)(1)(A); Positive Response Software

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~WATER~~ UTILITY LOCATOR **DATE:** ~~DECEMBER, 2001~~

- As-built construction drawings
- Water, wastewater and storm water facility map book
- USA regulations
- AWWA Water, CWEA and State specifications manual
- CALTRANS traffic control manuals
- Chlorination properties and applications
- Cal-OSHA safety codes and regulations

Ability to:

- Read and interpret water and wastewater issue manuals, blueprints, and construction drawings
- Operate large vehicles and equipment such as, ¾ ton pickup truck, electronic and hydraulic valve operators, dump trucks, water trucks
- Use electronic line locators, non-metallic line locators, witching rods, wrenches, shovels, jackhammers, chlorine comparator, pressure gauges, and other tools and equipment related to the marking of water, wastewater and storm water lines
- Perform accurate field inspections with pavement marking identifications and written recommendations on correspondence
- Provide in-field response under emergency conditions and take appropriate actions
- Maintain records and keep logs
- Operate a computer and applicable software applications
- Work effectively with the public, contractors, supervisors, and coworkers
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on issues in area of responsibility

Education: High school diploma or equivalent certificate.

Experience: Four (4) years in water or wastewater construction and maintenance.

Certifications/License:

- A valid California Class C driver license with an acceptable driving record required by time of appointment
- Grade 1 Water Distribution Certificate or Grade 1 Collection System Maintenance Certificate required.

SPECIAL CONDITIONS

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~WATER~~ UTILITY LOCATOR

DATE: ~~DECEMBER, 2001~~

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 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 that 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.

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

Rev July, 2022/pa