

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: PROFESSIONALS_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;

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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,

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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

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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 III

PERSONNEL COMMISSION APPROVAL:	DECEMBER 18, 2019 (REVISED)
COUNCIL APPROVAL:	APRIL 2004 <u>NOVEMBER 15, 2022</u>
JOB CODE:	<u>00790776</u>
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT
EEOC CODE:	PROFESSIONAL <u>S</u>

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;

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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:~~

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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 ~~five~~ (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.

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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~~ 0780

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 desirable/preferred.

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

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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: 03950787
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOBDUTIES SUMMARY

~~Under~~ With ~~general~~ close supervision, ~~assists in performing 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 WORKERDATE: ~~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;
- 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~~erforms 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 driver License and an acceptable driving record required at appointment and throughout employment.

SPECIAL CONDITIONS

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PARKING METER TECHNICIANREPAIR WORKERDATE: ~~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:

02100807

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:~~

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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: **02110806**
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

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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,

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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

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CLASS SPECIFICATION



TITLE: BUILDING COMBINATION INSPECTOR-II

of appropriate certifications and two (2) years' combination inspection experience for a government agency, a year of which must be at the Combination Building 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

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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.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: **SENIOR COMBINATION BUILDING INSPECTOR III**

PERSONNEL COMMISSION APPROVAL:

NOVEMBER 18, 2020 (REVISED)

COUNCIL APPROVAL:

AUGUST 20, 2007 NOVEMBER

15, 2022

JOB CODE:

0208 — 0804

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

HBMT

FLSA STATUS:

NON-EXEMPT

EEOC CODE:

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

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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

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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

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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.

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



~~TITLE: BUILDING PLAN CHECKER | PLANS EXAMINER~~
~~PERSONNEL COMMISSION APPROVAL: JULY 19, 2006~~
~~COUNCIL APPROVAL: SEPTEMBER 5, 2006~~

~~PERSONNEL COMMISSION APPROVAL: (Revised)~~
~~COUNCIL APPROVAL: NOVEMBER 15, 2022~~

~~JOB CODE: 01760805~~
~~EMPLOYMENT STATUS: REGULAR FULL-TIME~~
~~UNIT REPRESENTATION: MEAHBMT~~
~~FLSA STATUS: NON-EXEMPT~~
~~EEOC CODE: TECHNICIANS~~

DUTIES JOB SUMMARY

Under general supervision, reviews building plans, structural calculations and specifications to ensure compliance with building and construction regulations; prepares plan review reports; provides assistance at the permit counter; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Building Official or as assigned by Community Development Director

DISTINGUISHING CHARACTERISTICS

The Plans Examiner~~Building Plan Checker~~ is a journey level position within the Plans Examiner series. The incumbent performs plan checking of the less complex and smaller projects. It differs from the Senior Plans Examiner in that the Senior performs plan checking on the more complex and larger projects and requires only occasional instruction or assistance.~~reports to the Division Head and provides general plan review and counter services.~~

EXAMPLES OF ESSENTIAL DUTIES

- Checks plans and specifications and structural calculations for~~of~~ less complex residential, commercial, industrial, and public buildings and structures for compliance with the adopted Building Code and related construction codes and regulations;

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~BUILDING PLAN CHECKER | PLANS EXAMINER~~
PERSONNEL COMMISSION APPROVAL: ~~JULY 19, 2006~~
COUNCIL APPROVAL: ~~SEPTEMBER 5, 2006~~

- Ensures that plans meet the requirements of related building codes, regulations, and restrictions; makes corrections of deficiencies where required
- Performs inspections of job sites to evaluate discrepancies between plans, specifications, and work completed; consults with architects, engineers, contractors and owners regarding matters such as design, engineering and regulations governing building plans and to discuss problems with initial plans and required changes; performs field inspections in assistance to other work unit inspectors, or upon request of the Building Official;
- aAnalyzes building designs to ensure basic engineering principles have been met.
- Provides support to the permit counter operation;
- pPrepares departmental reports; collects, analyzes and presents statistical data;
- cConfers with staff from other departments regarding the development of building construction projects;
- dDeals with difficult interactions; people in a constructive manner; delivers and promotes quality customer service
- wWrites reports, letters and memos;
- aAnalyzes practices and recommends improvements; ~~delivers and promotes quality customer service.~~
- 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 Management 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:

- Professional standards, principles and practices of building plan checking;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~BUILDING PLAN CHECKER~~ PLANS EXAMINER

PERSONNEL COMMISSION APPROVAL: ~~JULY 19, 2006~~

COUNCIL APPROVAL: ~~SEPTEMBER 5, 2006~~

- ~~u~~Building construction methods and materials;
- ~~t~~The adopted building code, disability and energy regulations, and other applicable legislation;
- Uniform building, plumbing, mechanical, and electrical code
- ~~q~~Quality customer service practices;
- Modern computers and position related software operation;
- Structural and civil~~basie~~ engineering principles used in plan check review and math;
- ~~s~~Safety issues and liability reduction;
- ~~p~~Problem solving techniques.

Ability to:

- Read, interpret and analyze construction plans, blueprints, manuals and specifications;
- ~~m~~Make basic engineering computations;
- ~~d~~Develop, maintain and follow departmental processes and regulations;
- Conduct field investigations
- ~~e~~Communicate effectively in both oral and written form;
- ~~w~~Write reports, recommendations, correspondence and specifications;
- ~~e~~Ensure safety and professional work standards are met;
- ~~e~~Establish and maintain cooperative and effective working relationships with those contacted in the course of work;
- ~~d~~Deliver quality customer service;
- ~~w~~Work independently and as a team member; ~~propose change.~~

Education: ~~The equivalent of a high school diploma.~~ Associate's degree with coursework in civil or structural engineering, architecture or a related field. Additional experience conducting plan checking or inspections for a municipality, with a High school diploma or equivalent certificate, may be substituted for the degree requirement on a year for year basis.

Experience: Two (2) years of experience performing building plan checking or related work. ~~Knowledge of basic plumbing, mechanical and electrical codes desirable.~~

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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~BUILDING PLAN CHECKER | PLANS EXAMINER~~

PERSONNEL COMMISSION APPROVAL: ~~JULY 19, 2006~~

COUNCIL APPROVAL: ~~SEPTEMBER 5, 2006~~

~~Certification by the International Code Council (ICC) and California Building Officials (California Building Officials) as a Plans Examiner is desirable. due to the performance of field duties that may require operation of a City vehicle, possession of a valid California motor vehicle operator's license may be required along with an acceptable driving record.~~

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** – Work involves detailed concentration for long periods of time in a modified office environment and may involve outdoor work sites. Reasonable employee accommodation(s) for an individual with a qualified disability 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 is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents regularly and frequently 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. May require ascending and descending ladders/scaffolding and stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is expected to perform inspections of work in the field that may require walking on even/uneven ground, walking around machinery, fumes, dirt and gas and in varying temperatures.~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~BUILDING PLAN CHECKER~~ PLANS EXAMINER

PERSONNEL COMMISSION APPROVAL: ~~JULY 19, 2006~~

COUNCIL APPROVAL: ~~SEPTEMBER 5, 2006~~

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: ~~BUILDING PLAN CHECKER II~~ SENIOR PLANS EXAMINER
PERSONNEL COMMISSION APPROVAL: JULY 19, 2006
COUNCIL APPROVAL: SEPTEMBER 5, 2006

PERSONNEL COMMISSION APPROVAL: (Revised)
COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: 05160802
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

DUTIESJOB SUMMARY

Under general supervision, reviews building plans, structural calculations and specifications to ensure compliance with building and construction regulations; prepares comprehensive plan review reports; provides assistance at the permit counter; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Building Official or as assigned by Community Development Director

DISTINGUISHING CHARACTERISTICS

The Senior Plans Examineris classification is an advanced—~~full~~ journey level classification within the Building Plans Examiner-Checker series and is distinguished from the entry-level Building Plans Examiner-Checker I by the performance of the full range of duties as assigned, including the more complex activities associated with structural plan checking. Incumbents 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 Division.

EXAMPLES OF ESSENTIAL DUTIES

- Checks plans and specifications and structural calculations for~~of the full range of~~ residential, commercial, industrial, and public buildings and structures for compliance with the adopted Building Code and related construction codes and regulations;
- Ensures that plans meet the requirements of related building codes, regulations,

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~BUILDING PLAN CHECKER II~~ SENIOR PLANS EXAMINER

PERSONNEL COMMISSION APPROVAL: JULY 19, 2006

COUNCIL APPROVAL: SEPTEMBER 5, 2006

- and restrictions; makes corrections of deficiencies where required
- Performs inspections of job sites to evaluate discrepancies between plans, specifications, and work completed; consults with architects, engineers, contractors and owners regarding matters such as design, engineering and regulations governing building plans and to discuss problems with initial plans and required changes; performs field inspections in assistance to other work unit inspectors, or upon request of the Building Official;
 - aAnalyzes building designs to ensure basic engineering principles have been met.
 - Provides support to the permit counter operation;
 - aAdvises permit applicants, engineers or architects whose plans are not in conformance with required codes; indicates ways to modify plans that will comply with code requirements and regulations;
 - pPrepares departmental reports; collects, analyzes and presents statistical data;
 - mMakes field inspections as required;
 - eConfers with staff from other departments regarding the development of building construction projects;
 - dDeals with difficult ~~interactions~~people in a constructive manner; delivers and promotes quality customer service
 - wWrites reports, letters and memos;
 - aAnalyzes practices and recommends improvements; ~~delivers and promotes quality customer service.~~
 - 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 Management~~ 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:

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~BUILDING PLAN CHECKER II~~ SENIOR PLANS EXAMINER

PERSONNEL COMMISSION APPROVAL: ~~JULY 19, 2006~~

COUNCIL APPROVAL: ~~SEPTEMBER 5, 2006~~

- Principles and practices of building plan check review;
- ~~p~~PPrinciples, methods and techniques of civil and structural engineering used in plan check review;
- ~~b~~BBuilding construction and design practices, methods and materials;
- ~~t~~The adopted building code, disability and energy regulations, and other applicable legislation;
- ~~q~~Quality customer service practices;
- Modern computers and position related software operation;
- ~~engineering principles and math;~~ ~~s~~Safety issues and liability reduction;
- ~~p~~Problem solving techniques.

Ability to:

- Review and check the more complex construction plans, blueprints, and specifications;
- ~~m~~Make engineering computations;
- ~~f~~Follow departmental processes and regulations;
- ~~a~~Analyze and interpret code requirements and respond to technical questions;
- ~~p~~Provide suggestions for modification of plans to ensure compliance with established codes;
- ~~e~~Communicate effectively in both oral and written form;
- ~~w~~Write reports, recommendations, correspondence and specifications;
- ~~e~~Ensure safety and professional work standards are met;
- ~~e~~Establish and maintain cooperative and effective working relationships with those contacted in the course of work;
- ~~d~~Deliver quality customer service;
- ~~w~~Work independently and as a team member;
- ~~p~~Propose change: to improved business processes

Education: ~~The equivalent of a~~ Bachelor's degree in civil or structural engineering, architecture or a related field.

Experience: One (1) year of progressively responsible experience reviewing and checking building plans as a Plans Examiner~~Building Plan Checker I~~ with the City of Huntington Beach or three (3) years of progressively responsible experience performing building plan checking. ~~Three (3) years of structural design experience may be substituted for two (2) years of building plan checking experience.~~

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~BUILDING PLAN CHECKER II~~ SENIOR PLANS EXAMINER

PERSONNEL COMMISSION APPROVAL: ~~JULY 19, 2006~~

COUNCIL APPROVAL: ~~SEPTEMBER 5, 2006~~

Certification by the International Code Conference (ICC) ~~and California Building Officials (CALBO)~~ as a Building Plans Examiner is required within 12 months of employment. ~~Due to the performance of field duties that may require operation of a City vehicle, possession of a valid California motor vehicle operator's license may be required along with an acceptable driving record.~~

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 ~~— Work involves detailed concentration for long periods of time in a modified office environment and may involve outdoor work sites. Reasonable accommodation(s) for an individual with a qualified disability 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 is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents regularly and frequently 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. May require ascending and descending ladders/scaffolding and stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is expected to perform inspections of work in the field that may require walking on even/uneven ground, walking around machinery, fumes, dirt and gas and in varying temperatures.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~BUILDING PLAN CHECKER II~~ SENIOR PLANS EXAMINER

PERSONNEL COMMISSION APPROVAL: JULY 19, 2006

COUNCIL APPROVAL: SEPTEMBER 5, 2006

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: **BUILDING** INSPECTION SUPERVISOR

PERSONNEL COMMISSION APPROVAL: ~~AUGUST 21, 2019~~ (Rrevised)

COUNCIL APPROVAL: ~~NOVEMBER 15, 2006~~ NOVEMBER 15, 2022 ~~SEPTEMBER 5, 2006~~

JOB CODE: **00730799**
EMPLOYMENT STATUS: **REGULAR FULL-TIME**
UNIT REPRESENTATION: **MEO**
FLSA STATUS: **EXEMPT**
EEOC CODE: **PROFESSIONAL TECHNICIANS**

JOB SUMMARY

Under general direction, plans and supervises the work and activities of the Building Inspection section of the Permit Center and Building Division within the Community Development ~~or Public Works~~ Departments.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Building Inspection Manager, Building Official, ~~Construction Manager~~
Supervises: Professional and Technician staff ~~Building Inspector I, II, III, Construction Inspector I, II and Senior Construction Inspector~~

DISTINGUISHING CHARACTERISTICS

Differs from Principal Inspector in that the Inspection Supervisor is responsible for exercising full supervisory authority over inspection staff while the Principal Inspector performs highly specialized technical inspection work and acts in a lead capacity.

EXAMPLES OF ESSENTIAL DUTIES

~~When assigned to Community Development:~~

- Plans, assigns, reviews and supervises the work of staff responsible for conducting building inspections, including ~~—~~structural, plumbing, mechanical, and electrical installations, to ensure compliance with applicable codes and uniform application of the building inspection process

~~When assigned to Public Works:~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING INSPECTION SUPERVISOR

- ~~• Plans, assigns, reviews and supervises the work of staff responsible for conducting inspections for capital improvements and maintenance, projects completed in the public right of way and subdivisions, new and retrofit pump stations, street, grading, concrete sidewalk, curbs and gutters, driveway approaches, streetlights, traffic signing, asphalt paving, structural road sections, sewage systems, water systems, storm drainage systems, catch basins, culverts, and other work required on permits~~

Applicable to all positions:

- Establishes schedules and methods for providing inspection services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly
- Participates in staff selection; trains and mentors staff
- Evaluates work of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies and administers discipline when necessary
- Ensures work quality and adherence to established policies and procedures
- Assists in developing policies and staff procedures and division goals and objectives
- Coordinates inspection functions with inspectors, contractors, developers, plan check staff, and personnel from various other City departments
- Assists with budgeting and monitoring assigned budgets
- Participates in department and project meetings
- Assists with writing plan changes or memorandum to support or decline changes
- Leads quality assurance and quality control activities
- Addresses the most difficult customer inquiries and complaints; evaluates and recommends corrective actions to resolve issues; responds to and resolves disputes regarding the interpretation of structural, electrical, mechanical, and plumbing codes
- May perform the most difficult building inspections
- Reviews and approves plans and layouts, prior to issuance of permits
- Assists and advises contractors and homeowners regarding pertinent regulations
- Oversees the preparation of notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violations; writes stop work orders for work being done without permits or in an unsafe manner
- Assembles and writes reports and maintains records of work performed
- Stays abreast of inspection disciplines, policies, safety techniques and methods, codes, standards and regulations, applicable laws, and City goals, practices and policies
- Ensures timely performance of inspections to facilitate compliance with work standards and project completion timelines
- Provides high quality and responsive customer service
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends and holidays as required

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTION SUPERVISOR

- 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:

- Federal, state, and local laws, rules and regulations pertaining to building or public works inspections
- Building construction methods and materials including structural, electrical, plumbing and mechanical
- Public Works methods and materials including process facilities and utilities, infrastructure, and rehabilitation
- Zoning regulations
- California code and local laws relating to the building constructions
- Proper inspection methods and documentation practices
- Procedures involved in the enforcement of codes and ordinances
- Methods and techniques applied to the design and construction of residential, commercial and industrial buildings
- Safety standards and methods of building construction and public works projects
- Administrative principles and techniques, including budgeting, planning, safety, staff organization, employee growth and development
- Principles and practices of supervision

Ability to:

- Plan, organize, and monitor the work of building inspection personnel
- Conduct inspections, issue citations, notices and orders, and pursue compliance of violations
- Read and interpret building plans and specifications and enforce their application
- Prepare and maintain records and reports of building inspection activities
- Prepare and to present clear oral and written reports
- Exercise judgment and creativity in analyzing situations, identifying problems and recommending resolutions
- Supervise and train others

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTION SUPERVISOR

- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Travel to offsite locations within a reasonable timeframe

Education: Equivalent to an Associate's degree with coursework in from an accredited university or college in construction technology management, civil or structural engineering, or architecture drafting, surveying or other related field.

Experience: Five (5) years' experience inspecting ~~public works projects or~~ public, commercial, industrial and residential buildings and ~~facilities, facilities;~~ including two (2) years' at the supervisory, lead, or advanced journey level.

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

~~Building Inspection:~~ Must possess and maintain a current

- Certification as a Combination Inspector from the International Code Council (ICC) or California Building Officials (CALBO). (Certifications by other approved model code organizations in the categories indicated may be accepted if determined by the Director to be equivalent).
- Certified Access Specialist (CASp) certification desirable

~~Construction Inspection:~~ Must possess and maintain current

- ~~Public Works Inspector's Certificate~~
- ~~Public Works Certification or equivalent~~
- ~~International Code Conference (ICC) certificate or equivalent as a Special Inspector (concrete or structural masonry inspector)~~
- ~~Electrical Power Inspector or~~
- ~~Grade 3 Water Distribution Certificate issued by the California State Water Resources Control Board~~

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: BUILDING INSPECTION SUPERVISOR

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

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

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents regularly and frequently 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. May require ascending and descending ladders/scaffolding and stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is expected to perform inspections of work in the field that may require walking on even/uneven ground, walking 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.

Est. 09/05/06
Rev. 11/10/15 jd
Rev 8/2019 jd

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: **BUILDING** INSPECTION MANAGER
~~PERSONNEL COMMISSION APPROVAL: JULY 19, 2006~~
~~COUNCIL APPROVAL: SEPTEMBER 5, 2006~~

~~PERSONNEL COMMISSION APPROVAL: (Revised)~~
~~COUNCIL APPROVAL: NOVEMBER 15, 2022~~

JOB CODE: **00750798**
EMPLOYMENT STATUS: **REGULAR FULL-TIME**
UNIT REPRESENTATION: **MEO**
FLSA STATUS: **EXEMPT**
EEOC CODE: PROFESSIONALS

DUTIESJOB SUMMARY

~~Under general direction, The primary reason this division head classification exists is to manages, organizes and directs the activities of the Building Inspection sectionDivision of the Permit Center and Building Division within the Community Development Department. The incumbent serves as the Building Official in their Director's absence.~~

SUPERVISION RECEIVED AND EXERCISED

~~Reports to: Building Official
Supervises: Professional and Technician staff Inspection Supervisor, Principal Inspector, Permit and Plan Check Supervisor, Building Inspector, Senior Permit Technician, and Plan Check Engineer~~

DISTINGUISHING CHARACTERISTICS

~~The incumbent works under the supervision of the Building and Safety Director and 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 managingdirectly supervises staff in the Building Inspection. It differs from the Building Inspection Supervisor in that the Supervisor has a narrower scope of work. Division of the Building and Safety Department.~~

EXAMPLES OF ESSENTIAL DUTIES

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING INSPECTION MANAGER

~~PERSONNEL COMMISSION APPROVAL: JULY 19, 2006~~

~~COUNCIL APPROVAL: SEPTEMBER 5, 2006~~

- ~~The incumbent m~~Manages, directs and organizes building inspection activities, including structural, plumbing, mechanical, and electrical installations to ensure compliance with applicable codes and uniform application of the building inspection process;
- ~~e~~Coordinates inspection activities with other city departments, plan check staff, contractors and developers;
- ~~a~~Assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures; ensures work quality and adherence to established policies and procedures
- ~~r~~Recommends goals and objectives; assists in the development of the division and department work plan;
- ~~s~~Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures when necessary;
- ~~r~~Responds to the most difficult customer inquiries and complaints; evaluates and takes corrective actions to resolve issues; responds to and resolves disputes regarding interpretation of structural, electrical, mechanical, and plumbing codes
- Manages the preparation of notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violations; writes stop work orders for work being done without permits or in an unsafe manner
- ~~assists in r~~Recommendsing and draftsing model code and ordinance changes;
- ~~p~~Participates in professional, departmental, and public meetings as required; participates in developing and delivering presentations to City Council;
- ~~p~~Provides technical and administrative assistance to the department head, deputy department head, and Building Official;
- ~~a~~Administers, interprets and enforces the provisions of the adopted building, mechanical, plumbing and electrical codes, municipal regulations and other codes as they relate to building matters;
- ~~p~~Prepares section/division budget and monitors expenditure of funds;
- ~~e~~Reviews and approves plans and layouts, prior to issuance of permits
- ~~o~~Coordinates ~~division activities with other departments;~~ ~~d~~Develops and presents reports, memoranda, letters and other forms of correspondence;
- ~~participates in developing and delivering presentations to City Council;~~ ~~d~~Develops programs for outside groups, educating citizens in the purpose and process of building permitting and inspection

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING INSPECTION MANAGER

~~PERSONNEL COMMISSION APPROVAL: JULY 19, 2006~~

~~COUNCIL APPROVAL: SEPTEMBER 5, 2006~~

- ~~• Stays abreast of inspection disciplines, policies, safety techniques and methods, codes, standards and regulations, applicable laws, and City goals, practices and policies~~
- ~~• Ensures timely performance of inspections to facilitate compliance with work standards and project completion timelines~~
- ~~• deals with difficult people in a constructive manner;~~ **d**Delivers and promotes quality customer service
- ~~• and 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~~
- ~~• p~~**P**erforms 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:

- ~~- Federal, state, and local laws, rules and regulations pertaining to building inspections~~
- ~~- Building construction methods and materials including structural, electrical, plumbing and mechanical~~
- ~~- organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;~~ **p**Principles and practices of organization, administration and personnel management;
- ~~- p~~**P**incipals of building inspection, ~~and~~ **and** model codes, ~~and~~ **and** zoning regulations;
- ~~- principles and practices of the adopted construction codes;~~ **P**roper inspection methods and documentation practices
- ~~- Procedures involved in the enforcement of codes and ordinances~~
- ~~-~~
- ~~- p~~**P**inciples of supervision, training and performance evaluation;
- ~~- m~~**M**odern office procedures and methods; computer equipment;
- ~~- q~~**Q**uality service practices;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING INSPECTION MANAGER

~~PERSONNEL COMMISSION APPROVAL: JULY 19, 2006~~

~~COUNCIL APPROVAL: SEPTEMBER 5, 2006~~

- ~~- sSafety standards and methods of building construction issues and liability reduction.~~

Ability to:

- ~~- aAdminister and conduct a variety of building inspection and related code enforcement activities;~~
- ~~- aAnalyze problems, identify alternative solutions, project consequences of proposed actions and implement ed-discussion and persuasion;~~
- ~~- Manage and monitor the work of building inspection personnel~~
- ~~- pPrepare and administer a budget; prepare and maintain records and reports of building inspection activities;~~
- ~~- communicate clearly and concisely, both orally and in writing; pPrepare and review correspondence, studies, reports, and requests for council action;~~
- ~~- eEstablish and maintain cooperative working relationships with those contacted in the course of work;~~
- ~~- eCommunicate, effectively both verbally and in writing with the general public, elected and appointed officials at all levels of government;~~
- ~~- eEnsure safety and professional work standards are met;~~
- ~~- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements~~
- ~~- dDeliver quality customer service;~~
- ~~- pPropose and administer change.~~

Education: Equivalent to an Associate's degree with coursework in civil or structural engineering, architecture, or construction technology. Equivalent to a high school diploma. College or university A Bachelor's degree is desirable.

Experience: Five (5) years of increasingly responsible experience in the inspection of public, commercial, industrial and residential buildings and facilities, including two (2) years in a ~~supervisory~~ capacity.

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

Must possess and maintain a current

- ~~- Certification as a Combination Inspector from the International Code Council (ICC) orand the California Building Officials (CALBO) as a Building Inspector CBC, Electrical Inspector CEC, Plumbing Inspector CPC, and Mechanical~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTION MANAGER

PERSONNEL COMMISSION APPROVAL: JULY 19, 2006

COUNCIL APPROVAL: SEPTEMBER 5, 2006

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

- ~~- Certified Access Specialist (CASP) certification desirable~~
- ~~- Due to the performance of field duties that may require operation of a City vehicle, must possess and maintain a valid California driver's license along with an acceptable driving record.~~

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** Work may involve outdoor work sites as well as performance of duties in an office environment that requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires the ability to sit, reach, twist, lean and lift files, reports and plans from desk tops or file drawers. Reasonable employee accommodation(s) for an individual with a qualified disability 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 is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents regularly and frequently 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. May require ascending and descending ladders/scaffolding and stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: BUILDING INSPECTION MANAGER

~~PERSONNEL COMMISSION APPROVAL: JULY 19, 2006~~

~~COUNCIL APPROVAL: SEPTEMBER 5, 2006~~

correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is expected to perform inspections of work in the field that may require walking on even/uneven ground, walking 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: **BUILDING MANAGER BUILDING OFFICIAL**

PERSONNEL COMMISSION APPROVAL: **AUGUST 18, 2021 (REVISED)**
COUNCIL APPROVAL: **NOVEMBER 15, 2022 OCTOBER 21, 2013**

JOB CODE: **05980797**
EMPLOYMENT STATUS: **REGULAR FULL-TIME**
UNIT REPRESENTATION: **MEO**
FLSA STATUS: **EXEMPT**
EEOC CODE: **OFFICIALS & ADMINISTRATORS**

JOB SUMMARY

Under administrative direction, oversees the operations, services and activities of the Permit Center and Building Division within the Community Development Department; serves as the City's Building Official.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Deputy Director of Community Development—~~Director~~ or as their designated by the Director of Community Development

Supervises: Professional, Supervisory, and Technician staff Inspection Supervisor, Principal Inspector, Permit and Plan Check Supervisor, Building Inspector, Senior Permit Technician, and Plan Check Engineer

DISTINGUISHING CHARACTERISTICS

This is a division manager position in the Community Development Department having overall responsibility for the administration and interpretation of a variety of Federal, State and Municipal codes related to building inspection, plan check services, and permitting and code enforcement.

EXAMPLES OF ESSENTIAL DUTIES

- Provides overall management of the Building and Permit Center Divisions, oversees the work of staff engaged in building inspections, plan check services, and permit issuance activities
- Applies advanced and complex technical knowledge in the review of plans and specifications for conformance to the requirements of building and other requisite codes, ordinances, and/or regulations adopted by the city

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING MANAGERBUILDING OFFICIAL

- Develops and implements division goals and objectives; recommends new policies and procedures and implements changes to existing operational policies and procedures
- Develops and administers the division budget; monitors expenditures
- Prepares written and oral presentations for the City Council, city administration, business and civic organizations regarding division projects and activities
- Directs the plan review of complex buildings and structures to determine compliance with pertinent codes, requirements and standards
- Interacts with architects, engineers, designers, contractors and homeowners concerning pertinent building regulations, local building codes, State and Federal laws related to building, building safety standards and construction practices
- Assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures
- Selects, trains, motivates and evaluates work of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures
- Responds to difficult and complex inquiries, disputes and complaints related to permitting, building codes and regulations
- Recommends and drafts model code and ordinance changes
- Prepares reports and provides systematic identification and assessment of earthquake hazards in existing structures and new construction
- Plans, directs and operates the Building & Safety emergency/disaster response program for building safety assessment and public assistance
- Acts as liaison between the division and other City divisions and department, and outside agencies; administers and directs coordination with fire and health agencies as required; serve as staff on a variety of committees as assigned; participate in professional organizations related to assignment
- Provides technical and administrative assistance to the Community Development Director and Deputy Director
- Administers, interprets and enforces the provisions of the building codes, municipal regulations and other applicable codes as they relate to building inspection and plan check matters
- Collaborates with other department managers to achieve optimal departmental and City-wide performance and outcomes

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING MANAGER~~BUILDING OFFICIAL~~

- Conducts operational studies, develops and presents reports, memoranda, letters and other forms of correspondence
- Attends leadership, management, supervisory and other related training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Travels to offsite locations
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Reports to work as scheduled; maintains satisfactory attendance record
- 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 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:

- Pertinent Federal, State and local laws, codes and regulations including California Building, Plumbing, Mechanical, Electrical and Fire Codes
- Municipal codes, zoning plans, ordinances regulations enforceable by the City
- Professional standards, principles, and practices of building plan checking, inspections, and permitting, ~~and code enforcement~~
- Building construction methods and materials, principles of structural design, engineering statistics, advanced mathematics and building inspection;
- Adopted building code, disability and energy regulations and other applicable legislation
- Principles and practices of public policy, organization, management, administration, budgeting, effective supervision, training and personnel management
- Principles and practices of supervision
- Modern office procedures and methods
- Quality customer service practices
- Safety issues and liability reduction

Ability to:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING MANAGER~~BUILDING OFFICIAL~~

- Exercise management authority over staff engaged in building inspections, plan check services, permit issuance, and code enforcement activities
- Administer and conduct a variety of building plan check and related code activities; ~~prepares or directs the preparation of enforcement complaints for legal action regarding code violations~~
- Analyze and categorize ~~and~~ information, evaluate problems and identify alternative solutions, project consequences of proposed actions and recommend implementation options
- Read, interpret and analyze construction plans, blueprints, manuals and specifications; utilize consulting and advisory data and information involving technical, legal, economic, operational and organizational analytics
- Develop and modify departmental budgets, policies, procedures and regulations
- Exercise sound judgment, decisiveness and creativity in the performance of complex technical and analytical review processes and oversight of division programs; communicate effectively both orally and in writing
- Write detailed reports, recommendations, correspondence and specifications; develop and effectively manage contractual agreements
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Manage and direct staff, ensure professional work standards are met, deliver quality customer service
- Act as custodian of records for Building ~~Inspection Code Enforcement~~, Permitting and Plan Check

Education: A Bachelor's degree from an accredited college or university is required. A degree in civil or structural engineering, architecture, construction technology or other directly related field and a Master's degree is desirable.

Experience: Five (5) years of increasingly responsible experience performing building plan checking, building inspection, or municipal building construction, including two (2) years' experience in a supervisory capacity.

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

Certification as a Building Official by the International Code Council (ICC) or an equivalent nationally recognized organization required.

Certification as a Building Plans Examiner by the International Code Council (ICC) or an equivalent nationally recognized organization preferred.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUILDING MANAGER BUILDING OFFICIAL

State of California registration as a Professional Engineer (PE) 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 TASKS AND ENVIRONMENTAL CONDITIONS

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

Work is performed indoors and outdoors. 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 and temperature conditions. Exposure to noise, dust, grease, smoke, fumes and gases; work at heights and/or in confined spaces. Requires sufficient physical ability and mobility to stand or sit for prolonged periods, walk on uneven terrain, loose soil, and sloped surfaces. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices.

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

Est. 09/13

Rev. 01/19 jd

Rev. 08/21 pa

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~OCEAN LIFEGUARD~~MARINE SAFETY SPECIALIST

PERSONNEL COMMISSION APPROVAL ~~DECEMBER 9, 2020 (Revised)~~
COUNCIL APPROVAL ~~NOVEMBER 215, 2020~~

JOB CODE: ~~0618~~0813
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 LIFEGUARDMARINE 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 LIFEGUARDMARINE 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 LIFEGUARD/MARINE 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 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 exposed 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 ~~five~~ **(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: EMERGENCY MANAGEMENT SERVICES ADMINISTRATOR COORDINATOR
DATE: DECEMBER, 2001

PERSONNEL COMMISSION APPROVAL: (Revised)

COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: 01980822

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEAHBMT

FLSA STATUS: NON-EXEMPT

EEOC CODE: PROFESSIONALS

DUTIES JOB SUMMARY

~~With Under~~ general ~~directions~~supervision, plans, organizes, ~~administers, and~~ coordinates and oversees the ~~day to day operations of the City's Emergency Management and Homeland Security (EMHS) Office and various citywide EMHS programs~~Emergency Management Program for the ~~that~~ preparedness City leadership and staff to mitigate, ~~response and recover from natural and man-made emergencies~~ phases for disasters and national security emergencies; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

~~Reports to: Fire Deputy Chief or as directed by the Fire Chief~~

~~Supervises: Clerical part-time staff and volunteers~~

DISTINGUISHING CHARACTERISTICS

The Emergency ~~Management Services Administrator Coordinator~~ is a journey level position that ~~oversees~~manages the citywide emergency and disaster preparedness and recovery~~services~~ programs. This ~~position~~Coordinator is a single position classification that requires specialized knowledge and experience, and exercises independent judgment in the performance of duties. ~~works both internally and externally with a wide variety of departments and agencies.~~

EXAMPLES OF ESSENTIAL DUTIES

- ~~Organizes and directs~~Develops, prepares and maintains the City's Emergency Management and Homeland Security programs and activities related to the four

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: EMERGENCY MANAGEMENT SERVICES ADMINISTRATOR COORDINATOR
DATE: DECEMBER, 2001

phases of emergency management: mitigation, preparedness, response, and recovery

- Prepares and maintains the City's and supporting documentation such as incident specific plans, Emergency Operations Center (EOC) activation procedures and call out lists and ensures that the EOC and emergency related systems and software are maintained in a ready status at all times; provides ongoing training to City personnel on these systems
- Develops, prepares and maintains the City's Emergency Operation Plan, hazard/operational annexes, and the Hazard Mitigation Plan
- Works closely with other City departments and a variety of outside agencies, such as governments, school districts, hospitals, utilities, and not-for-profit organizations to develop and implement emergency plans, policies and the procedures
- Reviews legislation and legislative changes to ensure that the City is in compliance with federal state and operational area laws and regulations; recommends changes as appropriate; ensures the City meets eligibility requirements for federal, state and county reimbursement programs.
- Develops and implements conducts emergency training and exercises to prepare City staff and prepares required FEMA After Action Reports.
Coordinates plans, training and exercises with other departments and outside agencies; develops and implements training programs for internal and external organizations and the public, response and recovery; develops and conducts emergency exercises to train and test City staff; develops curriculum and materials to meet community needs for emergency preparedness and response training.
- Maintains the readiness of the City's EOC at all times; Sets up and activates the EOC for actual emergencies, acting as a technical resource throughout the emergency and fills the role of EOC Director as needed;
- Leads the Special Events Public Safety Planning Team; facilitates the Event/Incident Action Planning Process; drafts the City's Incident/Event Action Plan; liaison with internal and external participants acquires, maintains and tests equipment; maintains supplies;
- Recruits, trains and directs the work of two groups of volunteers, including Community Emergency Response Team (CERT) and Radio Amateur Civil Emergency Service (RACES) certified disaster service workers and auxiliary communications staff; and coordinates the City Employee Safety Officer Program.
- Prepares and manages the EOC budget, contracts and vendors

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: EMERGENCY MANAGEMENT SERVICES ADMINISTRATOR COORDINATOR
DATE: DECEMBER, 2004

- Oversees the Homeland Security Grants program; procures Federal Emergency Management Agency and Department of Homeland Security mitigation, response, and recovery grants;
- pPerforms a variety of administrative and operational duties to support the Fire Department as needed; researches and conducts disaster and hazard planning analyses; conducts special projects as assigned; assists with the development, update and maintenance of policies and procedures; assists with the budget process; facilitates financial claims following disaster and mutual aid situations; manages the Emergency Management Assistance Grant and other special service grants;
- Chairs the City's Local Emergency Planning Committee; member of the Emergency Management & Homeland Security Council
- rRepresents the City by attending and participating in professional meetings and seminars relating to disaster and emergency preparedness at county, state and federal level meetings.
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends, holidays, and special events 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:

- Municipal emergency services program planning and development, policies, operations, services and activities;
- Principles of disaster planning
- fFunctions, procedures and practices of Emergency Operations Centers and emergency communications;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: EMERGENCY MANAGEMENT SERVICES ADMINISTRATOR COORDINATOR

DATE: DECEMBER, 2004

- fFederal, state and local laws and regulations related to disaster planning emergency operator services;
- S Standardized Emergency Management System (SEMS), National Incident Management System (NIMS)
- pProgram development and implementation;
- rRules and requirements of agencies funding emergency services operations;
- mMethods and techniques of communicating emergency programs;
- tTraining and public speaking principles and practices;
- eEffective instructional delivery strategies, and development of instructional materials;
- mMethods and formats of developing and maintaining technical and administrative manuals and reports;
- pPrinciples of budget development, management and reporting;
- English usage, spelling and grammar;
- pPersonal computers and standard business software.

Ability to:

- O Oversee/Manage, plan and organize a comprehensive emergency management program ensuring knowledge and implementation of County, State, and Federal laws, regulations, and practices pertaining to emergency management;
- rResearch and write technical documents;
- bBuild community and organizational support for emergency management service programs;
- dDevelop and conduct emergency management service training programs; conduct community education programs and presentations;
- mManage volunteer organizations;
- oOrganize and prioritize activities to meet deadlines;
- pPrepare administrative and financial reports; interpret basic descriptive statistical reports;
- wWrite grants relating to Emergency Management;
- eOperate a personal computer and standard office software and applications including Word, Excel, PowerPoint, and Access Database applications;
- cCommunicate clearly and concisely, both orally and in writing;
- mManage special projects; develop and conduct training EOC-E exercises;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: EMERGENCY MANAGEMENT SERVICES ADMINISTRATOR COORDINATOR
DATE: DECEMBER, 2001

- Lead special purpose teams of employees and outside agencies;
- Establish and maintain effective relationships with those contacted in the course of work; work creatively and collaboratively;
- eExercise sound independent judgment within established guidelines; analyze problems and develop logical solutions;
- handle stressful or sensitive situations with tact and diplomacy.

Education: Bachelor's Degree from an accredited college or university in emergency management, homeland security, public administration, business administration or a related field. A Master's degree in a related field is desirable.

Experience: Four (4) Three (3)-years' experience developing and coordinating disaster preparedness, in emergency management, or homeland security programs, including one (1) year of lead or supervisory experience.

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

Possession of Certification as an Emergency Manager (CEM) within twelve (12) months of appointment. by the International Association of Emergency Managers 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.

Must be able to work beyond a regular scheduled workday when required.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS — Work involves light to moderate work in an office setting. There is a frequent need to sit and infrequent need

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: EMERGENCY MANAGEMENT SERVICES ADMINISTRATOR COORDINATOR
DATE: DECEMBER, 2001

~~to stand, walk and to lift objects 10 to 20 pounds. 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 activity with potential exposure to weather conditions. 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 vision to read correspondence, view various media and other information. Requires hearing and speech to communicate in person, before groups, and over the telephone. When work is performed outdoors or at events, there is full exposure to various weather conditions. May require walking on uneven ground and working around machinery, equipment, fumes, dirt and gas.

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: ~~PAYROLL SPECIALIST~~ SENIOR PAYROLL SPECIALIST

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

JOB CODE: 04580809
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA HBMT
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;
- Evaluates and reviews department data and time records and resolves inconsistencies to ensure conformance with MOU's, policy, regulations,

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PAYROLL SPECIALIST SENIOR PAYROLL SPECIALIST

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: **04460810**
EMPLOYMENT STATUS: **REGULAR FULL-TIME**
UNIT REPRESENTATION: **NON-ASSOCIATED HBMT**
FLSA STATUS: **NON-EXEMPT**
EEOC CODE: TECHNICIANS

DUTIES JOB SUMMARY

Under ~~With~~ 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~~ SPECIALIST ~~TECHNICIAN~~

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

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

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN RESOURCES TECHNICIAN PERSONNEL ASSISTANT
DATE: NOVEMBER, 1996

PERSONNEL COMMISSION APPROVAL: (Revised)
COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: 02790829
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMTNON-ASSOCIATED
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

DUTIESJOB SUMMARY

Under general supervision, Pperforms a variety of specialized and complex human resources clerical and administrative support serviceswork within the Personnel Department requiring a high degree of accuracy, discretion and personal judgment.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Human Resources Manager, Principal Personnel Analyst

DISTINGUISHING CHARACTERISTIC

Differs from the Senior Human Resources Technician in that the Senior is an advanced journey-level classification in the series requiring significant experience in the human resources/risk management environment, while the Human Resources Technician is a journey level classification requiring minimal human resources/risk management-specific experience. This is a responsible clerical support classification that requires independent judgment in handling the daily functions of personnel work including: employee benefits, recruitment and selection, heavy public counter and phone contact, as well as confidential personnel files.

EXAMPLES OF ESSENTIAL DUTIES

- Assists employees with inquiries pertaining to regarding City personnel policies and procedures, recruitment processes, benefit programs, and classification and salary plans;
- Provides administrative assistance in organizing and implementing new or /modified benefit programs, including medical, dental, vision, life, voluntary insurance plans and retirement plans;
- Receives and screens visitors, telephone calls, emails, and requests for information, providing a high level of customer service to both external and

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN RESOURCES TECHNICIAN PERSONNEL ASSISTANT

DATE: NOVEMBER, 1996

- ~~internal customers responds to inquiries from public, City employees and other agencies regarding personnel procedures, employment and employee benefit programs; maintains insurance records and updates billing procedures for same;~~
- ~~Participates in~~ conducts new employee orientations, employee benefits enrollment and orientations; prepares and distributes benefits communication materials as assigned
 - ~~s~~ Screens, and sorts and distributes incoming correspondence and forms;
 - ~~p~~ Processes Personnel Action Forms (PAFs) involving appointments, promotions, reclassifications, leaves, separations, and retirements; reviews for accuracy, verifies appropriate supporting documentation is provided; reviews conformance to current policies, and obtains required signatures/approvals; may update employee status changes in the associated systems requisitions and transaction forms;
 - Drafts and composes letters, emails, and other communications either independently or in accordance with oral and written directions; ~~arranges travel transportation and hotel accommodations for Personnel staff;~~
 - ~~Schedules~~ arranges appointments, meeting rooms and meetings and sends confirmations to participants, as directed; ~~sets up a daily calendar of appointments;~~
 - Establishes and maintains employee, revises, and coordinates a variety of cross-referenced personnel, medical, benefits, and other related administrative and confidential files; ~~complex maintain records according to the City's record retention standards and documents relating to personnel operations;~~
 - Participates in data collection for studies compiles and prepares statistical summaries, reports, and surveys, prepares reports charts and graphs which require selecting the data and using judgment to determine presentation;
 - ~~o~~ Operates standard office equipment, including job-related hardware typewriters, inputs computer data, and uses word processing software applications, record keeping applications, and multi-line telephone;
 - ~~P~~ proofreads own and other's material for errors and grammar, spelling and punctuation; recommends correction transcribes machine dictation as required;
 - Participates in the recruitment, testing, and selection of employees; prepares advertisements and recruitment job flyers for job openings; maintains job classification and application files; receives and processes job applications;
 - Maintains communication with supplies applicants at all steps of the selection process, as assigned; processes employee pre-placement examination paperwork and forms; coordinates background checks with information relevant to recruitment and examination requirements; schedules pre-employment physicals

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN RESOURCES TECHNICIAN PERSONNEL ASSISTANT

DATE: NOVEMBER, 1996

~~and maintains records of same; schedules and scores job qualifying examinations; arranges for applicant interview boards scheduling time, place and participants as directed;~~

- ~~• Utilizes the applicant tracking and onboarding systems; answers questions regarding recruitments, application procedures, and employment policies and procedures~~
- ~~• Participates in special projects, including job fairs, training programs, open enrollment, and related events~~
- ~~• Reports to work as scheduled; works a variety of schedules including evenings, weekends, and holidays as required~~
- ~~• Maintains a regular and consistent attendance record establishes and maintains City personnel files and a variety of other complex records;~~
- ~~• pPerforms 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 of human resources administration and services~~
- ~~- Employee benefits administration~~
- ~~- and compensation plans; rRecruitment and selection procedures; personnel practices and procedures;~~
- ~~- Record-keeping principles, practices, and techniques must have thorough understanding of development and maintenance of varied filing systems and procedures.~~
- ~~- Related standard office software, applicant tracking and onboarding, and HRIS systems~~
- ~~- English usage, grammar, spelling, vocabulary, and punctuation~~
- ~~- Exceptional customer services techniques~~

Ability to: Work

- ~~- Perform technical and administrative human resources work in assigned area~~
- ~~- Work confidentially with tact and discretion at all times when handling confidential data;~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN RESOURCES TECHNICIAN PERSONNEL ASSISTANT

DATE: NOVEMBER, 1996

- Organize work, set priorities, and meet critical time deadlines; respond to and prioritize multiple calls and requests for service
- Communicate effectively both orally and in writing and prepare and present written and oral information in a clear, concise and accurate manner compose letters and documents using correct spelling and grammar; communicate effectively in both oral and written form;
- Establish and maintain effective working relationships with staff, City officials, representatives of other governmental agencies and the general public interact with groups and individuals of varied backgrounds and professions;
- Enter and retrieve data from computer applications with sufficient speed and accuracy to perform assigned work operate various standard office equipment.
- Maintain moderately-complex department records, files, and data
- Understand and follow oral and written instructions

Education: High school diploma ~~egree~~ or equivalent certificate. Supplemental education or specialized ~~equivalent~~ training in office, records management, in communication skills, Business or Public administration, or Human Resources is preferred. ~~practices or process of data.~~

Experience: Three (3) years of secretarial or clerical or administrative support experience, including responsible public contract experience. ~~Type 45 wpm. At least one year of Experience with P~~ personnel or other confidential file ~~office clerical work is highly desirable.~~

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

A minimum T ~~typing/keyboarding speed certificate~~ of 45 wpm net or more.

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: HUMAN RESOURCES TECHNICIAN PERSONNEL ASSISTANT

DATE: NOVEMBER, 1996

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

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. 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. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

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: ~~HUMAN RESOURCES PERSONNEL~~ ANALYST

PERSONNEL COMMISSION APPROVAL: ~~NOVEMBER 16, 2022~~ (Revised)
COUNCIL APPROVAL: ~~NOVEMBER 15, 2022~~ APRIL 2, 2007

JOB CODE: 04530828
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under direct supervision, performs a wide variety of routine professional and technical duties in support of the City's human resources system, including; responsible staff work in recruitment and selection, classification, compensation, benefits administration, and/or other employee related programs.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Human Resources Manager, Principal Human Resources Analyst

DISTINGUISHING CHARACTERISTICS

The Human Resources Personnel Analyst is the entry-level class in the series. This classification performs the more routine tasks and duties assigned to positions within the series. Incumbents are held directly responsible for the technical adequacy, prioritization and time management of their work. It differs from the Senior Human Resources Personnel Analyst by the difficulty, scope, complexity, and autonomy of the work performed.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, designs, and develops recruitment and selection materials and administers examinations for City positions
- Composes job bulletins and recruitment information; recommends, schedules and coordinates advertising activities in appropriate media
- Scores and analyzes the results of written, oral, performance and other related employee selection examinations
- Responds to inquiries regarding employment opportunities with the City
- Assists with implementation of the City's comprehensive employee benefits programs, including health, dental, vision, pension, long-term disability, 457 accounts and employee assistance programs

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN RESOURCESPERSONNEL ANALYST

- Assists with training to ensure compliance with the Family Medical Leave Act/ADA/FEHA requirements
- Identifies issues; collects data; analyzes alternatives and makes recommendations
- Researches rules, regulations, laws, and policies in order to make recommendations on personnel matters
- Assists in the administration of labor agreements by explaining contract provisions, and responding to inquiries from employees
- Conducts routine studies and prepares and presents written and oral reports relating to various aspects of personnel administration
- Responds to salary and benefit surveys
- Coordinates assigned services and project activities with other City departments, divisions, committees, external organizations, and the general public
- Responds to and resolves routine and sensitive inquiries and complaints
- Attends and participates in professional group meetings
- Creates and uses spreadsheets, databases, and other personal computer software applications
- 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 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

Knowledge of:

- Principles and practices of personnel administration including job analysis, position classification, compensation, recruitment and selection
- Statistical principles and research methods
- Principles and practices of public administration and organizational development; salary and benefit administration
- English usage, spelling, grammar, and punctuation
- Modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications
- Pertinent Federal, State, local codes, laws, and regulations

Ability to:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN RESOURCES PERSONNEL ANALYST

- Perform professional, technical and analytical personnel tasks
- Understand City personnel programs and policies and interpret them to employees and the general public
- Understand the organization and operation of the City and outside agencies as related to the personnel function
- Effectively use job advertising sources, methods and techniques; assist with conducting job analyses and classification analyses
- Respond to personnel related requests and inquiries from City employees and the general public
- Collect, compile and analyze information and data
- Write clear, concise and accurate reports and job descriptions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Deliver quality customer service
- Organize and coordinate projects and prioritize activities to meet established deadlines
- Operate a variety of office equipment including a computer and associated word processing applications

Education: A Bachelor's degree in human resources, labor and industrial relations, psychology, business or public administration, or other related field.

Experience: One (1) year of experience in the recruitment, testing and examination under a merit system; employee benefits and/or general personnel administration.

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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN RESOURCES PERSONNEL ANALYST

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

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (5 - 10 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires vision to read printed materials and computer screen, and to observe patrons and situations; and hearing and speech to communicate in person, before groups, and over the telephone.

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

Rev. November 2021/pa

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR HUMAN RESOURCES PERSONNEL ANALYST, SENIOR

PERSONNEL COMMISSION APPROVAL: NOVEMBER 16, 2022 (Revised)
COUNCIL APPROVAL: NOVEMBER 15, 2022 APRIL 2, 2007

JOB CODE: 04640827
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under general direction, performs a wide variety of journey-level professional, technical and analytical duties in support of the City's human resources system, including; complex, responsible staff work in recruitment and selection, classification, compensation, benefits administration, and/or other employee related programs.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Human Resources Manager

DISTINGUISHING CHARACTERISTICS

The Senior Human Resources Personnel Analyst, Senior is the journey level class in the series. Employees within this class are distinguished from the Human Resources Personnel Analyst by the difficulty, scope, complexity, and autonomy of the work performed. Employees are typically assigned significant professional responsibilities requiring the exercise of independent judgment in the performance of all duties. It differs from the Personnel Analyst, Principal Human Resources Analyst in that the Principal exercises supervision over professional, technical, and support staff and has authority to recommend to departments, resolutions to technical and administrative issues.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, designs, and develops recruitment and selection materials and administers examinations, particularly for Management, Professional and Executive Management level City positions
- Composes job bulletins and recruitment information; recommends, schedules and coordinates advertising activities in appropriate media
- Scores and analyzes the results of written, oral, performance and other related

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR HUMAN RESOURCES PERSONNEL ANALYST, SENIOR

- employee selection examinations
- Responds to inquiries regarding employment opportunities with the City
- Assists with implementation of the City's comprehensive employee benefits programs, including health, dental, vision, pension, long-term disability, 457 accounts and employee assistance programs
- Assists with training to ensure compliance with the Family Medical Leave Act/ADA/FEHA requirements
- Develops and revises classification specifications; conducts job analyses and prepares recommendations regarding classification of positions
- Identifies issues; collects data; analyzes alternatives and makes recommendations
- Researches rules, regulations, laws, and policies in order to make recommendations on personnel matters
- Assists in the administration of labor agreements by investigating complaints and grievances, explaining contract provisions, and responding to inquiries from employees
- Conducts studies and prepares and presents written and oral reports relating to various aspects of personnel administration
- Develops, analyzes, and responds to salary and benefit surveys, including establishing classification comparability's and analyzes results to prepare reports
- Participates in research, evaluation, and negotiation of proposed contractual obligations and agreements
- Coordinates assigned services and project activities with other City departments, divisions, boards, committees, task forces, external organizations, and the general public
- Responds to and resolves difficult and sensitive inquiries and complaints
- Attends and participates in professional group meetings
- Creates and uses spreadsheets, databases, and other personal computer software applications
- 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 and responsibilities as required

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

MINIMUM QUALIFICATIONS

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR HUMAN RESOURCES PERSONNEL ANALYST, SENIOR

Knowledge of:

- Principles and practices of personnel administration including job analysis, position classification, compensation, recruitment and selection
- Statistical principles and research methods
- Principles and practices of public administration and organizational development; salary and benefit administration
- English usage, spelling, grammar, and punctuation
- Modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications
- Pertinent Federal, State, local codes, laws, and regulations

Ability to:

- Perform professional, technical and analytical personnel tasks
- Understand City personnel programs and policies and interpret them to employees, management and the general public
- Understand the organization and operation of the City and outside agencies as related to the personnel function
- Effectively use job advertising sources, methods and techniques
- Conduct job analyses and classification analyses
- Respond to personnel related requests and inquiries from City employees, management, and the general public
- Collect, compile and analyze information and data
- Write clear, concise and accurate reports and job descriptions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Deliver quality customer service
- Organize and coordinate projects and prioritize activities to meet established deadlines
- Operate a variety of office equipment including a computer and associated word processing applications

Education: A Bachelor's degree in human resources, labor and industrial relations, psychology, business or public administration or other related field.

Experience: A minimum of three (3) years of professional experience in recruitment, testing and examination under a merit system; classification and compensation and/or general personnel administration.

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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR HUMAN RESOURCES PERSONNEL ANALYST, SENIOR

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

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (5 - 10 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires vision to read printed materials and computer screen, and to observe examination situations; and hearing and speech to communicate in person, before groups, and over the telephone.

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

Rev. November, 2021/pa

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~PERSONNEL ANALYST~~, PRINCIPAL HUMAN RESOURCES ANALYST
DATE: OCTOBER 2001

PERSONNEL COMMISSION APPROVAL: (Revised)
COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: 00600826
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEONON-ASSOCIATED
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

DUTIESJOB SUMMARY

Under general direction, supervision of the Human Resources Director, performs a wide variety of advanced journey-level professional and analytical duties in support of the City's human resources system; a central City personnel division; develops, directs, manages, administers and strategically plans key Department recruitment and selection activities; coordinates updates to the classification and compensation plan; administers the City's benefits plan and leave programs; coordinates employee relations, training, and/or other employee-related programs assigned activities with other divisions, outside agencies, and the general public.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Human Resources Manager or as designated by the Director of Human Resources
Supervises: Professional, technical, and administrative support staff

DISTINGUISHING CHARACTERISTICS

This is the highest level classification in the Human Resources Personnel Analyst series. Positions at this level exercise functional supervision over professional, technical and support staff. This classification is distinguished from the Personnel Analyst, Senior Human Resources Analyst by the difficulty, scope, complexity, and autonomy of work performed and authority to effectively recommend to departments resolutions to technical and personnel administrative issues.

EXAMPLES OF ESSENTIAL DUTIES

- Develops, directs, manages and administers recruitment and selection activities and examinations for City departments; guides and assists safety departments

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~PERSONNEL ANALYST~~, PRINCIPAL HUMAN RESOURCES ANALYST
DATE: ~~OCTOBER 2001~~

~~with their recruitment and selection programs, including written, performance, and interview evaluations;~~

- ~~p~~Plans, schedules and administers assessment centers for key City positions; develops tests to measure skills, knowledge and abilities; analyzes test results and presents findings;
- ~~Develops materials and methods to~~ briefs interview panel members on evaluation procedures and practices; ~~may serve~~ as an evaluator on panels;
- ~~r~~Reviews and responds to inquiries~~information from hiring authorities~~ concerning personnel needs; investigates recruitment sources, recommends recruitment methods and approaches including the nature of appropriate examination procedures;
- ~~c~~Consults with and advises management and supervisors in the discharge of their personnel responsibilities and the application of personnel policies, standards, regulations, procedures and practices; ~~screens applications and may counsel applicants on employment possibilities and eligibility;~~
- Researches, writes and revises job classification specifications; recommends pay grades, presents to the governing board for approval, maintains related records
- ~~prepares~~Composes manuals, brochures, job flyers, memoranda, and correspondence;
- Coordinates implementation of the City's employee benefits programs, including health, dental, vision, pension, long-term disability, 457 accounts, employee assistance programs, and retiree benefits
- Administers leaves programs; assists with scheduling meetings and training to ensure compliance with the Family Medical Leave Act/ADA/FEHA requirements
- ~~may c~~Assists with investigations and responses to employee-relations issues; may conduct fact-finding investigations, evaluate report findings, make recommendations and recommend corrective action
- Conducts or coordinates citywide employee training or professional development programs; ~~may supervise others;~~
- Rearches rules, regulations, laws and policies; analyzes alternatives and makes recommendations;
- ~~d~~Develops, analyzes, and responds to salary and benefit surveys, including establishing classification comparab~~ilities~~ and analyses results to prepare reports;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~PERSONNEL ANALYST~~, PRINCIPAL HUMAN RESOURCES ANALYST
DATE: OCTOBER 2001

- eComposes and presents comprehensive, concise, and effective oral and written reports
- rRecommends the selection of staff; provides or coordinates staff training; assists in training assigned staff; evaluates assigned staff; works with employees to correct deficiencies;
- pPlans, coordinates, and evaluates activities associated with assigned contracts; participates in research, evaluation, and negotiation of proposed contractual obligations and agreements; administers assigned contracts;
- eCoordinates assigned activities with other City departments, divisions, boards, committees, task forces, external organizations, and the general public;
- rResponds to and resolves difficult and sensitive inquiries and complaints;
- aAttends and participates in professional group meetings; stays abreast of new trends and innovations in assigned field;
- Creates and uses spreadsheets, databases, and other personal computer software applications
- 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
- pPerforms other duties and responsibilities as assigned.

The preceding duties have been provided as examples of the essential types of work performed within this job classification. City Council/Administration 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:

- Public personnel administration principles and practices, including Equal Employment Opportunity law and Affirmative Action; Uniform Guidelines on Employee Selection;
- Principles and practices of record keeping, report writing and project management

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~PERSONNEL ANALYST, PRINCIPAL~~ HUMAN RESOURCES ANALYST
DATE: OCTOBER 2001

- ~~s~~SStatistical principles and research methodology; content and criterion validity techniques;
- ~~p~~PPrinciples of position classification, methods of job evaluation;
- ~~p~~PPrinciples and practices of supervision, public administration and organizational development;
- ~~s~~SSalary and benefit administration; health and retirement benefit laws, rules and practices
- ~~p~~PPublic sector labor relations practices and procedures;
- ~~basic~~Human Resources Information Systems, Microsoft Office applications including Word, Excel, PowerPoint, Publisher—computer fundamentals, word processing, statistical packages, and spreadsheet programs;
- English usage, grammar, punctuation, spelling;
- ~~e~~Customer service ~~principles and practices~~ and techniques.

Ability to:

- Develop and present recommendations effectively, both orally and in writing;
- ~~a~~Analyze a variety of personnel-related issues and provide appropriate recommendations;
- ~~p~~Prepare reports and statistical analyses; recommend and implement goals and objectives for providing effective services;
- ~~i~~Independently perform responsible and difficult personnel related duties involving the use of independent judgment and personal initiative;
- ~~d~~Direct, organize, coordinate and participate in various complex personnel studies, analyses, and projects; research, analyze, and evaluate programs, policies, and procedures;
- ~~p~~Prepare clear and concise reports; prioritize activities to meet established timelines;
- ~~n~~Negotiate and administer various contracts;
- ~~s~~Supervise, organize and review the work of ~~subordinate~~ staff;
- ~~p~~Participate in the selection, training, and evaluation of ~~subordinate~~ staffee-workers;
- ~~i~~Interpret, apply and explain personnel and administrative policies and procedures and pertinent laws, policies, rules and regulations;
- ~~e~~Operate office equipment including computers and supporting software applications ~~word processing, database and spreadsheet applications~~;
- ~~e~~Communicate clearly and concisely, both orally and in writing;
- ~~e~~Establish and maintain effective relationships with those contacted in the course of work;
- ~~d~~Deliver quality customer service.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~PERSONNEL ANALYST, PRINCIPAL~~ HUMAN RESOURCES ANALYST
DATE: OCTOBER 2001

Education: Bachelor's degree in personnel administration, industrial relations, psychology, business or public administration or a related field from an accredited college or university. Master's degree in related field is highly desirable.

Experience: Five (5) years of professional experience within a municipal agency in recruitment and selection techniques, classification and compensation studies, salary and benefit administration, or labor and employee relations, including lead or supervisory experience.

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

Certification in one or more of the following areas is desirable:

- Public Sector Human Resources Association (PSHRA): IPMA-CP, IPMA – SCP
- Human Resources Certification Institute (HRCI): PHR, PHRca, SPHR
- Society for Human Resources Management (SHRM): SHRM-CP, SHRM-SCP

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 ~~See Physical task questionnaires. 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.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~PERSONNEL ANALYST, PRINCIPAL HUMAN RESOURCES ANALYST~~
~~DATE: OCTOBER 2001~~

Work is primarily performed indoors and involves detailed concentration in an office environment. The work requires sitting at a desk or table for prolonged periods of time and daily use of a computer, keyboard, mouse, screen and related equipment. The incumbent sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. Must be able to read printed materials; hear and speak proficiently; communicate in person, before groups and via telephone. Walking and standing in and between work areas is necessary. Requires operation of a motor vehicle to attend a variety of off-site meetings, workshops, training, and seminars.

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: POLICE RECORDS SPECIALISTTECHNICIAN DATE:
DECEMBER, 2001

PERSONNEL COMMISSION APPROVAL: (Revised)

COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: 0282 — 0851
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: ADMINISTRATIVE SUPPORT

DUTIESJOB SUMMARY

UnderWith close supervision, performs a variety of clerical tasks and administrative support functions within the Records Bureau of the Police Department; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Police Records Supervisor

DISTINGUISHING CHARACTERISTICS

The Police Records SpecialistTechnician is an entry-level position in the classification in the police records series, within the Records Bureau of the Police Department. Incumbents are proficient at typing/keyboarding and are trained to perform a wide range of police record processing, recording and retrieval, and have no supervisory responsibilities. Incumbents are expected to work with some independence on the repetitive aspects of the work as employees achieve proficiency in performing their assignments. This classification differs from the Senior Police Records Specialist in the repetitive nature of assigned work and the limited degree of independent judgment exercised.

EXAMPLES OF ESSENTIAL DUTIES

- PreparesTypes forms such as memoranda, form letters, police clearances, declarations, reports and other documents; records and files various documents

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: POLICE RECORDS SPECIALIST TECHNICIAN DATE:
DECEMBER, 2001

~~and police reports; completes registration forms, receipts and other pre-printed forms; operates copy machine, teletype, fax machine, telecopier, cash register and industrial shredder; distributes teletype messages, police reports, and related court documents to appropriate personnel.~~

- ~~• Duplicates materials and distributes to other agencies/departments; assembles police reports and other records to prepare and submit misdemeanor and felony packets for court~~
- ~~• Responds to inquiries by telephone, email, and in person from officers and other law enforcement and governmental agencies; researches, collects, and disseminates authorized information utilizing various computer systems; provides information that assists detectives and officers in the field in conducting their investigations; presents facts related to laws and ordinances~~
- ~~• requests for warrant checks, MCAPS, automated Jail system and similar information. May be assigned to word processing section on a regular basis; rResponds to questions, requests, and complaints from the public by telephone, email, and in person at the public counter in accordance with departmental procedures; receives and sorts incoming mail; researches and responds to requests from insurance companies, probation officers, parole officers, background investigators and other agencies.~~
- ~~• Prepares and Pprovides information that assists detectives and officers in the field in conducting their investigations. Presents facts related to laws and ordinances; releases copies of police records for release to the general public reports—as required by law and in accordance with departmental proceduresanswers general questions related to police programs.~~
- ~~• Accepts and processes private property impounds and repossessions; rReleases recovered stolen, impounded or stored vehicles; researches and responds to requests from insurance companies, probation officers, and other agencies; completes the booking process of arrestees; processes temporary/permanent restraining orders; registers arson/sex offenders.Performs data entry to the Automated Records System; processes special licensing applications and forwards information to the Department of Justice; registers narcotics/sex offenders.~~
- ~~• Performs basic teletype duties involving entry into CLETS/NCIC databases; responds to requests for warrant check; inquires, collects and enters information regarding private party impound and repossessed vehicles; may conduct body search of female suspects; may be required to maintain temporary control of minor children taken from unfit homes or adult offenders.~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: POLICE RECORDS SPECIALISTTECHNICIAN _____ DATE:
DECEMBER, 2001

- Researches, retrieves, and prints information contained within the automated Records Management System (RMS); monitors automated storage queue for incoming documents and processes according to priority, proofreading documents for accuracy and completeness
- Enters a variety of information from several different types of documents into the automated RMS; performs complex automated quality control verification that all system required information is entered into the RMS from police reports
- Memorizes codes and abbreviations for data entry
- Scans hard copy documents into automated RMS, indexing various fields and routing for electronic distribution to appropriate departments and agencies; files hard copy materials numerically into established filing system
- Maintains the confidentiality of all information assimilated and utilized on the job
- 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
- 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:

- City and Department policies and procedures;
- Basic organization and operations of a police department;
- all Administrative and clerical practices which relate to filing, verifying, word processing, checking, and maintaining records and
- Modern office procedures, methods, and equipment including computers standard Office software (Microsoft Office applications)
- properCorrect English usage, grammar and punctuation;
- Legal terminology; code books; word processing and Department manuals;
- Federal and state codes for release of information/confidentiality;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: POLICE RECORDS SPECIALIST TECHNICIAN

DATE:

DECEMBER, 2001

- CLETS users guide;
- DOJ POST Records manual; computer manuals-
- Quality service principles and practices
- Telephone procedures and etiquette

Ability to:

- Work a variety of schedules including evenings, weekends, and holidays
- Function effectively in a complex work environment with a high level of interruption;
- Learn assigned tasks readily; perform several tasks simultaneously with a high level of accuracy;
- Learn police terminology and law enforcement codes
- Serve the public by telephone, in writing, and at a public counter in situations which may be stressful
- Establish and maintain effective relationships with those contacted in the course of workwork courteously and professionally with the public and City personnel;
- Understand pertinent procedures and functions quicklyread and understand code books and user manuals;
- Produce a variety of documents; work cooperatively with others;
- Follow written and oral instructions;
- Operate computers, transcription equipment, teletype and other office equipment-

Education: High school diploma or equivalent certificate.

Experience: One (1) year in an office environment, with computer usage and a minimum typing/keyboarding speed of 30 wpm net.

Licenses/Certifications: A valid California 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.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: POLICE RECORDS SPECIALISTTECHNICIAN _____ DATE:
DECEMBER, 2001

Shift Assignment: Must be available to work all assigned shifts, including evenings, weekends and holidays.

Background Investigation: Must successfully pass a comprehensive background investigation including a polygraph.

~~**Reclassification:** Current City employees who have successfully completed twelve months in the position of Police Records Technician and receive a recommendation from the Police Records Administrator and the Chief, may be eligible for reclassification to Police Records Specialist.~~

~~**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.~~

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

~~Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. 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. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.~~

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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: **SENIOR POLICE RECORDS SPECIALIST** _____ DATE: **DECEMBER, 2001**

PERSONNEL COMMISSION APPROVAL: (Revised)

COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: **0307 — 0849**
EMPLOYMENT STATUS: **REGULAR FULL-TIME**
UNIT REPRESENTATION: **MEAHBMT**
FLSA STATUS: **NON-EXEMPT**
EEOC CODE: **ADMINISTRATIVE SUPPORT**

DUTIESJOB SUMMARY

~~Under~~With general supervision, performs a variety of difficult and specialized administrative and clerical duties within the Records Bureau of the Police Department as assigned by the Unit supervisor; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Police Records Supervisor

DISTINGUISHING CHARACTERISTICS

The Senior Police Records Specialist is a journey level classification in the police records series position with specialized tasks performed based on the Records Bureau requirements; ~~each~~ Incumbents are expected to independently carry out ~~is~~ assignments and refer to ~~without~~ supervisory personnel duties only those matters that involve policy decisions, technical questions and unusual public relations issues. This classification differs from the Police Records Specialist by the varied and complex nature of assignments and the degree of independent judgment exercised.

EXAMPLES OF ESSENTIAL DUTIES

- Provides support by performing administrative and clerical tasks related to an individual's assigned Bureau;
- Responds to questions from the public at the counter and by telephone; performs warrant checks, arrestee bookings, and entry of stolen property such as vehicles, guns, boats, and missing persons into CLETS; provides 10-minute hit

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: **SENIOR POLICE RECORDS SPECIALIST** _____ DATE: **DECEMBER, 2001**

confirmations on traffic stops; prepares court packages and transmits information to other agencies.

- Communicates with Department personnel, the general public, and/or outside agency personnel; acts as liaison within the Bureau to outside agencies or other Bureau within or outside of the Department.
- Audits, generates, distributes and processes files, documents, applications, forms; prepares correspondence, memos, reports and documents; inputs and maintains confidential databases; compiles, tracks and analyzes data; researches various forms of information; searches records and requests information from various outside agencies.
- Processes permits; creates and maintains various filing systems, in hard copy and/or computer database formats; attends meetings; trains new personnel.
- Performs accounting practices and procedures in daily work; maintains confidentiality and discretion; prepares, tracks and maintains logs; fills in and performs backup duties for other personnel as needed; procures supplies and equipment or other inventory needs of the Department;
- Performs all duties of the Police Records Specialist Technician.
- 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
- 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:

- City, federal and state regulatory agency rules and regulations related to individual departments or units;
- Police Department policies and procedures;
- Modern office procedures, methods, and equipment including computers and standard office software (Microsoft Office applications) office practices and procedures;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: **SENIOR POLICE RECORDS SPECIALIST** _____ DATE: _____
DECEMBER, 2001

- Administrative and clerical practices which relate to filing, verifying, checking, and maintaining records
- Correct English usage, grammar and punctuation
- Legal terminology; code books; and Department manuals
- Federal and state codes for release of information/confidentiality
- CLETS users guide
- DOJ POST Records manual; computer manuals
- Quality service principles and practices.

Ability to:

- Read, interpret and analyze various manuals in paper and electronic form;
- Interpret oral, written, quantitative, and electronic information related to individual fields;
- Prepare and maintain detailed records in an automated environment;
- Check documentation for accuracy and process in a timely manner;
- Perform various research;
- Utilize appropriate interpersonal skills;
- Maintain and follow department processes and regulations;
- Operate standard office equipment, computers and related applications for ~~word processing~~, spreadsheets and database systems;
- Communicate effectively in oral and written form;
- Establish and maintain effective working relationships with those contacted in the course of work.
- Train new personnel in all areas of performance

Education: High school diploma or equivalent certificate.

Experience: Two (2) years in law enforcement including police records activity and a minimum typing/keyboarding speed of 30 wpm net.

Certifications/License: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment. Within six (6) months of appointment, must successfully complete CLETS requirements (training provided by the Department).

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.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: **SENIOR POLICE RECORDS SPECIALIST** _____ DATE:
DECEMBER, 2001

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.

Shift Assignment: Must be available to work all assigned shifts, including evenings, weekends and holidays.

Background Investigation: Must successfully pass a comprehensive background investigation including a polygraph.

Reclassification: ~~Upon satisfactory completion of twelve months training as a Police Records Technician and recommendation by Police Records Administrator, incumbent may be eligible for reclassification to Police Records Specialist.~~

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.~~

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

~~Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. 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. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.~~

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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: POLICE RECORDS SUPERVISOR ~~DATE: DECEMBER, 2001~~

PERSONNEL COMMISSION APPROVAL: (Revised)

COUNCIL APPROVAL: DECEMBER, 2001

JOB CODE: 0283
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: ADMINISTRATIVE SUPPORT

DUTIESJOB SUMMARY

~~Under~~With general supervision, organizes, coordinates, and supervises the activities of Police Records personnel; prepares and administers performance evaluations; applies proper and effective discipline; ensures compliance with state and federal laws as it relates to the Department; performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Police Services Manager
Supervises: Administrative support staff

DISTINGUISHING CHARACTERISTICS

The Police Records Supervisor supervises and coordinates the work of assigned personnel in the Records Department during assigned shifts. This is an advanced journey class with responsibility for first line supervision receiving direction from the Police ~~Services Manager-Records Administrator~~. This is a working supervisor performing the full duties of Senior Police Records Specialists.

EXAMPLES OF ESSENTIAL DUTIES

- Develops, administers, and conducts ~~Oversees the day-to-day operations of the Records Unit; organizes, coordinates, schedules; assigns/delegates, trainings~~ and employee development programssupervises work performed by subordinates;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: POLICE RECORDS SUPERVISOR **DATE: DECEMBER, 2001**

- Reviews the evaluates and prioritizes work of records unit personnel, develops schedule of rotational work assignments of personnel assigned to shift; ensures completion of work in a timely manner;
- Participates in the selection of new personnel; monitors and evaluates standards of employees' performance for each position; and makes recommendations for merit increases raises and promotion; conducts performance evaluations, addresses deficiencies; investigates personnel complaints, recommends provides re-training as required; handles discipline of subordinate employees issues and makes decisions as to investigative procedures on an individual basis.
- Responds to inquiries, complaints, and questions providing information in accordance with laws, codes, regulations, and policies; explains and communicates policies, procedures, and objectives of the unit to assigned shift personnel
- Monitors bureau Assists with daily operating engs procedures for efficiency; proposes changes and improvements; maintains current training manuals; interprets and implements policies and procedures upon approval of the Police Services Manager of the Records Unit such as
- Ensures accurate maintenance of the automated Records Management System (RMS) and multimedia system; coordinates the records storage, release, sealing, and destruction functions of the bureau
- Oversees the acceptance and receiving, logging, processing of subpoenas and warrants routing of police reports, preparation, duplication, and distribution of pertinent court documentation;
- Compiles a variety of statistical and narrative reports prepares court packages for prosecution or detective review; researches requests for reports and computer information for other agencies; communicates with the general public and other agency personnel regarding records processes, complaints, and questions. Provides hands-on assistance in data retrieval, updates and queries of CLETS.
- Performs all duties of the as outlined in Senior Police Records Specialist; oversees operations of the Records Unit in the absence of the Police Services Manager class specification.
- Attends professional and staff meetings; training classes; stays current with changes in federal, state, and municipal laws and codes.
- 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
- 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,

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: POLICE RECORDS SUPERVISOR ~~DATE: DECEMBER, 2001~~

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 office equipment and procedures~~
- ~~English usage, spelling, grammar, and punctuation~~
- ~~Advanced record keeping methods; teletype procedures~~
- ~~Applicable City federal, state, and local laws and ordinances and Department pertaining to policies, practices, and procedures governing police records, police terminology, and law enforcement codes management;~~
- ~~Telephone procedures and etiquette~~
- ~~Automated RMS and multimedia system operations; and computer operations; legal terminology; code books and manuals; State and federal regulations;~~
- ~~Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures~~
- ~~Techniques for records management, including records disbursement, redaction, and confidentiality procedures~~
- ~~Techniques for providing a high level of customer service by effectively interacting with the public, vendors, contractors, and City personnel~~
- ~~DOJ guidelines; CLETS policies/procedures; POST records manual; supervisory practices and procedures.~~

Ability to:

- ~~Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards~~
- ~~Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff~~
- ~~Read, analyze and interpret, apply, and ensure compliance with Federal, State, local, and department policies, procedures, codes, laws and regulations, policies and procedures;~~
- ~~Identify problems, research and analyze relevant information, develop and present recommendations and justification for solutions apply principles, practices and procedures of supervision;~~
- ~~Perform the most difficult police records management and customer service duties and operate related records system databases properly and effectively~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: POLICE RECORDS SUPERVISOR ~~_____~~ **DATE: DECEMBER, 2001**

- Make sound, independent decisions within established policy and procedural guidelines
- Use English effectively to communicate in person, over the telephone, and in writing and deal with staff, general public, uncooperative and hostile people; use tact and make confidentiality decisions; categorize and maintain records in an effective and confidential manner.
- Establish and maintain effective working relationships with those contacted in the course of work

Education: High school diploma or equivalent certificate. An Associate's degree or college level coursework or specialized training in a related field is preferred.

Experience: Three (3) years' law enforcement experience in the area of records management, clerical services or a related field, including two (2) years within a law enforcement agency and a minimum typing/keyboarding speed of 30 wpm net.

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

Within six (6) months of appointment, must successfully complete CLETS requirements (training provided by the Department).

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.

Shift Assignment: Must be available to work all assigned shifts, including evenings, weekends and holidays.

Background Investigation: Must successfully pass a comprehensive background investigation including a polygraph examination.

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~~

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: POLICE RECORDS SUPERVISOR ~~DATE: DECEMBER, 2001~~

~~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.~~

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

~~Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. 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. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.~~

~~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: 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 offenders or 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.
- Responds and takes control of major injury and fatal traffic collision scenes, coordinates law enforcement personnel, equipment, and other resources at the scene of traffic collision; reconstruct traffic accident scenes, uses automated mapping devices and specialized software to document scenes and prepare diagrams; calculates vehicle speeds and performs analysis using field data
- Conducts investigations of applicants for City licenses or permits; issues permits; conducts investigations relating to violations
- Conducts investigations into sex and arson offenders or missing persons; monitors 290PC Sex Offenders; conducts person searches in the absence of available sworn or detention personnel; responds 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 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.
- Analyzes handwriting; forwards to handwriting analysis unit in the County Sheriff's Department and/or Prepares, conducts, and records photographic line-

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



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

ups ~~forte~~ 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~~

Ability to:

- ~~Exercise~~ ~~Work~~ independently ~~judgement~~ in the performance of assigned duties;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



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

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



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

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: LATENT **FINGERPRINT EXAMINER** _____ DATE: **DECEMBER, 2001**

PERSONNEL COMMISSION APPROVAL: (Revised)

COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: 01630848
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

DUTIESJOB SUMMARY

WithUnder general supervision, provides expert collection, preservation, scientific analysis, and documentation of latent fingerprint evidence in criminal and civil legal matters; conducts examinations of physical evidence for latent fingerprints in the laboratory and as needed in the field; provides training to others in technical skills; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Report to: Police Sergeant or as assigned by the Police Chief

DISTINGUISHING CHARACTERISTICS

The Latent FingerpPrint Examiner is a journey level position that analyzes, compares and identifies -fingerlatent prints related to criminal activities; performs specialized chemical and mechanical processing of evidence in the laboratory setting and the field.

EXAMPLES OF ESSENTIAL DUTIES

- Performs latent fingerprint comparisons and identifications; identifies, develops, evaluates, lifts, preserves and compares fingerprints using developing-powders, chemicals, dyes, lasers, photography, Photoshop digital enhancement, and other physical techniques.
- Prepares, enters and compares latent fingerprints using the California Automated Fingerprint Identification System CAL-ID and Automated Biometric Identification System (ABIS); prepares findings for court presentation; prepares court exhibits; testifies in court as an expert witness concerning the scientific facts as established in the analysis of latent fingerprint evidence.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LATENT FINGERPRINT EXAMINER ————— **DATE: DECEMBER, 2001**

- Meets and confers with other Latent Print Examiners to discuss the interpretation of latent print detail on difficult identification comparisons
- Makes independent field investigations at the scenes of crimes and other pertinent locations, searching for, collecting, photographing and preserving evidence subject to laboratory analysis and comparison; takes fingerprint impressions from deceased victims; maintains latent fingerprint records and files.
- Studies and applies new techniques and procedures in the field of latent fingerprints;
- Consults and coordinates with other law enforcement agencies;
- Provides technical training in the field of forensic fingerprint examinations and procedures;
- Orders and stocks CSI-related field supplies, CSI patrol kits, patrol DNA kits, and other related materials
- Consults with staff; detectives; police officers, deputy district attorneys and other law enforcement officials regarding procedures and analyses.
- 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
- 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:

- Goals and principles of scientific investigation including recognition, collection, preservation, and interpretation of physical evidence
- Principles, methods, procedures, materials and techniques of friction ridge comparison and fingerprint identification;
- Advanced digital photographic techniques to record and document latent print detail
- CAL-ID California Automated Fingerprint Identification and Automated Biometric Identification System (ABIS);
- Latent fingerprint development, collection and preservation techniques; crime scene investigative procedures; photography techniques.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LATENT FINGERPRINT EXAMINER DATE: DECEMBER, 2001

- The operation, proper use, and maintenance of laboratory equipment and instruments used in evidence examinations
- Modern office procedures, methods, and equipment including computers and standard office software

Ability to:

- Perform latent fingerprint analysis, comparison and identification;
- Compose reports summarizing findings;
- Present evidence in court as an expert witness;
- Use various laboratory equipment and fingerprint development techniques, lasers and alternate light sources, and Photoshop Digital Enhancement-
- Maintain and follow department processes and regulations
- Communicate effectively in oral and written form
- Establish and maintain effective working relationships with those contacted in the course of work
- Train new staff in general crime scene, latent print techniques, DNA collection, and report writing

Education: High school diploma or equivalent certificate and successful completion of and certificates from the following courses or equivalent: Latent Print Techniques, Latent Print Comparisons, Field Evidence Technician Course, Administrative Advanced latent Fingerprint Course, Advanced Ridgeology Comparison Techniques and Latent Fingerprint Photography. A degree in Forensic Science, Criminalistics, Criminal Justice, Chemistry, or related field is highly desirable.

Experience: One (1) year performing latent fingerprint comparisons and identifications, ABFIS operation, evidence and crime scene processing, photography and courtroom testimony.

Certifications/License: Possession of a valid California Class C Motor Vehicle Operator's driver license and an acceptable driving record are required at time of appointment and throughout employment.;

Latent Fingerprint Examiner 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.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LATENT FINGERPRINT EXAMINER DATE: DECEMBER, 2001

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.

Background Investigation: must successfully pass an comprehensive extensive background investigation check including a polygraph examination.

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 chemicals, 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, cameras and accessories. Must be able to lift, lower and move up to 40 pounds of supplies, files and reports to and from shelves, countertops, file drawers, or other office locations. 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 reports.

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: CIVILIAN POLICE ~~ADMINISTRATIVE~~ ~~DIVISION~~ ~~SERVICES~~
COMMANDER/MANAGER**

**PERSONNEL COMMISSION APPROVAL:
COUNCIL APPROVAL:**

**MARCH 16, 2016 (Revised)
NOVEMBER 15, 2022~~APRIL 18, 2016~~**

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

**06250841
REGULAR FULL-TIME
MEO
EXEMPT
OFFICIALS & ADMINISTRATORS**

DUTIES/JOB SUMMARY

Under administrative leadership, directs divisional operations and performs broad administrative command responsibilities within the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Chief of Police
Supervises: Professional and Administrative Support ~~Sworn and non-sworn~~ personnel

DISTINGUISHING CHARACTERISTICS

This is a single-position classification responsible for the administrative command of various assigned areas of Police Department operations.

EXAMPLES OF ESSENTIAL DUTIES

- Manages assigned department operations by planning, organizing, directing, coordinating, controlling, and evaluating the work of the division to ensure effective service delivery in achieving the mission of the department
- Directs and evaluates the support services ~~administrative~~ division of the Police Department through subordinate managers; develops and implements management controls and reviews systems for managing operations effectively; evaluates and reviews facilities use and recommends modifications
- Ensures compliance of departmental programs and processes with local, state and federal regulations, and other applicable requirements; analyzes, or directs the analysis of, proposed legislation, laws, regulations, and other provisions to assess the impact on departmental operations; understand and interpret laws, regulations and legal provisions for departmental management; and evaluate and direct changes to department-wide policies, procedures and practices

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: CIVILIAN POLICE ~~ADMINISTRATIVE~~ ~~DIVISION~~ ~~SERVICES~~
COMMANDER/MANAGER**

- Administers fiscal services through accounting and budget professional and support staff to develop, install, and administer accounting and budgeting systems; reports financial conditions, projects revenues and expenditures, and ensures adherence to City accounting, budgeting and reporting requirements
- Directs the analysis, design, implementation, and maintenance of the Department's information system infrastructure, defining short and long range information systems requirements for the department; consults with department staff and other stakeholders on current and future system needs
- Prepares and/or directs the preparation of, and reviews, a variety of highly sensitive and/or confidential documents such as memos, reports, contracts, and business correspondence to inform, secure approval, or respond to the City Council, City Manager, City Attorney, other departments, external regulatory agencies, and departmental management
- Supervises the analysis of existing departmental policies, programs, systems and procedures related to personnel, finance, information systems, fleet maintenance, and facility management and maintenance issues
- Selects, trains, motivates, and evaluates performance of assigned personnel; provides or coordinates staff training, provides assistance in improving skills and abilities; resolves staffing conflicts and works with employees to correct deficiencies; implements discipline and termination procedures; assists subordinate command staff with personnel management and oversight responsibilities
- Participates in the development of and implementation of departmental goals, objectives, programs, policies, and priorities; identifies opportunities for improving service delivery methods and procedures; identifies resource needs
- Interfaces with staff and other governmental agencies regarding requirements for obtaining program funds, effective grant administration and monitoring procedures; develops and manages assigned contracts and program budgets
- Collaborates with other police management staff regarding department-wide administrative operations to achieve optimal departmental and city-wide performance and outcomes; coordinates division activities with those of other departments and divisions
- Communicates both orally and in writing with City personnel, the general public, elected officials, and other law enforcement personnel; makes public presentations;
- Establishes and maintains effective working relationships with those contacted in the performance of required duties
- Oversees select portions of police emergency operations
- Attends leadership and police management training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Performs other related duties and responsibilities as required

The preceding duties have been provided as examples of the essential types of work performed 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: CIVILIAN POLICE ~~ADMINISTRATIVE~~ ~~DIVISION~~ ~~SERVICES~~
COMMANDER/MANAGER

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:

- Policies, principles and practices of public administration and municipal government mechanisms
- Pertinent Federal, State, and local laws, codes, and regulations
- Functions of police department operations
- Principles and practices of municipal budget preparation and grant administration
- Principles of supervision, training, and performance evaluation
- Operations, services, activities and evolving trends of comprehensive police department information systems including network, computer aided dispatch, mobile communication systems, telecommunications, voice and data systems and related services
- Customer service and conflict resolution techniques
- Effective managerial principles, practices and techniques
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- Methods and techniques of contract negotiation and administration
- English usage, spelling and grammar; principles of public speaking
- Principles and procedures for financial record keeping and reporting
- Contemporary principals and practices of data-driven policing

Ability to:

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CIVILIAN POLICE ~~ADMINISTRATIVE~~ ~~DIVISION~~ ~~SERVICES~~
COMMANDER/MANAGER

- Operate a variety of office equipment including computers and associated computer software applications

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

Experience: Seven (7) years' increasingly responsible, management-level law enforcement experience, which includes three (3) years direct supervisory experience overseeing one or more police operational divisions.

Background Investigation: Must successfully pass a comprehensive background review, screening, and investigation.

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

SPECIAL CONDITIONS

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

PUBLIC EMPLOYEE DISASTER SERVICE WORKER

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

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

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. 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 speaking to answer the telephone or answer questions of co-workers and subordinates. Work is performed in a general office environment. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ASSISTANT CIVIL ENGINEER ASSISTANT ENGINEER

PERSONNEL COMMISSION APPROVAL: AUGUST 16, 2017 (Revised)

COUNCIL APPROVAL: NOVEMBER 15, 2022 4, 2017

JOB CODE: 06980873

EMPLOYMENT STATUS: REGULAR, FULL-TIME

UNIT REPRESENTATION: MEAHBMT

FLSA STATUS: NON-EXEMPT

EEOC CODE: PROFESSIONALS

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.

~~Assistant~~ Associate 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
- 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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ASSISTANT CIVIL ENGINEER ASSISTANT ENGINEER

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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~ASSISTANT CIVIL ENGINEER~~ **ASSISTANT ENGINEER**

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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ASSISTANT CIVIL ENGINEER ASSISTANT ENGINEER

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, 2004~~ NOVEMBER 15, 2022

JOB CODE: ~~0106~~0872
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: PROFESSIONALS

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: **03480878**
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

DRAFT

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: 03470877

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;
- Eestimates 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 records and,
- 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 worworkk;
- 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 Ddriver's Llicense (Class A or B) with an acceptable driving record required at time of u~~pon 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 licensethe required license within six (6) months of appointmentfrom 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: EQUIPMENT PARTS INVENTORY SUPPLY CLERK~~SUPPORT ASSISTANT~~
~~DECEMBER 2001~~

PERSONNEL COMMISSION APPROVAL: (Revised)
COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: **03830880**
EMPLOYMENT STATUS: **REGULAR FULL-TIME**
UNIT REPRESENTATION: **MEAHBMT**
FLSA STATUS: **NON-EXEMPT**
EEOC CODE: **SERVICE/MAINTENANCE**

DUTIES **JOB SUMMARY**

With/Under general supervision, performs a variety of duties associated with receiving, stocking, distributing, and inventory of supplies, equipment and vehicles; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Fleet Operations Supervisor

DISTINGUISHING CHARACTERISTICS

The Equipment Parts Inventory Supply Clerk~~Support Assistant~~ is a single position job classification with responsibility for performing a variety of duties associated with receiving, stocking, distributing, and inventory of fleet operations supplies. It differs from the Warehouse Clerk by the higher level of experience required, position autonomy and authority, and assignment to fleet.

EXAMPLES OF ESSENTIAL DUTIES

- Maintains computer and other records and files associated with order, receipt, distribution, return, repair, and maintenance of supplies, materials and equipment
- Creates orders and enters new vendors via fleet and citywide financial systems
- Receives and ~~V~~verifies incoming parts, supplies and materials against purchase orders; unloads supplies and materials and stocks supplies on shelves for inventory; maintains minimum/maximum levels of materials and supplies~~computer and other records and files associated with receipt, distribution, return, repair and maintenance of supplies, materials and equipment; places orders via requisition, express purchase order, credit card, open purchase order or the Internet,~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



**TITLE: EQUIPMENT PARTS INVENTORY SUPPLY CLERK~~SUPPORT ASSISTANT~~
DECEMBER 2001**

- Initiates return of items damaged in transit or shipped incorrectly
- Researches and orders special order parts and supplies for equipment maintenance and repair; evaluates benefits of stocking these items
- Prepares, corrects, and processes, ~~records~~ invoices for payment, reviews and updates purchase orders, and follows-up with orders to expedite delivery;
- Assists with periodic inventory of supplies and materials, obtains quotes and reorders stock to maintain proper inventory;
- Collects and ~~P~~prepares usage reports for various materials (tires, oil, hazardous materials)~~departments~~, stock level reports for reordering and vendor bids and specifications for Purchasing;
- Maintains material, supply, and parts catalogs in current status for ordering and pricing information
- ~~Performs related duties as assigned; o~~Operates forklift or other material handling equipment ~~maintains records of items loaned in and out;~~
- ~~m~~Maintains the organization and warehouse cleanliness of the facility~~as necessary;~~
- ~~m~~May be recalled to work during emergencies;
- Performs routine tasks as assigned including answering phones, maintaining appropriate records and logs, and use of computer to maintain inventory records
- 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.

~~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:

- City and departmental policies and procedures;
- ~~p~~Procurement methods, practices and procedures;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: EQUIPMENT PARTS INVENTORY SUPPLY CLERK~~SUPPORT ASSISTANT~~
DECEMBER 2001

- wWarehousing and inventory control techniques;
- eComputer hardware and software pertinent to record keeping and inventory control;
- oOccupational hazards and safety practices applicable to vehicle warehouse operations;
- qQuality customer service principles.

Ability to:

- Perform mathematics calculations used in business transactions;
- mMaintain accurate records in an automated environment, record and retrieve information;
- operate personal computer, ~~standard~~ software applications, and standard office equipment;
- operate forklift;
- establish and maintain effective working relationships with those contacted in the course of work;
- communicate effectively with others both orally and in writing.
- Organize and locate equipment and materials as required
- Identify errors and inconsistencies in materials, tools, parts, and equipment orders and deliveries

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

Experience: ~~A minimum of t~~Two (2) years of experience in warehouse or inventory operations or related experience. Experience with fleet supplies, equipment, and materials preferred.

Certifications/License: ~~Possession of a~~ valid California Class C driver/motor vehicle operator's license with an acceptable driving record required at time of appointment and during course of employment.

Possession of a Forklift Operator certificate is highly desirable and must be obtained within six (6) months of appointment and maintained 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 Employer Pull Notice program

Public Employee Disaster Service Worker: In accordance with Government Code

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: EQUIPMENT PARTS INVENTORY SUPPLY CLERK~~SUPPORT ASSISTANT~~
DECEMBER 2001

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 light to moderate work in an office setting. There is some exposure to the elements and potential exposure to dangerous machinery, hazardous chemicals and potential physical harm. There is a frequent need to sit, stand, walk, drive and to lift heavy objects (up to 100 pounds) during the course of work. 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 involves exposure to dangerous machinery, hazardous chemicals, fumes, dust, gases, odors and potential physical harm. There is frequent need to sit, stand, stoop, bend, walk, kneel, climb ladders, reach at, above and below shoulder level, push, pull, handle, grip, grasp and extend neck upward, downward and side to side, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday.

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LEAD FLEETEQUIPMENT/AUTOMOTIVE MAINTENANCE
LEADWORKERMECHANIC

PERSONNEL COMMISSION APPROVAL: JULY 21, 2021 (Revised)

COUNCIL APPROVAL: DECEMBER, 2001 NOVEMBER 15, 2022

JOB CODE: 04720876
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 OperationsMaintenance Supervisor

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

DISTINGUISHING CHARACTERISTICS

The Equipment/AutomotiveLead Fleet Maintenance MechanicLeadworker 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 MechanicII and III in that the Lead Fleet Maintenance Mechanicworker 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 MMaintenance 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 FLEETEQUIPMENT/AUTOMOTIVE MAINTENANCE
LEADWORKERMECHANIC

- 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 FLEETEQUIPMENT/AUTOMOTIVE MAINTENANCE
LEADWORKERMECHANIC

- 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: **01420875**
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: ~~FLEETEQUIPMENT/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: ~~FLEETEQUIPMENT/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: FLEETEQUIPMENT/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: LANDSCAPE MAINTENANCE ~~INSPECTOR~~ LEADWORKER

PERSONNEL COMMISSION APPROVAL: ~~SEPTEMBER 15, 2021~~ (Revised)

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

JOB CODE: ~~0402~~ ——— ~~0864~~
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: SERVICE/MAINTENANCE

JOB SUMMARY

Under general supervision, oversees, monitors, and inspects the work of contractors engaged in the maintenance, construction, and care of landscape maintenance ~~contracts, leads crewmembers and performs a variety of skilled and semi-skilled tasks in the maintenance of landscape~~ in the City's parks, roadway medians and other public outdoor areas; ensures work is done according to contract specifications.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Landscape Maintenance Supervisor
Supervises: Provides lead direction to ~~skilled and non-skilled craft, service-maintenance, and~~ contract personnel

DISTINGUISHING CHARACTERISTICS

The Landscape Maintenance ~~Inspector~~ Leadworker is responsible for inspecting landscape maintenance contracts ~~s work~~ and leading ~~contract personnel~~ workers that perform a variety of semi-skilled landscape maintenance tasks. It is distinguished from the ~~Landscape~~ Public Works Maintenance Crew ~~Leader~~ Leader in that the Crew ~~Leader~~ Leader determines daily work priorities and issues assignments while the ~~Inspector~~ Leadworker may ~~assume~~ this responsibility in the Crew ~~Leader~~ Leader's absence.

EXAMPLES OF ESSENTIAL DUTIES

- Inspects landscape maintenance contracts to ensure the contractor is in compliance with the contract specifications, and the City's landscape standards

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LANDSCAPE MAINTENANCE INSPECTOR~~LEADWORKER~~

- ~~Monitors contract personnel~~ ~~Leads and works with crewmembers~~ in mowing grass, edging of walkways and curbs, and general cleanup of trash clippings, leaves and debris; prunes and trims trees and shrubs; extracts plants and trees, and removes brush.
- Inspects and oversees the maintenance~~ains of~~ roadside irrigation systems and ~~watering of~~ non-automated landscape areas; may operate truck to transport equipment to and from job sites; ~~repairs sidewalks and cleans up graffiti~~
- Performs minor repairs to park playground equipment
- ~~As a lead, reviews work schedules and assigns/reviews work.~~ Assists and oversees contract personnel~~workers~~
- Performs record keeping and maintains files on work performed and scheduled for maintenance or repair
- Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed
- ~~Assists in the training of employees~~
- Supports and actively promotes the City's safety programs; attends safety meetings and staff meetings; performs daily safety inspections; identifies and corrects safety hazards
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as required

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:

- Maintenance, safety and basic equipment repair procedures
- Landscape maintenance work methods, procedures and techniques
- Machinery, equipment and tools necessary for the maintenance and repair of public parks and irrigation systems

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LANDSCAPE MAINTENANCE INSPECTOR ~~LEADWORKER~~

- Occupational hazards and safety precautions applicable to maintenance and repair work
- State vehicle code and traffic safety laws and regulations
- Supervisory practices and procedures
- Computer hardware and software pertinent to record keeping and communications
- Quality customer service principles

Ability to:

- Read and follow work orders and instructions
- Perform a variety of landscape maintenance tasks including mowing, trimming, pruning and applying pesticides and herbicides
- Use hand and power tools
- Follow safety practices and recognize hazards
- Carry out work assignments as instructed
- Lead ~~contract personnel~~ ~~work crew~~ and communicate effectively to create a cooperative team
- Maintain accurate records
- Operate a personal computer and standard software applications
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work.

Education: High school diploma or equivalent certificate.

Experience: Three (3) years of general landscape maintenance experience.

Certifications/License: A valid California Class C driver license and an acceptable driving record are required at time of appointment and during course of employment. Must obtain a California Class A driver license prior to completion of probationary period.

[Certified Playground Safety Inspector \(CPSI\) Certification is desirable](#)

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: LANDSCAPE MAINTENANCE INSPECTOR LEADWORKER

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.

Work is performed in a general office, ~~repair shop~~, or outdoors environment with exposure to extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, drives, steers, 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. May climb, jump, stoop, bend, balance, twist, crouch, kneel, and reach above, at and below shoulder level. Must utilize approved safety equipment and protective gear, including but not limited to, safety glasses, hard hats, gloves, respirators and/or hearing protective devices.

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

Rev August 2021/pa

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITY MAINTENANCE WORKER

PERSONNEL COMMISSION APPROVAL: ~~AUGUST 21, 2019~~ (Revised)
COUNCIL APPROVAL: ~~DECEMBER 2004~~ NOVEMBER 15, 2022

JOB CODE: 03940892
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: SERVICE / MAINTENANCE

JOB SUMMARY

Under close supervision, performs a variety of semi-skilled and unskilled tasks in the maintenance of ~~City streets, parks, trees, beaches,~~ water distribution or wastewater systems.

SUPERVISION RECEIVED

Reports to: Designated Utility Water or Wastewater Maintenance Supervisor

DISTINGUISHING CHARACTERISTICS

Utility Maintenance Worker is an entry-level job class within the ~~utility maintenance~~-worker series. Incumbents perform a variety of maintenance work based on area of assignment. Work is of average difficulty and performed in accordance with established policies and procedures. Utility Maintenance Worker differs from ~~Water Utility Maintenance Service Worker, Beach Maintenance Service Worker, Wastewater Maintenance Service Worker and Water Service Worker~~ in that the latter ~~is~~ are a journey-level jobs with the acquired knowledge, skills and abilities in the specific work area to perform with minimal supervision.

Incumbents may be assigned to ~~streets, parks, athletic fields, beach,~~ water distribution, or wastewater systems, ~~or trees and landscape maintenance work.~~ Actual responsibilities vary according to assignment.- Assignments are not interchangeable.

EXAMPLES OF ESSENTIAL DUTIES

~~When assigned to Street Maintenance~~

- ~~• Performs manual labor in support of street repairs~~
- ~~• Assists with pothole, sidewalk, and other asphalt repairs and the annual slurry seal program for residential streets~~
- ~~• Removes large pieces of debris in streets prior to clean up by street sweeper~~
- ~~• Assists in clearing areas containing hazardous materials~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: UTILITY MAINTENANCE WORKER

When assigned to Parks or Landscape Maintenance

- ~~Assists with a variety of landscape maintenance work including; planting new foliage, watering, spraying, and trimming of shrubbery and flowers~~
- ~~Removes litter and services trash receptacles in parks~~
- ~~Assists with chemical control of weeds, insects, and plant diseases~~

When assigned to Tree Maintenance

- ~~Assists with regular maintenance, including pruning, planting, pest control and removal of city-owned trees, in city parks, medians, landscape areas, sidewalks, and parkways~~

When assigned to Beach Maintenance

- ~~Assists with general maintenance and cleaning of the City's beaches and beach facilities~~

When assigned to Water Distribution

- Performs manual labor and assists in the maintenance, installation and repair of the water distribution system, including removing and installing rough concrete work on curbs, gutters and sidewalks, digging out broken spots in street surfaces, filling joints and cracks, grinding uneven sidewalks

When assigned to Wastewater

- Assists in the maintenance, repair and construction of the City's wastewater and storm water systems

Duties applicable to all positions in this job classification

- Removes debris in streets, alleyways, other municipal properties, ~~and on beaches~~ as necessary or requested by citizens, other City departments or other cities
- ~~Maintains and cleans City restrooms and facilities in parks and on beaches~~
- Hauls materials to job sites and stages work areas for crews
- Cleans worksite when repairs are completed and hauls debris and discarded materials away
- Assists in setting up traffic control markings for work zones; acts as flagger to route traffic safely around work zone
- Participates in the set up and operation of equipment at City special events
- Assists with general labor duties
- May respond to emergency calls for service on a call-out basis requiring working outside of normal business hours as needed
- Attends appropriate hazard exposure training for related duties as assigned; supports and actively promotes the City's safety programs; assists with 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 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.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITY MAINTENANCE WORKER

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:

- Safety rules and practices pertaining to maintenance and construction work
- Practices and procedures for safe handling of hazardous materials
- Traffic procedures and vehicle operations
- Machinery, equipment and tools necessary for the maintenance and repair of public streets and facilities
- Occupational hazards and safety precautions applicable to maintenance and repair work

Ability to:

- Learn to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities
- Perform heavy manual labor
- Read and follow work orders and instructions
- Use hand and power tools; follow safety practices and recognize hazards
- Carry out work assignments as instructed
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work
- Respond to after-hours emergency situations within established time parameters
- Travel to offsite locations within a reasonable timeframe

Education: High school diploma or equivalent certificate.

Experience: - Experience in general construction or the maintenance of infrastructure facilities and systems preferred.

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

FLEXIBLE STAFFING/RECLASSIFICATION

Utility Maintenance Worker incumbents may be recommended to the journey-level classification of Water Utility Maintenance Service Worker, Beach Maintenance Service Worker, Water Service Worker, or Wastewater Maintenance Service Worker, upon meeting the minimum qualifications

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: UTILITY MAINTENANCE WORKER

necessary for performance of the higher level duties, and upon successful completion of the probationary period.

Dependent upon area of assignment, the requirements for reclassification consideration, subject to the review, recommendation, and approval of the department head and human resources, include the following:

- ~~Maintenance Service Worker:~~
 - ~~— Eighteen months' experience in streets, parks, landscape and/or tree maintenance~~
 - ~~— Valid California Class A driver license with hazmat endorsement and an acceptable driving record required at time of appointment and throughout employment.~~
- ~~Beach Maintenance Service Worker~~
 - ~~— Two years' experience in beach maintenance and/or boat maintenance and fibreglassing~~
 - ~~— Valid California Class C driver license and an acceptable driving record required at time of appointment and throughout employment.~~
- Water Service Worker:
 - Two years' experience in construction or maintenance and repair of water distribution systems
 - Valid California Class A driver license and an acceptable driving record required at time of appointment and throughout employment.
 - Grade 1 Water Distribution Operator Certificate issued by the California State Water Resources Control Board
 -
- Wastewater Maintenance Service Worker:
 - Two years' experience in maintenance and repair of wastewater collection systems
 - Valid California Class B driver license and an acceptable driving record required at time of appointment and throughout employment.
 - Grade I Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA)

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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: UTILITY MAINTENANCE WORKER

Work is primarily performed outdoors (fieldwork) with exposure to the weather. May include contact with hot and cold surfaces. Exposure to loud noises from equipment and vehicle engines, vibrations. Works in close proximity to moving mechanical parts (mechanical hazards), electrical currents (electrical hazards), and vehicular traffic (road hazards). May work in confined spaces. May come in contact with potential natural irritants such as vegetation, dust, soil, tree pollens, fertilizers, non-restricted pesticides, and sawdust. Exposure to fumes from and direct contact with chemicals, including but not limited to volatile organic compounds, gasoline, diesel, motor oil, grease, ammonia, bleach and cleansers. Must be able to stand for long periods and/or walk long distances. Some walking may occur on sloping, slippery and /or uneven surfaces. Requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach and bend. Requires ability to twist upper and lower body and at the waist. Requires mobility of both arms to reach overhead. Must have 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 with the use of proper equipment or assistance weighing 50 to 100 pounds. 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.

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

Rev. 8/2019 jd

[Rev. 12/22 pa](#)

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PUBLIC WORKS OPERATIONS MANAGER

PERSONNEL COMMISSION APPROVAL: **DECEMBER 9, 2020**

COUNCIL APPROVAL: **NOVEMBER 15, 20220**

JOB CODE: **06230852**
EMPLOYMENT STATUS: **REGULAR FULL-TIME**
UNIT REPRESENTATION: **MEO**
FLSA STATUS: **EXEMPT**
EEOC CODE: **OFFICIALS & ADMINISTRATORS**

JOB SUMMARY

Under ~~administrative~~general direction, serves as division head responsible for managing, supervising and coordinating programs of the ~~Maintenance~~ Operations and ~~General Services~~ Division of the Public Works Department, including maintenance of beaches, parks, trees, roadside landscaping, streets, fleet operations, and facilities maintenance including ADA Coordinator for non-personnel related issues, and oversees HazMat response.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Director of Public Works

Supervises: Supervisory, technical, skilled craft, service/maintenance and administrative support staff

DISTINGUISHING CHARACTERISTICS

This is a single incumbent classification that acts as the division head over the ~~Maintenance~~ Operations and ~~General Services~~ Division.

EXAMPLES OF ESSENTIAL DUTIES

- Participates in the development and implementation of goals, objectives, policies, procedures and priorities related to the ~~Maintenance~~ Operations and ~~General Services~~ Division of the Public Works Department
- Plans, organizes, performs and supervises the assigned functions and activities of the ~~Maintenance~~ Operations and ~~General Services~~ Division; budget preparation, implementation and administration, records management, purchasing, customer

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PUBLIC WORKS OPERATIONS MANAGER

- service, professional services and construction contract administration, personnel administration, departmental information systems and mapping
- Oversees the beach maintenance, fleet maintenance, facility maintenance, landscape maintenance, street maintenance, and tree maintenance programs for the City
 - Manages division 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; reviews invoices for accuracy, assigns expenditures to accurate accounts, authorizes expenditures and participates in program audits
 - Manages and oversees compliance requirements related to grant administration to identify and adhere to Federal and State requirements; including the planning and implementing of grant programs
 - Monitors and reviews for accuracy CIP bid documents, contract files, legal advertising, contracts, agreements, specifications and bids; verify insurance and bonding, and process agreements and final contract documents; prepares and reviews progress payments, change orders, and retention accounts; prepares final accounting for projects
 - 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
 - Plans, directs, coordinates and reviews the work plan for the Division; meets with staff to identify and resolve problems; monitors work flow; review and evaluates work products, methods and procedures
 - Resolves work problems and interprets administrative policies to subordinates, consultants, contractors and the public
 - Develops, plans and implements new or revised programs, systems, procedures and methods of operation pertaining to the division
 - Administers professional services agreements and contracts, which include insurance documents and bonds
 - Plans, prioritizes, assigns, supervises and monitors the work of supervisory, technical, service/maintenance, skilled craft and administrative staff; provides or coordinates staff training; coaches employees to improve job performance and to correct deficiencies; prepares performance evaluations
 - 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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PUBLIC WORKS OPERATIONS MANAGER

- 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
- Principles and practices of budget development and administration
- Principles and practices supervision, training, mentoring, and performance evaluation
- Principles and practices of organization, administration and personnel management
- 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
- 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

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PUBLIC WORKS OPERATIONS MANAGER

- Supervise the preparation and maintenance of records and prepare comprehensive 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: A Bachelor's Degree from an accredited college or university with major coursework in business, public administration or related field.

Experience: Five (5) years of increasingly responsible experience in administration of Public Works maintenance operations including planning, budgeting, and contract administration work and three (3) years of supervisory responsibility of a large staff.

License/Certification: 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

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.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PUBLIC WORKS OPERATIONS MANAGER

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.

Established Nov/2020

DRAFT

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SURVEY TECHNICIAN †

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

JOB CODE: **01740882**
EMPLOYMENT STATUS: **REGULAR FULL-TIME**
UNIT REPRESENTATION: **MEAHBMT**
FLSA STATUS: **NON-EXEMPT**
EEOC CODE: TECHNICIANS

JOBDUTIES 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 † differs from Senior Survey Technician † in that Survey Technician † is not required to possess the certifications necessary to perform the work of the journey-level Senior Survey Technician †.

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 †

- 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: **01850881**
EMPLOYMENT STATUS: **REGULAR FULL-TIME**
UNIT REPRESENTATION: **MEA HBMT**
FLSA STATUS: **NON-EXEMPT**
EEOC CODE: **TECHNICIANS**

JOB DUTIES 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: TRAFFIC SIGNALS/LIGHT CREW LEADER

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

COUNCIL APPROVAL: ~~NOVEMBER 22, 2022~~ DECEMBER, 2001

JOB CODE: 01400866
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOB SUMMARY

Under general supervision, oversees the work of staff in the maintenance of City owned traffic signals, high voltage street lighting, fiber optic communication infrastructure and pole mounted street and park lighting; ensures efficient and accurate record keeping and preventative maintenance to reduce tort liability to the City; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Traffic and Transportation Manager
Supervises: Skilled and non-skilled craft and service-maintenance personnel

DISTINGUISHING CHARACTERISTICS

The Traffic Signals/Light Crew Leader is a working supervisor who monitors and oversees the work of the section and crews; performs inspections of outside contractual services, and performs or assigns electrical inspections of all Public Works right-of-way projects.

EXAMPLES OF ESSENTIAL DUTIES

- Supervises journey traffic personnel in the maintenance of City owned traffic signals, high voltage street lighting, and pole mounted street and park lighting; ensures efficient and accurate record keeping and an ongoing program of preventative maintenance
- Supervises and administers duties of signal maintenance crew and signal contractors; prepares daily records of work assignments and their progress by in-house personnel in database
- Trains employees in skills, proper maintenance techniques and safe work practices; evaluates work, and recommends disciplinary action; conducts

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: TRAFFIC SIGNALS/LIGHT CREW LEADER

- performance appraisals
- Performs or assigns electrical inspections of Public Works projects and departmental projects
 - Plans and compiles data entry for requisitions to purchase materials for maintenance crew and materials for City funded projects; approves invoices; supports and actively promotes safety programs
 - Maintains inventory of necessary parts and equipment
 - Tracks work performed on jointly owned systems; evaluates the work performance of crews and contractors, verbally and in writing
 - Specifies and checks plans for traffic designs
 - Troubleshoots and diagnoses electrical problems in the field
 - Plans and provides budget input and administers adopted budget
 - Administers pennant banner program with City personnel and the business community
 - Meets with and closely coordinates activities and priorities of the signal and lighting maintenance section with the Transportation Manager
 - Leads and directs daily briefings, safety meetings, meetings with coworkers, training sessions, and other meetings or training related to areas of assignment
 - Reports to work as scheduled; maintains a regular and consistent attendance record
 - Responds to emergency calls for service 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:

- Principles and practices of supervision
- Contract administration
- Traffic signal and pole mounted outdoor lighting operations and design
- Applicable regulations and codes including the National Electrical Code and State of California Standard Plans and Specifications

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: TRAFFIC SIGNAL S/LIGHT CREW LEADER

- Hand tool, power tool and electrical test equipment operations
- Basic trigonometry and business math
- Safe working practices, procedures and regulations; professional standards
- Record keeping systems
- Budgetary planning and preparation

Ability to:

- Supervise a program including performance evaluation and contractor review; monitor contracts
- Schedule and prioritize staffing and project timelines
- Assign and oversee work of other employees, monitor and evaluate progress
- Research information related to vendors, contractors, equipment and supplies and make recommendations to supervisor
- Resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete projects
- Install, inspect, maintain and repair traffic signal and pole mounted outdoor lighting
- Perform electrical system diagnostics
- Read and interpret electrical diagrams, specifications, manuals and blueprints
- Operate a personal computer and utilize standard software applications
- Make field drawings and amendments to blueprints/specifications
- Give and follow oral and written instruction
- Develop and maintain effective record keeping systems
- Work from platforms; work according to prescribed safety and professional standards
- Provide on-the-job training; communicate effectively with work crews and contractors; develop work plans, schedule work and track assignments

Education: High school diploma or equivalent certificate and completion of International Brotherhood of Electrical Workers (IBEW) apprenticeship program or possession of California Electrical Contractor's License or possession of a California State Electricians certification or completion of college coursework in electrical technology (minimum 12 units).

Experience: Four (4) years' on the job experience in the traffic signal field at IMSA traffic signal electrical Level II; four (4) years' experience in high voltage, and 120 – 600 volt electrical systems, including lead or supervisory experience.

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

IMSA Level II Traffic Signal Electrician Certificate required

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: TRAFFIC SIGNALS/LIGHT CREW LEADER

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 indoors and outdoors and involves full exposure to wind, rain, sun, and extreme temperatures. Work involves exposure to potential physical harm, dangerous machinery, loud noises from equipment and vehicle engines, hazardous chemicals, exhaust, and potentially infectious diseases. Performs moderate to heavy work. There is a frequent need to stand, sit, stoop, walk, climb and balance, kneel, crouch, reach, bend and work in confined spaces, lift, move, or drag objects which may weight approximately 50 pounds and up to 100 pounds with the use of proper equipment or assistance, and perform other physical activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited to goggles, hard hats, respirators and/or hearing protection. Some work may also be performed in a general office environment. Incumbent may be required to respond to after-hours emergency situations and is typically required to be on the stand-by response rotation for "after-hours" services.

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

Rev. Feb. 2021 pa

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: TRAFFIC AND TRANSPORTATION MANAGER DATE: ~~SEPTEMBER, 1998~~

PERSONNEL COMMISSION APPROVAL:
COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: 00330865
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: OFFICIALS & ADMINISTRATORS

JOBDUTIES SUMMARY

~~Under administrative direction, The fundamental reason this classification exists is to~~ directs, manages, administers and strategically plans for the City's traffic engineering, transportation planning and signs, traffic signals and street painting programs.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Deputy Director of Public Works

Supervises: Professionals, Technicians, Skilled Craft, Service/Maintenance, and clerical staff

DISTINGUISHING CHARACTERISTICS

This is a single incumbent classification that acts as the division head over the Transportation Division level position working under the administrative direction of the Director of Public Works. ~~This position directly supervises engineering professionals, supervisors, and office and field technical staff.~~

EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, and directs the traffic engineering and transportation planning activities related to the City's public works engineering and land development projects;
- provides advance transportation planning for the City's orderly development;
- performs and oversees highly responsible and complex technical staff functions for these activities.
- Plans, directs and organizes the work of traffic and transportation engineering staff and consultants in accomplishing relevant projects in the Public Works Department's Capital Improvement Program.
- Develops and carries out programs in transportation demand management (TDM) and congestion management (CMP), including conduct of community and other meetings to successfully implement such programs;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: TRAFFIC AND TRANSPORTATION MANAGER **DATE:** ~~SEPTEMBER,~~
~~1998~~

- aAnticipates and responds to citizen complaints and conducts community meetings as necessary to resolve such complaints.
- Interacts closely with other agencies impacting the City's transportation functions, as well as department staff and other City departments which deal with traffic and transportation matters;
- aAnalyzes developers' traffic impact analyses and the traffic and transportation sections of proposed development environmental impact reports for adequacy and consistency with City policies.
- Supervises, trains, evaluates performance, and disciplines subordinate staff as necessary.
- Participates in the preparation of relevant portions of the departmental budget;
- mMakes recommendations on staffing, equipment and capital projects;
- mMonitors expenditures to maintain budgetary control and accurately forecasts the Transportation Division's revenues and expenditures.
- Develops, plans and implements action on adopted policies contained in such documents as the City's Circulation Element, Air Quality Element, and Orange County Congestion Management Plan.
- Ensures accurate and continuous traffic-related record keeping, including traffic signal warrants and priorities, traffic counting programs, traffic signal timing charts, traffic accident records and statistics and speed zoning.
- Attends all meetings, study sessions, and workshops of the City Planning Commission, City Council and Public Works Commission and relevant department meetings, unless otherwise excused;
- pPresents written and oral testimony, responds to questions, and makes recommendations.
- Monitors State and Federal legislation related to traffic and transportation issues and applies for grants where available;
- mMay attend Technical Advisory Committee meeting of the OCTA and lead or assist the Engineering Division in applications for Measure M projects.
- Researches and provides comprehensive and concise written reports on highly complex transportation and traffic engineering matters;
- pPresents report results to both technical and non-technical audiences.
- Researches and specifies proper equipment to effectively carry out and maintain the City's traffic signs, signals, street lighting and street painting programs.

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

MINIMUM QUALIFICATIONS:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: TRAFFIC AND TRANSPORTATION MANAGER **DATE:** ~~SEPTEMBER,~~
~~1998~~

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:

- Transportation planning and modeling;
- ~~t~~Traffic engineering principles, methods and practices as they apply to the planning of municipal transportation systems and ancillary facilities;
- pPrinciples of personnel management and supervision;
- ~~t~~Traffic safety issues and liability reduction;
- California Vehicle Code, State Traffic Manual and Federal Manual on Uniform Traffic Control Devices;
- Laws and regulations governing the design and construction of traffic and transportation improvement;
- eContract and consultant coordination; municipal government and issues of concern for those involved;
- gGrants and grant application;
- mMunicipal finance and budgeting;
- pPublic works contract design specifications and contract administration;
- bBlueprint and plan reading and interpretation;
- eComputer operations including spreadsheet preparation;
- pPractices in maintenance of traffic signals, street painting, sign installation, and maintenance;
- eEffective oral and written communication practices;
- Aand principles and practices of quality customer service.

Ability to:

- Plan, coordinate, and supervise program activities and personnel performing a variety of functions;
- eCommunicate effectively, both orally and in writing, with elected officials, the public, contractors, developers and staff;
- eCompose detailed reports and recommendations, correspondence and specifications;
- iInteract effectively with a variety of individuals and groups including elected officials, employees and members of the general public;
- eEffectively supervise and lead staff members;
- dDeliver quality customer service.

Education: ~~Equivalent to a bachelor's~~ **Education:** Bachelor's degree from an accredited college or university with major coursework in civil engineering, traffic engineering, transportation planning, urban and regional planning or related field.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: TRAFFIC AND TRANSPORTATION MANAGER DATE: ~~SEPTEMBER,~~
~~1998~~

Experience: Six (6) years of related professional level experience, including supervision of professional and technical sub-professional staff.

License: Valid California Class C Driver License and an acceptable driving record are required by time of appointment and throughout employment.

SPECIAL CONDITIONS

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

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

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS ~~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 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: WAREHOUSE CLERK~~STOCK CLERK~~

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

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

JOB CODE: ~~0386~~ 0856
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: SERVICE/MAINTENANCE

JOB SUMMARY

Under general supervision, orders, receives, stores, and dispenses various materials, tools, parts and equipment for a central warehouse; maintains inventory records, account records for materials and supplies, and requests replenishments as required to maintain desired supply level; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Warehouse Coordinator~~keeper~~

DISTINGUISHING CHARACTERISTICS

The Stock Warehouse Clerk is responsible for performing a variety of duties associated with ordering, receiving, stocking, distributing, and managing of inventory supplies

EXAMPLES OF ESSENTIAL DUTIES

- Receives, stores, dispenses, and restocks supplies, tools, parts and equipment; maintains several minimum/maximum levels of materials and supplies for various divisions and departments of the City
- Receives, logs, and stores all materials, supplies, tools and equipment shipped to the Central Warehouse; dispenses materials and supplies to the various divisions and departments assuring delivery when required and assigns the proper account charges
- Maintains material, supply, and parts catalogs in current status for ordering and pricing information; initiates and submits restocking orders to appropriate staff members for processes; may reorder materials, parts, supplies and equipment to maintain predetermined minimum inventory levels

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WAREHOUSE CLERK~~STOCK CLERK~~

- Initiates return of items damaged in transit or shipped incorrectly; maintains or assists in maintaining the inventory, organization and cleanliness of the facility to which assigned; may perform first line or preventative maintenance of selected equipment
- Operates forklift or other material handling equipment
- Cleans and maintains storage areas
- Performs routine clerical tasks as assigned including answering phones, maintaining appropriate records and logs, and use of computer to maintain inventory records
- 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:

- City and departmental policies and procedures
- Procurement methods, practices and procedures
- Warehousing and inventory control techniques
- Computer hardware and software pertinent to record keeping and inventory control
- Occupational hazards and safety practices applicable to vehicle warehouse operations
- Quality customer service principles
- Stock room and inventory control procedures

Ability to:

- Perform mathematics calculations used in business transactions
- Maintain accurate records in an automated environment; record and retrieve information

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WAREHOUSE CLERK~~STOCK CLERK~~

- Identify errors and inconsistencies in materials, tools, parts, and equipment orders and deliveries
- Operate personal computer, software applications and standard office equipment
- Operate forklift
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively with others both orally and in writing
- Organize and locate equipment and materials as demanded
- Recognize equipment, materials or tools in disrepair

Education: High school diploma or equivalent certificate.

Experience: One (1) year as a stock clerk, records clerk or other related experience in warehouse or inventory operations.

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

Possession of a Forklift Operator certificate is highly desirable and must be obtained within one (1) year of appointment, and maintained 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 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 involves exposure to dangerous machinery, hazardous chemicals, fumes, dust, gases, odors and potential physical harm. There is frequent need to sit, stand, stoop, bend, walk, kneel, climb ladders, reach at, above and below shoulder level, push, pull, handle, grip, grasp and extend neck upward, downward and side to side, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WAREHOUSE CLERKSTOCK CLERK

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

Rev April 2020 pa

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CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WAREHOUSE ~~KEEPER~~ COORDINATOR

PERSONNEL COMMISSION APPROVAL: **NOVEMBER 20, 2019 (Revised)**

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

JOB CODE: ~~0385 0854~~ _____
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: ~~MEA~~ HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: SERVICE/MAINTENANCE

JOB SUMMARY

Under general supervision, responsible for requisitioning, receiving, storing, and dispensing various materials, tools, parts and equipment for a central warehouse; maintains and operates detailed computer inventory control procedures, records, check-in and check-out, and account records for various materials; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Utilities Manager or as assigned by the Deputy Director of Public Works

Supervises: Stock Warehouse Clerk, part-time assistants

DISTINGUISHING CHARACTERISTICS

This single position journey-level classification is responsible for the full range of warehouse and supervisory duties. This class is distinguished from the Warehouse Stock Clerk by the scope and complexity of the inventory and duties, and by supervisory responsibilities.

EXAMPLES OF ESSENTIAL DUTIES

- Develops and implements procedures for the operations and control of a central warehouse, including material handling and disposition, inventory control and security systems;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WAREHOUSE ~~KEEPER~~ COORDINATOR

- Plans, organizes and participates in ordering, receiving, storing, issuing and accounting for a wide range of materials, supplies, tools, equipment and parts that support several major divisions;
- Maintains detailed records and files and initiates reports of all transactions;
- Receives, logs, and stores all materials, supplies, tools and equipment shipped to a central warehouse;
- Dispenses materials and supplies to the various divisions and departments assuring delivery when required and assigns the proper account charge;
- Maintains material, supply and parts catalogs and supplier information in current status for ordering and pricing information to keep pace with current and future needs;
- Determines appropriate supplies and initiates requisitions for parts, assemblies, and equipment in order to maintain predetermined supply levels;
- Contacts vendors to search for sources for parts and assemblies;
- Follows up on purchases to expedite orders;
- Checks incoming supplies and initiates return of items not meeting description of ordered goods or damaged in transit;
- Determines items to be stocked and conducts inventory audits and analysis to determine appropriate stocking levels from past and anticipated usage;
- Performs annual audit of inventory with assistance of warehouse and limited non-warehouse personnel and produces annual inventory report;
- Orders and distributes employee uniforms, ensuring compliance with memorandum of understanding (MOU) documentation;
- Supervises full-time and/or part-time employees;
- Delivers or directs staff to deliver materials to City work sites when necessary;
- Leads, plans, trains and reviews the work of staff responsible for the receipt, storage, tagging, distribution and issuance of supplies, materials and equipment;
- Performs annual employee performance evaluations;
- Plans and initiates methods and procedures for maintaining, storing and organizing the inventory and may assist in maintaining the cleanliness of the facility to which assigned;
- Operates a forklift as required;
- Purges shelves of surplus or obsolete materials;
- Ensures compliance with all federal and state safety regulations;
- Ensures compliance with City's insurance inspection report recommendations;
- 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: WAREHOUSE ~~KEEPER~~ COORDINATOR

- 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:

- City and departmental policies and procedures
- Procurement methods, practices and procedures
- Warehousing and inventory control techniques
- Computer hardware and software pertinent to record keeping and inventory control
- Occupational hazards and safety practices applicable to warehouse operations
- Quality customer service principles
- Stock room and inventory control procedures
- Business math and letter writing
- Maintenance of perpetual inventory
- Principles and practices of supervision

Ability to:

- Perform mathematics calculations used in business transactions
- Maintain accurate records in an automated environment
- Record and retrieve information
- Operate personal computer, software applications and standard office equipment
- Operate a forklift
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate effectively with others both orally and in writing
- Organize and locate equipment and materials as required; recognize equipment, materials or tools in disrepair

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WAREHOUSE~~KEEPER~~ **COORDINATOR**

Education: High school diploma or equivalent certificate.

Experience: Two (2) years as a stock clerk, storekeeper, or other related experience in warehouse operations.

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

Possession of a Forklift Operator certificate is highly desirable and must be obtained within two (2) months of appointment, and maintained 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 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 involves exposure to dangerous machinery, hazardous chemicals, fumes, dust, gases, odors and potential physical harm. There is frequent need to sit, stand, stoop, bend, walk, kneel, climb ladders, reach at, above and below shoulder level, push, pull, handle, grip, grasp and extend neck upward, downward and side to side, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday.

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 TECHNOLOGY COORDINATOR~~ UTILITIES TECHNOLOGY SUPERVISOR

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

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

~~0631~~0897

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

DRAFT

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER PUMP ~~MECHANIC~~TECHNICIAN

PERSONNEL COMMISSION APPROVAL: ~~DECEMBER 15, 2010~~ (Revised)

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

JOB CODE: 03870904
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOB SUMMARY

Under general supervision, performs a variety of skilled and semi-skilled tasks in repairing, servicing and replacing pumps, motors, automatic controls, and other peripheral equipment in the City's wastewater facilities; maintenance cleaning of the City's storm drain system.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Wastewater ~~Operations~~ Supervisor, Wastewater Crew Leader
Supervises: None

DISTINGUISHING CHARACTERISTICS

The Wastewater Pump ~~Technician~~Mechanic is a ~~single-position~~ job classification responsible for performing journey level maintenance and repair work of wastewater pump equipment and differs from the Senior Wastewater Pump Mechanic in the lack of lead responsibilities~~complexity of work performed~~.

EXAMPLES OF ESSENTIAL DUTIES

- Maintains, cleans, replaces and repairs pumps, electric motors, automatic controls, valves, piping, plumbing, mechanical assemblies and related pump station equipment.
- Operates portable pumps, ventilators, generators, air tools, gas detectors and similar portable equipment; may operate a variety of vehicles such as fork lifts, dump trucks, flat bed trucks, loaders, tractors, backhoes, sewer cleaning and vacuum trucks
- Coordinates wastewater collection system activities with other divisions, outside agencies and organizations.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER PUMP ~~MECHANIC~~TECHNICIAN

- Performs preventative maintenance on lift stations, dry pit lift stations and submersible lift stations; performs diagnostic work to determine the cause of poor or non-performance
- Performs record keeping and maintains files on work performed; maintains inspection and repair records.
- Assists with telemetry repair and maintenance or fabrication and welding of pumps, motors and other peripheral equipment
- Assists with periodic safety inspections; identifies and corrects safety hazards
- Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed.
- Performs other related duties as required
- 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:

- Practices, procedures, tools and materials used in the maintenance, repair and installation of heavy plant equipment, pumps, motors, controllers, variable speed and chain drives, and lift stations
- Occupational hazards and necessary safety precautions applicable to maintenance and repair of wastewater equipment and distribution
- Basic apprentice level electrical techniques
- Telemetry and SCADA systems
- Confined space safety rescue operations
- National Pollution Discharge Elimination System (NPDES)
- Hazardous materials/sewer spillage reporting

Ability to:

- Read and follow work orders and instructions
- Read and interpret plans, specifications, repair manuals and diagnostic test results;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER PUMP ~~MECHANIC~~TECHNICIAN

- Use a variety of test instruments and power, hydraulic or hand tools;
- Respond quickly to critical situations, and carry out work assignments as instructed;
- Maintain accurate records;
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work.

Education: High school diploma or equivalent certificate.

Experience: Three (3) years' experience in the installation, repair and maintenance of heavy industrial equipment such as pumps, motors, vari-speed and chain drives, and lift stations.

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

California Water Environmental Association (CWEA) Collection System Grade I required within 12 months of appointment.

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 involves exposure to potential physical harm, dangerous machinery, hazardous chemicals, and potentially infectious disease. There is a frequent need to stand, sit,

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER PUMP ~~MECHANIC~~TECHNICIAN

stoop, walk, climb and balance, work in confined spaces, lift heavy objects (up to 100 pounds) and perform other physical activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited to hard hats, respirators and/or hearing protective devices. Work is performed outdoors with full exposure to wind, rain, sun, and extreme temperatures.

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

~~Positions in this classification are considered safety sensitive under Department of Transportation (DOT) and Federal Highway Administration (FHWA) alcohol and controlled substance use regulations.~~

Est. Dec. 2001
Rev. Dec. 15, 2010

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CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR WASTEWATER PUMP ~~MECHANIC~~TECHNICIAN

PERSONNEL COMMISSION APPROVAL: ~~DECEMBER 15, 2010~~ (Revised)
COUNCIL APPROVAL: ~~DECEMBER 2001~~ NOVEMBER 15, 2022

JOB CODE: 03490902
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOB SUMMARY

Under general supervision, performs skilled work in repairing, servicing and replacing pumps, motors, automatic controls and other peripheral equipment in the City's wastewater facilities; maintenance cleaning of the City's storm drain system.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Wastewater Supervisor, Wastewater Crew lleader

Supervises: None

DISTINGUISHING CHARACTERISTICS

The Senior Wastewater Pump Technician~~Mechanic~~ is a ~~single position~~ job classification responsible for maintaining pump equipment within the City's wastewater department and providing lead direction to the Wastewater Pump Mechanic and other staff in performing repairs.

EXAMPLES OF ESSENTIAL DUTIES

- Operates portable pumps, ventilators, generators, air tools, gas detectors and similar portable equipment; may operate a variety of vehicles such as fork lifts, dump trucks, flat bed trucks, loaders, tractors, backhoes, sewer cleaning and vacuum trucks
- Assigns work to crew in the field
- Performs complex electrical and electronic repair work
- Maintains, cleans, replaces and repairs pumps, electric motors, automatic controls, valves, piping, plumbing, mechanical assemblies and related pump station equipment

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR WASTEWATER PUMP ~~MECHANIC~~ TECHNICIAN

- Coordinates wastewater collection system activities with other divisions, outside agencies and organizations
- Performs preventative maintenance on lift stations, dry pit lift stations and submersible lift stations.
- Performs diagnostic work to determine the cause of poor or non-performance of equipment
- Maintains inspection and repair records and files of work performed
- Assists with telemetry repair and maintenance or fabrication and welding of pumps, motors and other peripheral equipment
- Assists with periodic safety inspections
- Identifies and corrects safety hazards
- Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed-
- 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:

- Practices, procedures, tools and materials used in the maintenance, repair and installation of heavy plant equipment, pumps, motors, controllers, variable speed and chain drives, and lift stations
- Occupational hazards and necessary safety precautions applicable to maintenance and repair of wastewater equipment and distribution-
- Basic apprentice level electrical techniques
- Telemetry and SCADA systems
- Confined space safety rescue operations
- National Pollution Discharge Elimination System (NPDES)
- Hazardous materials/sewer spillage reporting
-

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR WASTEWATER PUMP MECHANICTECHNICIAN

Ability to:

- Read and follow work orders and instructions
- Read and interpret plans, specifications, repair manuals and diagnostic test results
- Use a variety of test instruments and power, hydraulic or hand tools
- Provide lead support to other personnel
- Respond quickly to critical situations, and carry out work assignments as instructed
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work

Education: High school diploma or equivalent certificate.

Experience: Five (5) years of experience in the installation, repair and maintenance of heavy industrial equipment such as pumps, motors, vari-speed and chain drives, and lift stations.

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

California Water Environmental Association (CWEA) Collection System Grade I.

SPECIAL CONDITIONS

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

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

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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR WASTEWATER PUMP ~~MECHANIC~~TECHNICIAN

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 involves exposure to potential physical harm, dangerous machinery, hazardous chemicals, and potentially infectious disease. There is a frequent need to stand, sit, stoop, walk, climb and balance, work in confined spaces, lift heavy objects (up to 100 pounds) and perform other physical activities during the course of the workday. Must utilize approved safety equipment and protective gear including but not limited, to hard hats, respirators and/or hearing protective devices. Work is performed outdoors with full exposure to wind, rain, sun, and extreme temperatures.

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

~~Positions in this classification are considered safety sensitive under Department of Transportation (DOT) and Federal Highway Administration (FHWA) alcohol and controlled substance use regulations.~~

Est. Dec. 2001
Rev. Dec. 15, 2010/jd

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LEAD WASTEWATER OPERATIONS LEADWORKER WORKER

PERSONNEL COMMISSION APPROVAL: **MARCH 20, 2019** (Revised)
COUNCIL APPROVAL: **DECEMBER 2004** **NOVEMBER 15, 2022**

JOB CODE: **0404 0901**
EMPLOYMENT STATUS: **REGULAR FULL-TIME**
UNIT REPRESENTATION: **MEAHBMT**
FLSA STATUS: **NON-EXEMPT**
EEOC CODE: **SERVICE/MAINTENANCE**

JOB SUMMARY

Under general supervision, performs a variety of skilled and semi-skilled tasks in the maintenance of the City's sanitary sewer and storm drain wastewater systems.

SUPERVISION RECEIVED

Reports to: Wastewater Operations Supervisor

DISTINGUISHING CHARACTERISTICS

Lead Wastewater Operations Leadworker Worker is an advanced journey-level position in the Wastewater Operations job series. Lead Wastewater Operations Leadworker Worker differs from Wastewater Operations Crewleader Crew Leader in that Lead Wastewater Operations Leadworker Worker is responsible for coordinating and assigning the daily activities of other crewmembers while the Wastewater Operations Crewleader Crew Leader serves as the working supervisor to monitor and oversee the work of the crew.

EXAMPLES OF ESSENTIAL DUTIES

- Assists the Crew Leader/Supervisor in the planning and scheduling of overall work projects
- Assigns work to employees in crew; trains employees in work assignments and safe work practices
- Maintains, cleans and repairs sewage collection lines, manholes, lift stations and other sewage facilities and equipment
- Responsible for the surveillance, monitoring and minor repair of stationary equipment such as lift stations
- Maintains daily records of operation and maintenance of stationary equipment

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: LEAD WASTEWATER OPERATIONS LEADWORKER WORKER

- Operates portable pumps, ventilators, generators, pneumatic tools, gas detectors and similar portable equipment
- Performs field maintenance of equipment to assure its proper operation
- Responds to complaints concerning sewer odors, sewer blockages, noisy manhole covers and makes corrections or recommendations
- Operates hydro-cleaner, combination vacuum and jetter truck, utility trucks or other similar vehicles
- Responsible for traffic control, proper safety procedures and reading and interpreting sewer atlas
- Supports and actively promotes the City's safety programs; performs periodic safety inspections; identifies and corrects safety hazards
- Assists with periodic safety inspections identifies and corrects safety hazards
- Assumes responsibilities of the Crew Leader, in their absence
- Reports to work as scheduled; maintains a regular and consistent attendance record
- Attends training; supports and actively promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards
- Performs other related duties as assigned

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:

- Municipal ~~sanitary sewer and storm drain~~wastewater systems
- Equipment safety policies and procedures
- Wastewater maintenance procedures and techniques
- Traffic safety laws and regulations and proper vehicle operations
- Machinery, equipment and tools necessary for the maintenance and repair of public wastewater systems
- Occupational hazards and safety precautions applicable to operation of various types of heavy equipment
- Camera inspection and related equipment

Ability to:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LEAD WASTEWATER OPERATIONS LEADWORKER WORKER

- Perform journey-level maintenance and repair work in support of the City's wastewater operations
- Assign and lead work of other employees
- Read and follow work orders and instructions
- Safely operate sewer cleaning trucks, vacuum trucks, camera inspection equipment, water trucks, generators, and other heavy equipment
- Perform a variety of maintenance tasks using hand and power tools
- Troubleshoot and solve basic mechanical and electrical problems
- Read and interpret maps and basic blueprints
- Understand and interpret telemetry monitoring devices and electrical systems
- Comprehend and input jobs into the work order system
- Follow safety practices and recognize hazards
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work

Education: High school diploma or equivalent certificate.

Experience: Three (3) years' experience in the maintenance, repair and construction of wastewater collection systems.

Certifications/License:

A valid California Class AB driver license with an acceptable driving record required by time of appointment and during course of employment

Grade 2 Wastewater Collection Certificate issued by the California Water Environment Association (CWEA) required; Grade 3 desirable

SPECIAL CONDITIONS

Positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMSCSA) 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

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: LEAD WASTEWATER OPERATIONS LEADWORKER WORKER

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 wastewater, industrial waste and potential natural irritants such as vegetation, dust, soil, tree pollens, and sawdust. Exposure to chemicals including but not limited to, volatile organic compounds, fertilizers and non-restricted pesticides, gasoline, diesel, motor oil, grease, ammonia, bleach, cleansers. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces; requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend; requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools, from overhead to the ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects which may weigh approximately 50 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 emergencies within a reasonable time period.

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

Est. Dec. 2001
Rev. Dec. 2010 JD
Rev. Mar 2019 JD

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WASTEWATER ~~OPERATIONS CREWLEADER~~ CREW LEADER

PERSONNEL COMMISSION APPROVAL: ~~MARCH 17, 2021~~ (REVISED)
COUNCIL APPROVAL: ~~DECEMBER 2004~~ NOVEMBER 15, 2022

JOB CODE: ~~0146~~ 0898
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: HBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOB SUMMARY

Under general supervision, oversees the work of crews in the maintenance and repair of sanitary sewer and storm drain systems.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Wastewater Supervisor
Supervises: Skilled and non-skilled craft and service-maintenance personnel

DISTINGUISHING CHARACTERISTICS

The Wastewater ~~Operations Crewleader~~ Crew Leader differs from the ~~Wastewater Operation Leadworker~~ Lead Wastewater Worker in that the former serves as the working supervisor who monitors and oversees the work of the section and the crews. The ~~Wastewater Operations Leadworker~~ Lead Wastewater Worker is responsible for coordinating and assigning the daily activities of other crewmembers.

EXAMPLES OF ESSENTIAL DUTIES

- Assists in scheduling and planning the operations of the crews
- Evaluates projects to assess staffing, equipment and time requirements; prepares weekly schedules to complete assignments in accordance with directed priorities
- Works with leadworkers in delegating work assignments to employees; monitors and follows up on work assignments to resolve problems and assure timely completion of assignments; prepares and maintains records on the status of work in progress and the performance of crews and individual crew members
- Trains employees in skills, proper maintenance techniques and safe work practices; evaluates work, and recommends disciplinary action; conducts performance appraisals
- Leads tailgate safety meetings

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER ~~OPERATIONS CREW LEADER~~ CREW LEADER

- Enters into manholes, catch basins, continuous deflection structures (CDS Units) pipelines, underground pump stations and confined spaces
- Uses self-contained breathing apparatus when necessary
- Performs periodic safety inspections; identifies and corrects safety hazards
- Investigates reports of sewer stoppage, flooding, odorous conditions, facility disrepair, and other complaints and requests by citizens or other departments
- Implements the periodic flushing and cleaning of sewers and storm drains
- Implements the CCTV inspection of sewers and storm drains
- Effectively reads and interprets construction plans, record drawings and GIS atlas maps
- Maintains inventory of necessary parts and equipment
- Selects and requisitions necessary equipment and related supplies
- Provides budget input and monitors the operating budget
- Maintains inspection and repair records
- Coordinates with other City departments, contractors and other agencies in planning and performing work assignments
- Reports to work as scheduled; maintains a regular and consistent attendance record
- Responds to emergency calls for service on an on-call 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:

- Municipal wastewater systems
- Equipment safety policies and procedures
- Wastewater maintenance procedures and techniques
- Traffic safety laws and regulations and proper vehicle operations
- Machinery, equipment and tools necessary for the maintenance and repair of public wastewater systems
- Occupational hazards and safety precautions applicable to operation of various types of heavy equipment
- Equipment, controls, maintenance and operation of sewer pump stations

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER ~~OPERATIONS CREW LEADER~~ CREW LEADER

- Supervisory Control and Data Acquisition (SCADA) systems
- WATCH Manual and all aspects of traffic control
- Camera inspection and related equipment
- Budgeting and supervisory practices

Ability to:

- Schedule and prioritize staffing and project timelines
- Assign and oversee work of other employees, monitor and evaluate progress
- Research information related to vendors, contractors, equipment and supplies and make recommendations to supervisor
- Resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete projects
- Read and follow work orders and instructions
- Safely operate sewer cleaning trucks, vacuum trucks, camera inspection equipment, water trucks, generators, and other heavy equipment
- Perform a variety of maintenance tasks using hand and power tools
- Troubleshoot and solve basic mechanical and electrical problems
- Read and interpret maps and basic construction documents
- Follow safety practices and recognize hazards
- Operate personal computer and utilize standard software applications
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work

Education: High school diploma or equivalent certificate.

Experience: Five (5) years' experience in the maintenance, repair and construction of wastewater systems, including one (1) year of lead or supervisory experience.

Certifications/License:

A valid California Class **AB** driver license with an acceptable driving record required by time of appointment and during course of employment

Grade 2 Wastewater Collection Certificate issued by the California Water Environmental Association (CWEA) required

SPECIAL CONDITIONS

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER ~~OPERATIONS CREW LEADER~~ CREW LEADER

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

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

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

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

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

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

Reasonable accommodation(s) for an individual with a qualified disability will be

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WASTEWATER ~~OPERATIONS CREW LEADER~~ CREW LEADER

considered on a case-by-case basis.

Est. Dec. 2001
Rev. Dec. 15, 2010/jd
Rev. Nov. 2020 PA

DRAFT

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ~~WATER METER READER~~ UTILITY FIELD REPRESENTATIVE
DATE: ~~MARCH 20, 2019 (REVISED)~~

PERSONNEL COMMISSION APPROVAL: (Revised)

COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: ~~0397~~ 0894
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: SERVICE/MAINTENANCE

JOB SUMMARY

Under general supervision, reads and records readings of residential and commercial water meters.

SUPERVISION RECEIVED

Reports to: Water ~~Distribution~~Utility Supervisor, Water Utility Crew Leader

DISTINGUISHING CHARACTERISTICS

Utility Field Representative~~Water Meter Reader~~ is a non-skilled job classification primarily responsible for meter reading and performing minor maintenance related to meters.

EXAMPLES OF ESSENTIAL DUTIES

- Reads water meters on a set route according to a monthly billing structure; enters readings into hand-held computer; rereads water meters as necessary
- Tests meters for accuracy
- Installs, programs and troubleshoots Meter Transmitting Units (MTU)
- Operates hand-held and office computers; enters and retrieves meter data; uploads and downloads data from hand-held equipment
- Investigates unusual readings and customer concerns such as billing issues, problems with taste and/or odor, pressure related issues or other customer concerns; resolves concern or prepares work orders for follow-up resolution
- Inspect meters and lines for damages or leaks; replace meter lids and boxes; reports inoperative or damaged meters, bypassed meters and other meter related issues;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~WATER METER READER UTILITY FIELD REPRESENTATIVE~~

DATE: ~~MARCH 20, 2019 (REVISED)~~

- clears meters obstructed by landscaping; order parts and supplies when needed
- Investigates zero consumption usage accounts
- Assists with customer service, disconnections, delinquent turnoffs, loading and unloading of handheld devices and data entry to handheld equipment; responds to emergency calls for service on a call-out basis, and works outside of normal business hours as needed
- Identifies meter types and notifies supervisor when incorrect meter type is used
- Provides information to customers or refers customer to supervisory staff as appropriate; maintains good public relations, notifies customers of actions requiring resolution
- Operates a City vehicle to travel to and from work assignments
- Reports unsafe conditions observed in the field and makes recommends resolutions
- Reports to work as scheduled, works a variety of schedules including evenings, weekends, and holidays as required; maintains a regular and consistent attendance record
- Attends training; supports and actively promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards
- Performs other related duties as assigned

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:

- Meter reading practices and procedures
- Utility billing procedures
- Applicable federal, state and local laws, codes, and regulations regarding water utilization and billing
- Basic map reading and the geography of the area and location of meters
- Basic mathematical principles
- Practices and procedures for safe driving and vehicle operations
- Machinery, equipment and tools necessary for the reading of water meters
- Occupational hazards and safety precautions applicable to water meter reading

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER METER READER UTILITY FIELD REPRESENTATIVE
DATE: MARCH 20, 2019 (REVISED)

Ability to:

- Read water meters using electronic hand-held meter reading equipment
- Read and follow work orders and instructions
- Use hand and power tools
- Follow safety practices and recognize hazards
- Practice appropriate interpersonal skills when interacting with diverse communities or confrontational individuals
- Operate standard office equipment including computers and applicable software
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work
- Deliver quality customer service
- Travel within an assigned meter-reading route in a prescribed time frame
- Work independently

Education: High school diploma or equivalent certificate.

Experience: One year's experience providing customer service, including direct public contact. Meter reading and Advance Metering Infrastructure testing and installation experience preferred.

License/Certificate: A valid California Class C driver license and an acceptable driving record required at time of appointment and throughout employment in this position.

Must obtain Grade 1 Water Distribution Certification issued by the California State Water Resources Control Board required within one year of hire/appointment to position.

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: ~~WATER METER READER~~ UTILITY FIELD REPRESENTATIVE

DATE: ~~MARCH 20, 2019~~ (REVISED)

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 regularly and frequently 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. May require ascending and descending stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, maps, computer screens and other information. Acute hearing is required when providing telephone service and communicating in person. Work in the field may require walking on even/uneven ground, walking 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: SENIOR ~~WATER METER READER~~ UTILITY FIELD REPRESENTATIVE
DATE: ~~DECEMBER, 2001~~

PERSONNEL COMMISSION APPROVAL: (Revised)

COUNCIL APPROVAL: NOVEMBER 15, 2022

JOB CODE: 0396 ————— 0893
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEAHBMT
FLSA STATUS: NON-EXEMPT
EEOC CODE: SERVICE/MAINTENANCE

DUTIESJOB SUMMARY

With~~Under~~ general supervision, ensures the scheduling and performance of water metering reading activities are performed in a timely and accurate manner; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED

Reports to: Water Utility Supervisor, Water Utility Crew Leader

DISTINGUISHING CHARACTERISTICS

The Senior Utility Field Representative~~Water Meter Reader~~ exists to ensure that the City's water meters are read in a timely manner that corresponds with the City's billing cycle; performs minor maintenance related to meters; and serves as a lead position for the meter reading staff.

EXAMPLES OF ESSENTIAL DUTIES

- Schedules daily activities for meter read~~ingsers~~; reads water meters on a set route according to a monthly billing structure; enters readings into hand-held computer
- l~~l~~ocates, reads or rereads incorrectly read or unread water meters on previous attempts; reads City fire service meters; ~~loads and unloads hand-held utilicorders (electronic recording device)~~; replaces meter box covers and lids.
- Test meters for accuracy
- Installs, programs and troubleshoots Meter Transmitting Units (MTU)

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR ~~WATER METER READER~~ UTILITY FIELD REPRESENTATIVE
DATE: ~~DECEMBER, 2001~~

- Operates hand-held and office computers; enters and retrieves meter data; uploads and downloads data from hand-held equipment
- Investigates ~~unusual readings~~ and ~~solves customer concerns~~ complaints such as billing issues, problems with taste and/or odor, pressure related issues or other customer concerns; resolves concerns or prepares work orders for follow-up resolution and ~~problems related to delinquent accounts;~~
- a~~Assists in contacting new~~ with customers service, disconnections, delinquent turnoffs, loading and unloading handheld devices and data entry to handheld equipment; responds to emergency calls for service on a call-out basis, and works outside normal business hours as needed and ~~processes accounts; assists in integrating new accounts with existing routes; conducts occupancy checks for new accounts not reported; connects and disconnects water services; rechecks unusual meter readers before billing customers;.~~
- Identifies meter types and notifies supervisor when incorrect meter type is used
- Provides information to customers or refers customer to supervisory staff as appropriate; maintains good public relations, notifies customers of actions requiring resolution
- Operates a City vehicle to travel to and from work assignments
- Reports unsafe conditions observed in the field and makes recommends resolutions
- Reports to work as scheduled, works a variety of schedules including evenings, weekends, and holidays as required; maintains a regular and consistent attendance record
- Attends training; supports and actively promotes the City's safety programs; assists with periodic safety inspections; identifies and corrects safety hazards
- Performs other related duties as assigned

~~Operates computer, various hand tools and auto/truck; maintains records and files.~~

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:

- Meter reading practices and procedures
- Utility billing procedures

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR ~~WATER METER READER~~ UTILITY FIELD REPRESENTATIVE
DATE: ~~DECEMBER, 2001~~

- Applicable federal, state, and local laws, codes, and regulations regarding water utilization and billing~~City policies and procedures;~~
- Basic map reading and the geography and street system of the area and location of meters~~City; principles and practices of water meter reading;~~
- Basic mathematical principles
- Practices and procedures for safe driving and vehicle operations
- Machinery, equipment and tools necessary for the reading of water meters
- Record keeping and reporting systems;
- Basic supervisory skills;
- Occupational hazards and safety precautions applicable to water meter reading

Ability to:

- Read water meters using electronic hand-held meter reading equipment;
- Operate standard office equipment including computers and applicable software~~write legibly; make simple arithmetical calculations rapidly and accurately;~~
- Read and follow work orders and instructions; provide instructions to others
- Maintain accurate records
- Practice appropriate interpersonal skills when communicate effectively and interacting with diverse varied communities groups and or confrontational individuals; follow detailed instructions, both
- Communicate effectively orally and in writing;
- Use hand and power tools
- Follow safety practices and recognize hazards
- Establish and maintain cooperative work relationships with those contacted in the course of work
- Delivery quality customer service
- Travel within an assigned meter-reading route in a prescribed time frame
- Work independently

Education: High school diploma or equivalent certificate.

Experience: Two (2) years' experience in water meter reading including Advance Metering Infrastructure testing and installation.

Certifications/License: Possession of a valid California Class C driver license and an acceptable driving record required at time of appointment and throughout employment in this position~~motor vehicle operator's license~~.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: SENIOR ~~WATER METER READER~~ UTILITY FIELD REPRESENTATIVE
DATE: ~~DECEMBER, 2001~~

Grade 1 Water Distribution Certification issued by the California State Water Resources Control Board 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 —Work involves exposure to potential physical harm, and performs moderate to heavy work in all types of weather. There is frequent need to stand, stoop, walk, climb, lift heavy objects up to 100 pounds 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.

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 regularly and frequently 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. May require ascending and descending stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, maps, computer screens and other information. Acute hearing is required when providing telephone service and communicating in person. Work in the field may require walking on even/uneven ground, walking 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: ~~UTILITIES~~WATER DISTRIBUTION SUPERINTENDENT

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

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

JOB CODE: 06240883
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 S~~ection 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: UTILITIES WATER 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: UTILITIES WATER 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: UTILITIESWATER DISTRIBUTION SUPERINTENDENT

Experience: Five (5) years' increasingly responsible experience in the maintenance, operation and repair of public water or wastewater systemsdistribution, 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 2H 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/slippy 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: **SENIOR WATER UTILITY WORKERSYSTEMS TECHNICIAN III**

PERSONNEL COMMISSION APPROVAL: **JULY 21, 2021 (Revised)**

COUNCIL APPROVAL: **AUGUST 18, 2004 NOVEMBER 15, 2022**

JOB CODE: **03700888**
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 II 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: 04490887
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, $\frac{3}{4}$ 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