

AGENDA

**TEHACHAPI CITY COUNCIL SPECIAL MEETING,
TEHACHAPI REDEVELOPMENT SUCCESSOR AGENCY SPECIAL MEETING,
TEHACHAPI PUBLIC FINANCING AUTHORITY SPECIAL MEETING, AND
TEHACHAPI CITY FINANCING CORPORATION SPECIAL MEETING**

**WELLS EDUCATION CENTER
300 SOUTH ROBINSON STREET
MONDAY, JUNE 1, 2015 – 4:00 P.M.**

Persons desiring disability-related accommodations should contact the City Clerk no later than ten days prior to the need for the accommodation. A copy of any writing that is a public record relating to an open session of this meeting is available at City Hall, 115 South Robinson Street, Tehachapi, California.

CALL TO ORDER

ROLL CALL

PLEDGE TO FLAG

AUDIENCE COMMUNICATIONS

This portion of the meeting is reserved for persons to address the Council/Board members on items on the agenda.

BUSINESS

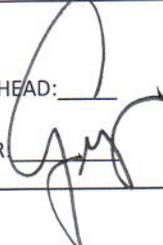
CITY MANAGER/FINANCE DIRECTOR REPORTS

1. Presentation on the five-year budget for Fiscal-Years 2015/16 through 2019/20 – **ADOPT THE PROPOSED RESOLUTION APPROVING AND ADOPTING THE CITY OF TEHACHAPI'S BUDGET FOR THE FISCAL YEAR 2015/16 AND PRELIMINARY BUDGET FOR FISCAL YEARS 2016/17, 2017/18, 2018/19 AND 2019/20**
2. Appropriation Limit for the fiscal year 2015/16 – **ADOPT A RESOLUTION ESTABLISHING AN APPROPRIATION LIMIT FOR THE FISCAL YEAR 2015/16**
3. Employees' contribution rate change for California Public Employees' Retirement System – **ADOPT THE PROPOSED RESOLUTIONS LOWERING THE EMPLOYER PAID MEMBER CONTRIBUTIONS FOR MISCELLANEOUS AND PUBLIC SAFETY EMPLOYEES'**

4. Classification Plan – **ADOPT THE CITY EMPLOYEE CLASSIFICATION PLAN TO TAKE EFFECT JULY 11, 2015, SUBJECT TO MOU’S BEING ADOPTED WITH THE PUBLIC WORKS BARGAINING UNIT AND THE POLICE OFFICERS’ ASSOCIATION**
5. Salary Plan for each position classification in City service as required by CalPERS - **ADOPT A RESOLUTION ESTABLISHING THE SALARY PLAN FOR EACH POSITION CLASSIFICATION IN CITY SERVICE AND REPEALING RESOLUTION NO. 84-14**

ADJOURNMENT



APPROVED	
DEPARTMENT HEAD:	
CITY MANAGER:	

COUNCIL REPORTS

MEETING DATE: JUNE 1, 2015 AGENDA SECTION: CITY MANAGER

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: GREG GARRETT, CITY MANAGER

DATE: MAY 21, 2015

SUBJECT: FIVE YEAR BUDGET FOR FISCAL YEARS 2015/16 THROUGH 2019/20

On Monday, June 1ST, the five-year budget for fiscal years 2015/16 through 2019/20 was presented to the council and the public. The final budget amount presented for fiscal year 2015/16 is \$21,654,631 and preliminary budget amounts for 2016/17, 2017/18, 2018/19 and 2019/20 are \$15,530,029, \$14,976,489, \$14,933,023 and \$15,396,521 respectively. Staff believes that all questions and concerns raised during the budget workshop were addressed and answered.

OPTIONS

1. Approve the five-year budget for fiscal years 2015/16 through 2019/20 as presented.
2. Modify the five-year budget and re-present it at a later date.

RECOMMENDATION

Staff recommends that Council approve and adopt Resolution for the City's final budget for fiscal year 2015/16 and preliminary budget for fiscal years 2016/17 through 2019/20 as presented.

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TEHACHAPI APPROVING AND ADOPTING THE CITY OF
TEHACHAPI'S BUDGET FOR THE FISCAL YEAR 2015-16, THE
PRELIMINARY BUDGET FOR FISCAL YEARS 2016-17, 2017-18,
2018-19 AND 2019-20**

WHEREAS, the City Council of the City of Tehachapi did review and hold public meetings on the Budget and Preliminary Budget for Fiscal Years 2015-16 through 2019-20, at Wells Education Center, 300 South Robinson Street, at which time said Budget and Preliminary Budget were modified, revised, corrected, amended and changed, and matters pertaining thereto, were heard and considered; and

WHEREAS, the City Council wishes to approve the Budget for Fiscal Year 2015-2016 and the Preliminary Budget for Fiscal Years 2016-17 through 2019-20; and

WHEREAS, the City Council of the City of Tehachapi has heretofore, or hereafter will, raise sufficient revenues to finance and balance said Budget.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tehachapi as follows:

SECTION 1. The foregoing recitals are true and correct.

SECTION 2. The Budget of the City of Tehachapi for Fiscal Year 2015-16, as amended, modified, revised, and corrected by the City Council, is hereby approved and adopted, including the specified amounts for each of the various funds, departments, programs and accounts as set forth.

SECTION 3. The Preliminary Budget of the City of Tehachapi for Fiscal Year 2016-17 through 2019-20, as amended modified, revised, and corrected by City Council, is hereby approved and adopted.

SECTION 4. The Budget and Preliminary Budget for the City of Tehachapi, for the Fiscal Years 2015-16 through 2019-2020, as amended, modified, revised and corrected by the City Council, shall be placed on file in the office of the City Clerk and shall be open to public inspection.

SECTION 5. The Finance Director is hereby authorized and instructed to take all steps necessary to implement this resolution in accordance with the provisions of the Budget.

SECTION 6. Without prior approval of the City Council, the City Manager shall have the authority to transfer appropriations of up to \$20,000.00 from program to program but

not from fund to fund, except shifts in appropriations relating to personnel, provided that any transfer of more than such amount or any transfer from fund to fund (except as relates to personnel) shall be approved by the City Council.

SECTION 7. The City Manager shall approve the Encumbrances and Continuing Appropriations from Fiscal Year 2014-15 which shall become part of the City Budget for Fiscal Year 2015-16.

SECTION 9. The Budget for Fiscal Year 2015-16, as submitted, amended, modified, revised, corrected, adopted and filed by the City Council, shall be the City Budget for Fiscal Year 2015-16 and is subject to the requirements of Article XIII B of the California Constitution.

SECTION 10. The Budget for Fiscal Year 2015-16, as submitted, amended, modified, revised, corrected and adopted by the City Council includes appropriations which are subject to and are within the Appropriations Limit established for the fiscal year 2015-16.

SECTION 11. The City Council hereby appropriates any revenues in excess of expenditures to meet contingencies for undetermined operating and capital expenses.

PASSED AND ADOPTED by the City Council of the City of Tehachapi at a Special Meeting this 1st day of June 2015 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

SUSAN WIGGINS, Mayor of the
City of Tehachapi, California

ATTEST:

Tori Marsh
City Clerk of the City of Tehachapi

I hereby certify that the foregoing resolution was duly and regularly adopted by the City Council of the City of Tehachapi at a Special Meeting thereof held on June 1, 2015

Tori Marsh
City Clerk of the City of Tehachapi

Build Up. Play Up. Work Up. Explore Up. Live Up.



June 1, 2015

To the City Council and the City of Tehachapi:

As the City Manager of this great City, I am pleased to present this budget for Fiscal Years 2015/16 through 2019/20. Despite some challenges and some tough decisions, this year's budget is balanced again, as it has been since the beginning of my tenure here. That stability is made possible by the sustained commitment of our City Staff to provide high quality services as efficiently as possible. As evidence of that commitment, each of our City executive team members have joined me in signing this letter.

In the coming years, we also pledge to continue delivering balanced budgets without sacrificing our existing level of services. In fact, we only plan to improve our service quality through additional efficiency projects, creative solutions to problems, and by encouraging additional investment in our City. We will continue delivering capital projects throughout the City that enhance our quality of life and attractiveness to residents, employers, and visitors as well.

Additionally, we pledge to do all of this great work in a transparent way. Our doors, our meetings, and our books have always been, and will continue to be open. For years, we've encouraged community involvement in our decision making processes and we continue to do so today. If you have questions, ideas, or comments about how to make Tehachapi an even better place to live, we welcome them.

Thank you to the community and to the City Council for your continued support of what we do. While 100% agreement on how to tackle the issues facing the City of Tehachapi is rare, what we can all agree on is that Tehachapi remains a premier place to live in Kern County. I can assure you that I and our City Staff will work hard every day to make sure it stays that way.

Sincerely,

Greg Garrett
City Manager

Chris Kirk
Assistant City
Manager

Hannah Chung
Finance Director

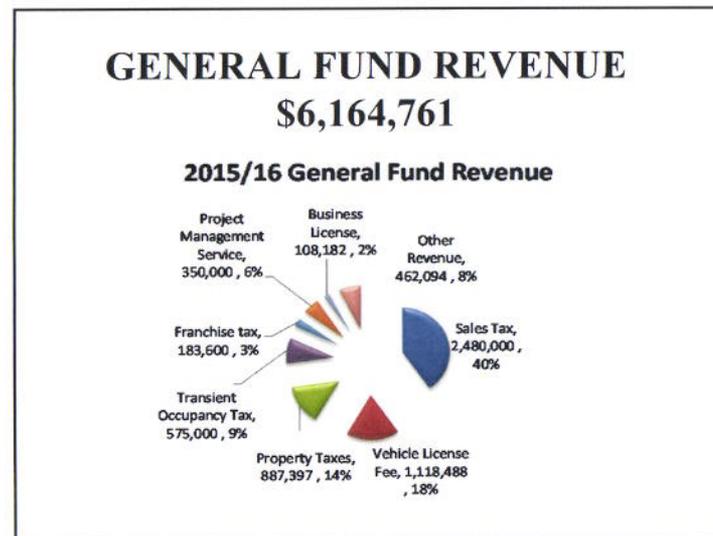
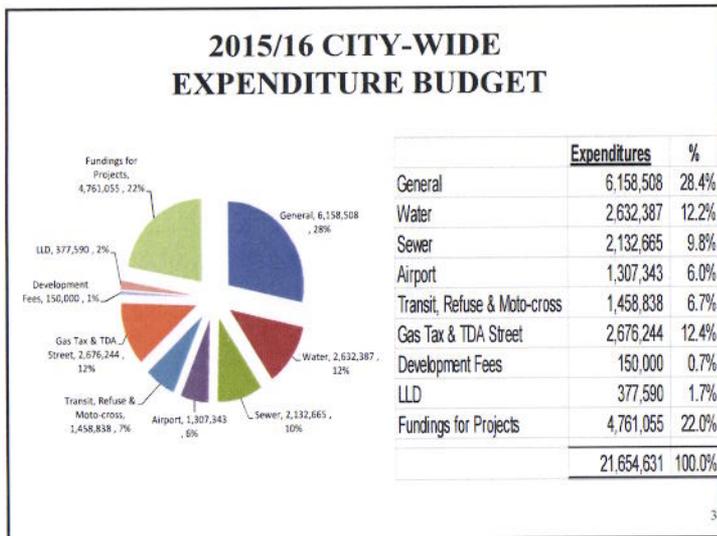
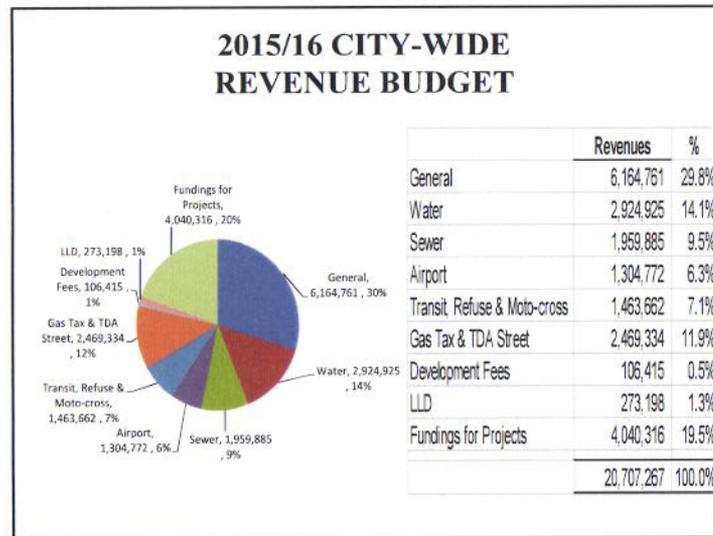
Kent Kroeger
Chief of Police

Jon Curry
Public Works
Director

Ashley Whitmore
Administrative
Manager

CITY OF TEHACHAPI FIVE YEAR BUDGET PRESENTATION General Fund

2015/2016 – 2019/2020
June 1, 2015



GENERAL FUND REVENUE

Top 10 Revenue Sources 2015/16

Rank	Revenue	Description	% to Total
1	2,480,000	Sales Tax	40.2%
2	1,118,488	Vehicle License Fee	18.1%
3	887,397	Property Taxes	14.4%
4	575,000	Transient Occupancy Tax	9.3%
5	350,000	Project Management Service	5.7%
6	183,600	Franchise tax	3.0%
7	130,000	Constuction Service	2.1%
8	108,182	Business License	1.8%
9	92,321	Sales Tax public safety	1.5%
10	80,000	Landscape Service	1.3%
6,004,988			97.4%

GENERAL FUND REVENUE

List of Other Revenues

Miscellaneous Revenue	30,000
Building Permit	25,000
Court Fines CHP	24,000
Passport Processing Revenue	18,000
Planning Application Fee	15,000
Traffic Safety	12,000
Service/Admin Charge	10,000
Interest Income	7,000
POST Training Reimb-Police	5,000
Misc. Permit Fee	5,000
City Employee Labor Reimbursement	3,000
Property Lease Revenue	2,361
Parking Citation Revenue	1,000
Parking Bail	1,000
Community Promotion Sales	662
Record Retention Fee-City Clerk	550
Maps/Copies-Planning	200
Total	159,773

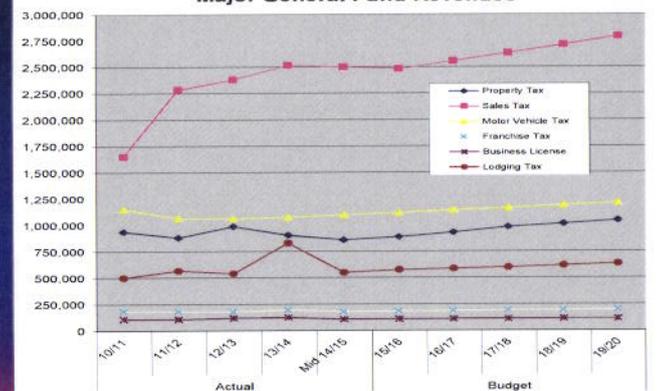
GENERAL FUND REVENUE

Major Revenues 2015/16 vs. 2014/15

Rank	Description	15/16 - 14/15	Diff
1	Sales Tax	(20,000)	-32%
2	Vehicle License Fee	1,501	2%
3	Property Taxes	27,749	45%
4	Transient Occupancy Tax	25,000	41%
5	Project Management Service	20,000	32%
6	Franchise tax	3,600	6%
7	Constuction Service	0	0%
8	Business License	1,071	2%
9	Sales Tax public safety	2,689	4%
10	Landscape Service	0	0%
		61,610	100%

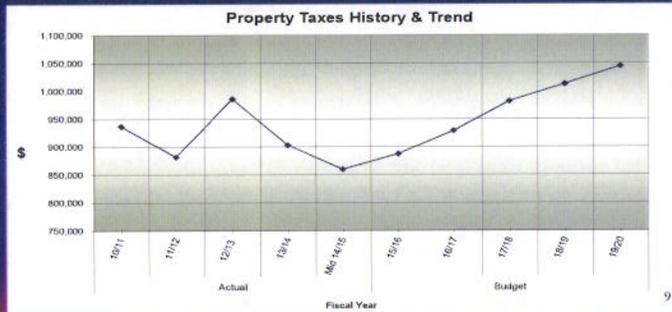
GENERAL FUND REVENUE

Major General Fund Revenues



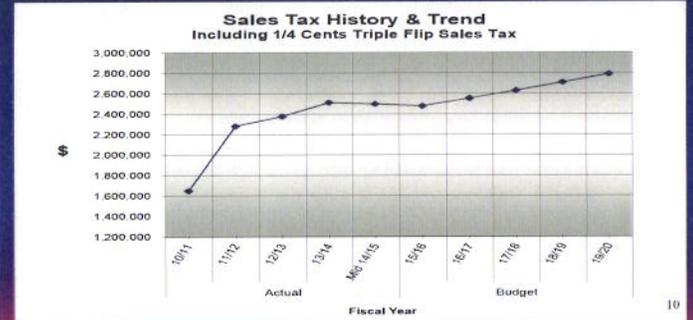
GENERAL FUND REVENUE

- 2015/16 Property Tax Revenue: \$887,397
 - 3.2% Increase from 2014/15
 - 1.7% Decrease from 2013/14
 - Anticipated Average Annual Growth (5 year): 4%



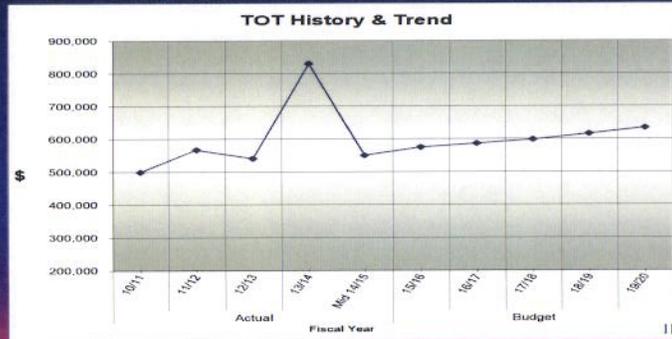
GENERAL FUND REVENUE

- 2015/16 Sales Tax Revenue: \$2,480,000
 - 0.8% Decrease from 2014/15
 - 1.3% Decrease from 2013/14
 - Anticipated Average Annual Growth (5 year): 2.2%



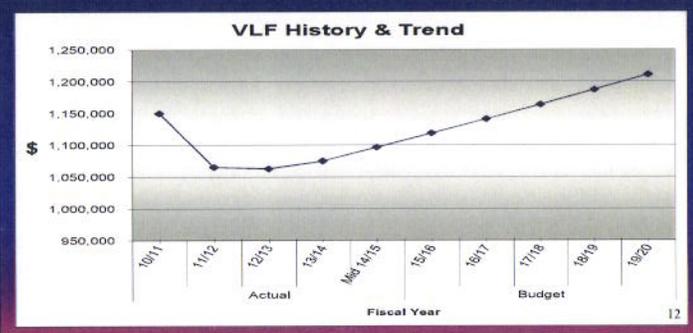
GENERAL FUND REVENUE

- 2015/16 Transient Occupancy Tax: \$575,000
 - 4.5% Increase from 2014/15
 - 30.7% Decrease from 2013/14
 - Anticipated Average Annual Growth (5 year): 2.9%

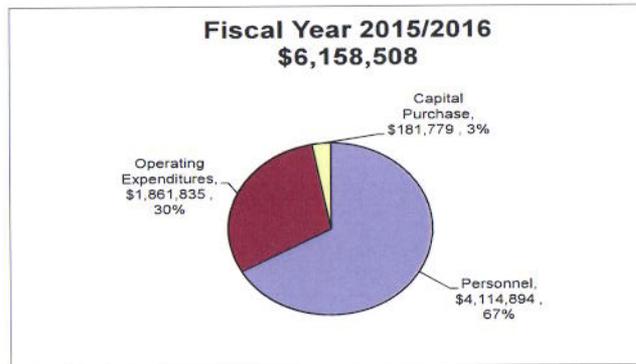


GENERAL FUND REVENUE

- 2015/16 Vehicle License Fee: \$1,118,488
 - 2.0% Increase from 2014/15
 - 4.0% Increase from 2013/14
 - Anticipated Average Annual Growth (5 year): 2.0%



GENERAL FUND EXPENDITURE



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PERSONNEL COST BUDGET 2015/16

- 1.3% Cost of Living Increase
- 1.0% Misc. Group Employees: Employer Paid Retirement Contribution Decrease (1% to be paid by the City in 2015/16)
- 1.5% Safety-Employee: Employer Paid Retirement Contribution Decrease (2% to be paid by the City in 2015/16)
- Medical Premium Contributions are capped at January, 2011 Rates (Starting January, 2016)
\$715 Single, \$1,320 Couple, \$1,800 Family

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GENERAL FUND EXPENDITURE 2015/16

- \$21,000 July 4th Fireworks
- \$35,000 Community Promotion (includes Cost for July 4th Hot Dog Festival)
- \$35,000 Animal Control (No \$ Change)
- \$87,280 Fire Service Contract
- \$57,407 Two Police Vehicles
- \$20,000 Sidewalk/Parking Area Improvement

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GENERAL FUND EXPENDITURE 2015/16 - Continued

- \$12,000 Public Works - Misc. Machines
- \$81,500 Server, Hardware/Software & Workstations (City-wide)
- \$11,000 Facility Lease To Store Public Records
- \$50,000 Housing Elements
- \$66,000 City-Wide VOIP Phone System (1/3)

16

GENERAL FUND EXPENDITURE Overhead Allocation

Allocations From:	15/16	16/17	17/18	18/19	19/20
General Government	(169,448)	(140,087)	(134,756)	(136,816)	(133,266)
Finance	(46,380)	(40,204)	(40,783)	(40,581)	(40,332)
IT	(139,569)	(115,243)	(117,499)	(78,897)	(79,595)
Council	(8,969)	(7,365)	(7,572)	(7,619)	(7,506)
City Clerk	(28,727)	(24,673)	(21,845)	(22,859)	(23,453)
Treasurer	(3,512)	(3,365)	(3,247)	(3,514)	(3,254)
	(396,605)	(330,936)	(325,702)	(290,286)	(287,406)

GENERAL FUND BUDGET SUMMARY

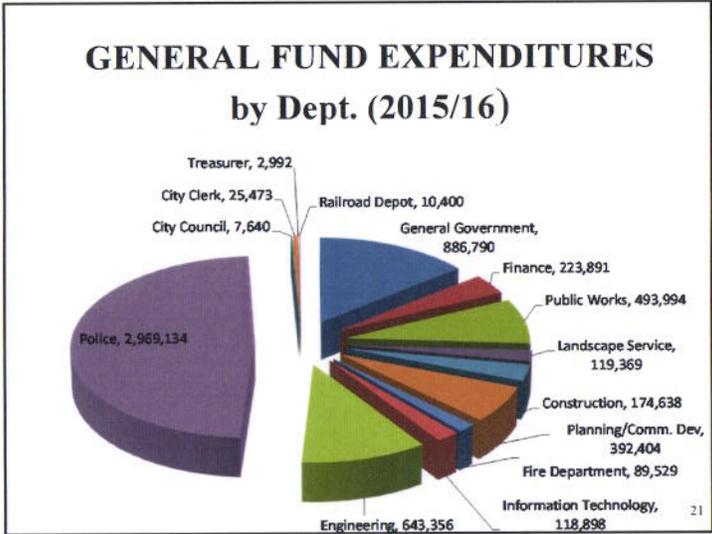
	Actual		BUDGET					
	2013/14	Mid 2014/15	2016/16	2016/17	2016/18	2016/19	2016/20	
BEGINNING EQUITY 7/1	\$8,164,816	\$7,628,646	\$7,478,114	\$7,484,368	\$7,603,135	\$7,782,511	\$7,982,832	
REVENUES:								
Property Tax - Sec/Unsec	903,113	862,362	887,397	929,251	982,058	1,012,657	1,044,421	
Sales Tax	1,889,670	1,827,670	2,182,400	2,554,400	2,631,032	2,709,963	2,791,262	
In Lieu Sales Tax - Triple Flip	622,826	672,330	297,600	0	0	0	0	
TOT	830,251	550,000	575,000	586,500	598,230	616,177	634,662	
Motor Vehicle	1,075,056	1,096,556	1,118,488	1,140,858	1,163,675	1,186,948	1,210,867	
Service Revenue	503,865	543,000	563,000	563,000	563,000	563,000	583,000	
Other Taxes/ Revenues	1,244,797	832,520	540,876	547,762	564,476	572,362	581,425	
Total Revenue	7,069,378	6,384,438	6,164,761	6,321,770	6,602,471	6,661,108	6,846,467	
EXPENDITURES:								
Personnel	4,245,869	4,292,656	4,114,694	4,148,015	4,329,596	4,510,618	4,694,375	
Operating Expenditures	2,180,850	2,415,013	2,091,490	2,130,444	2,068,039	2,030,121	2,038,593	
Operating Transfer Out	1,237,055	1,290	166,950	1,200	15,883	45,056	101,200	
Overhead Allocation	(282,904)	(380,115)	(396,605)	(330,836)	(325,702)	(290,286)	(287,406)	
Capital Purchase	214,779	216,026	181,779	254,279	234,279	185,279	165,279	
Total Expenditure	7,699,649	6,644,868	6,168,608	6,203,003	6,323,095	6,460,787	6,712,041	
Adjustment to Prior Year / Reserve								
REVENUE vs. EXPENSES	(626,271)	(160,431)	6,254	118,767	179,376	200,321	133,416	
Ending Equity 6/30	7,638,646	7,478,114	7,484,368	7,603,135	7,782,511	7,982,832	8,116,248	
CASH FLOW ANALYSIS								
Beginning Fund Equity *			7,038,545	7,478,114	7,484,368	7,603,135	7,782,511	7,982,832
Revenues			6,384,438	6,164,761	6,321,770	6,502,471	6,661,108	6,846,467
Less: Net Expenditures			(6,544,869)	(6,158,508)	(6,203,003)	(6,323,095)	(6,460,787)	(6,712,041)
Less: Advances & Reserve ***			(6,233,610)	(6,350,010)	(6,330,082)	(6,285,409)	(6,214,847)	(6,061,581)
CASH BALANCE			1,244,604	1,124,358	1,273,053	1,497,042	1,767,885	2,064,667

GENERAL FUND BUDGET SUMMARY RESERVES / LOANS TO OTHER FUNDS

	2013/14	Mid 2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
*** Advances, Loans and Restricted:	BALANCE						
Reserves							
Reserved for Specific Purposes			75,265				
Committed Fund Balance Reserve		997,993	(29,697)	22,957	20,902	29,587	32,518
Airport	1,519,058	163,636	2,571	(121,146)	(123,091)	(144,513)	(174,144)
Police Building	2,048,362						
AD 89-2 Admin Cost	268,667	10,000	10,000	10,000	10,000	10,000	10,000
AD 89-3 East Teha Blvd	33,134	5,000	10,000	10,000	10,000	10,000	10,000
LLD's	181,128	100,000	50,000	60,000	60,000	70,000	70,000
Write Off - LLD Loans			0		(14,683)	(43,856)	(100,000)
Project Funds	665,719						
RDA Successor Agency	214,193						
Prepaid Expenses	(1,740)	(1,740)	(1,740)	(1,740)	(1,740)	(1,740)	(1,740)
Total Advance to Other Funds	4,958,721	1,274,899	116,400	(16,928)	(44,612)	(70,522)	(153,368)

GENERAL FUND EXPENDITURE BY DEPARTMENT

GENERAL FUND	AMOUNT					PERCENTAGE				
	Budget					Budget				
	15/16	16/17	17/18	18/19	19/20	15/16	16/17	17/18	18/19	19/20
TOTAL										
010 General Government	886,790	764,739	777,433	821,180	889,955	14.4%	12.3%	12.3%	12.7%	13.3%
015 Finance	223,891	225,845	229,507	234,507	241,736	3.6%	3.6%	3.6%	3.6%	3.6%
030 Public Works	493,994	600,621	596,992	569,031	583,165	8.0%	9.7%	9.4%	8.8%	8.7%
035 Landscape Service	119,369	121,215	123,902	127,272	130,337	1.9%	2.0%	2.0%	2.0%	1.9%
040 Construction	174,638	127,378	130,074	132,946	136,010	2.8%	2.1%	2.1%	2.1%	2.0%
050 Planning/Comm. Dev	392,404	303,487	279,026	284,697	291,157	6.4%	4.9%	4.4%	4.4%	4.3%
060 Fire Department	89,529	95,162	100,340	106,865	114,122	1.5%	1.5%	1.6%	1.7%	1.7%
070 Information Technology	118,868	144,921	140,814	93,670	97,344	1.9%	2.3%	2.2%	1.4%	1.5%
080 Engineering	643,356	680,597	711,767	747,260	778,833	10.4%	11.0%	11.3%	11.6%	11.6%
100 Police	2,969,134	3,074,117	3,182,695	3,288,402	3,396,139	48.2%	49.6%	50.3%	50.9%	50.6%
110 City Council	7,640	9,262	9,074	9,046	9,180	0.1%	0.1%	0.1%	0.1%	0.1%
120 City Clerk	25,473	41,027	27,180	31,139	29,683	0.4%	0.7%	0.4%	0.5%	0.4%
130 Treasurer	2,992	4,231	3,892	4,171	3,979	0.0%	0.1%	0.1%	0.1%	0.1%
140 Railroad Depot	10,400	10,400	10,400	10,400	10,400	0.2%	0.2%	0.2%	0.2%	0.2%
GEN. FUND TOTAL	6,158,508	6,203,003	6,323,095	6,460,787	6,712,041	100.0%	100.0%	100.0%	100.0%	100.0%

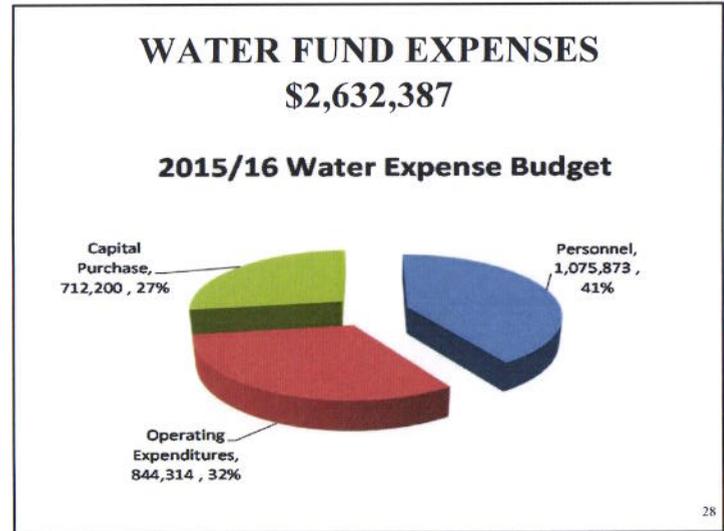
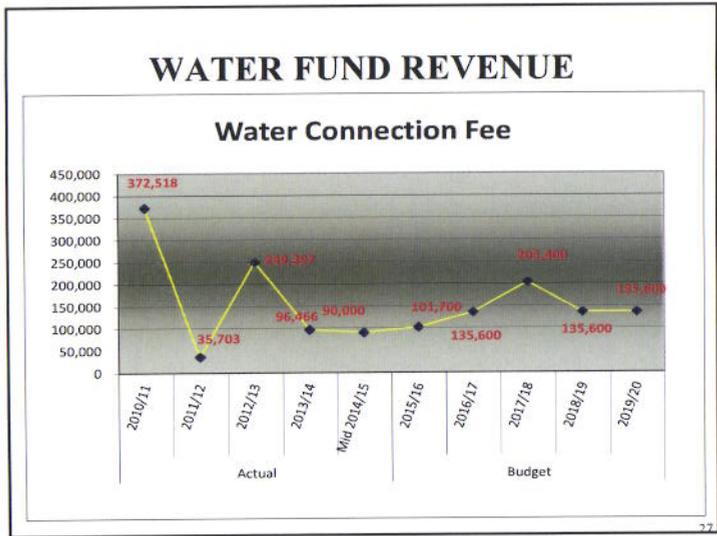
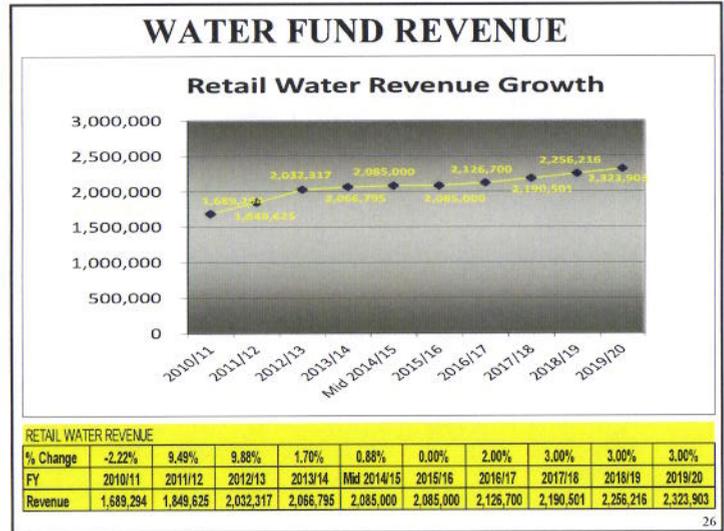
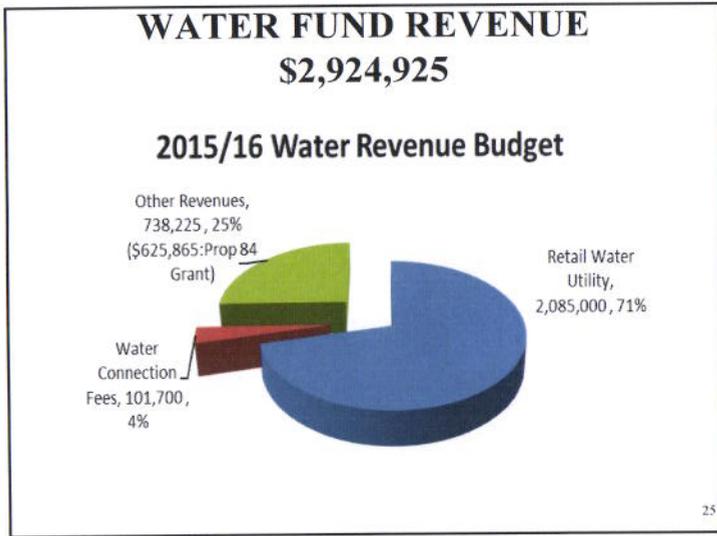


Questions?

CITY OF TEHACHAPI
Enterprise Fund
2015/2016 – 2019/2020
FIVE YEAR BUDGET
PRESENTATION
June 1, 2015

WATER FUND REVENUE 2015/16

- Water Connection Fee based on 15 EDU (\$6,780 per EDU) ~ \$101,700
➢ EDU = Equivalent Dwelling Unit
- 0% Water Utility Revenue Increase
➢ (1.3% Water Rate Increase, January 2015)



WATER FUND EXPENSES

- Five Years
 - Water Purchase (TCCWD) \$300,000
 - Water Banking / Water Right Lease \$100,000
 - Radio Read Meters \$150,000
 - Structure Improvement, PRV Replacement \$220,000
 - Water Lines / Well Rehabilitation \$310,000
 - Vehicle Replacements, Pump & Motor Rehab \$175,000

WATER FUND EXPENSES 2015 / 2016

- Snyder Well Intertie \$522,200 (Will be funded by AB 84 Grant)
- Meters Purchase \$30,000
- Water Purchase/Lease \$70,000
- Structure Improvement / Tank Cleaning \$30,000
- Dennison Well Rehab / Valve Insertion \$40,000
- Machine/Equipment \$15,000

	ACTUAL			BUDGET				
	2010/11	2013/14	Mid 2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
REVENUES:								
Retail Water Utility	1,689,294	2,066,795	2,085,000	2,085,000	2,126,700	2,190,501	2,256,216	2,323,903
Water Connection Fees	0	0	0	0	0	0	0	0
Bond/Loan/Operating Transfer In	0	0	0	0	0	0	0	0
Interest Income	7,321	2,420	1,149	0	0	0	0	0
Other Revenues	75,619	146,727	187,111	87,360	77,360	77,360	77,360	77,360
Total Revenue	1,772,235	2,215,942	2,273,260	2,172,360	2,204,060	2,267,861	2,333,576	2,401,263
EXPENDITURES:								
Personnel	731,522	951,948	1,008,408	1,075,873	1,110,172	1,155,280	1,199,681	1,241,803
Operating Expenditures	706,967	711,246	1,051,367	816,896	780,827	837,846	844,506	863,256
Depreciation	261,150	250,360	0	0	0	0	0	0
Capital Purchase	138,713	215,629	256,000	190,000	230,000	275,000	260,000	325,000
Total Expenditure	1,838,351	2,129,185	2,315,775	2,082,568	2,120,999	2,268,225	2,304,187	2,430,058
Revenue vs. Expense	(66,116)	86,757	(42,515)	89,792	83,061	(564)	28,390	(28,796)
Beginning Unrestricted Cash			2,446,775	2,406,260	2,496,052	2,579,112	2,578,748	2,608,138
Revenue			2,273,260	2,172,360	2,204,060	2,267,861	2,333,576	2,401,263
Expenses			(2,315,775)	(2,082,568)	(2,120,999)	(2,268,225)	(2,304,187)	(2,430,058)
Ending Cash & A/R Balance - Cumulative Total			2,406,260	2,496,052	2,579,112	2,578,748	2,608,138	2,579,342

	ACTUAL			BUDGET				
	2013/14	Mid 2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	
REVENUES:								
Retail Water Utility	0	0	0	0	0	0	0	
Water Connection Fees	96,466	90,000	101,700	135,600	203,400	135,600	135,600	
Bond/Loan/Operating Transfer In	0	0	0	0	0	0	0	
Interest Income	0	0	0	0	0	0	0	
Other Revenues	152,000	1,000	650,865	0	0	0	0	
Total Revenue	248,466	91,000	752,565	135,600	203,400	135,600	135,600	
EXPENDITURES:								
Personnel	0	0	0	0	0	0	0	
Operating Expenditures	0	0	27,619	0	0	0	0	
Depreciation	0	0	0	0	0	0	0	
Capital Purchase	0	130,000	522,200	0	0	0	0	
Total Expenditure	0	130,000	549,819	0	0	0	0	
Revenue vs. Expense	248,466	(39,000)	202,746	135,600	203,400	135,600	135,600	
Beginning Unrestricted Cash	(1,783,655)	(1,822,655)	(1,619,909)	(1,484,309)	(1,280,909)	(1,145,309)	(1,145,309)	
Revenue	91,000	752,565	135,600	203,400	135,600	135,600	135,600	
Expenses	(130,000)	(549,819)	0	0	0	0	0	
Ending Cash & A/R Balance - Cumulative Total	(1,822,655)	(1,619,909)	(1,484,309)	(1,280,909)	(1,145,309)	(1,009,709)	(874,109)	

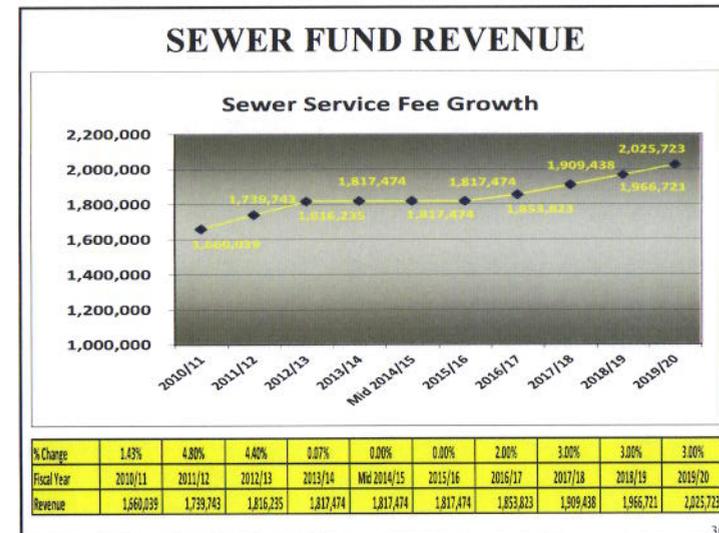
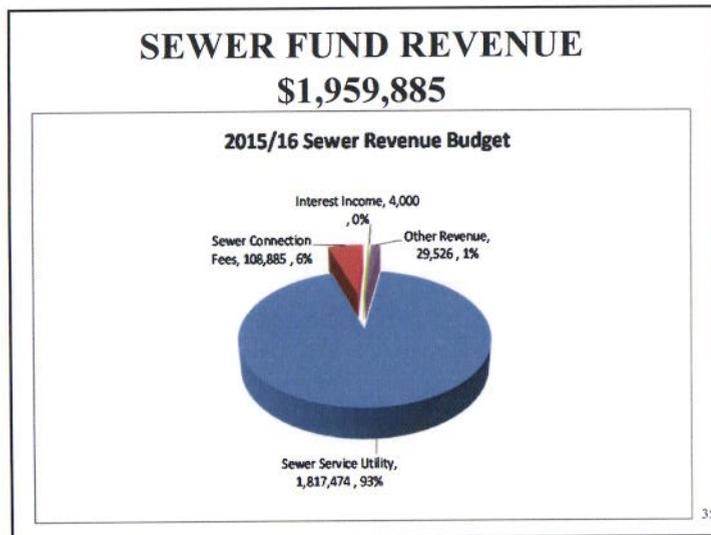
WATER FUND SUMMARY

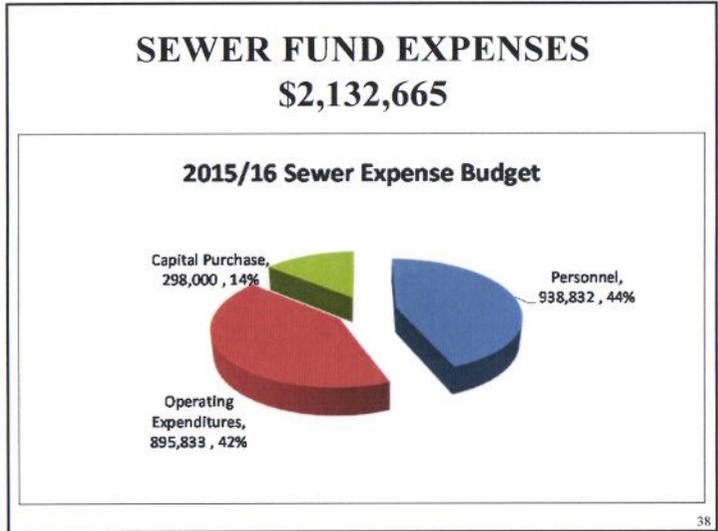
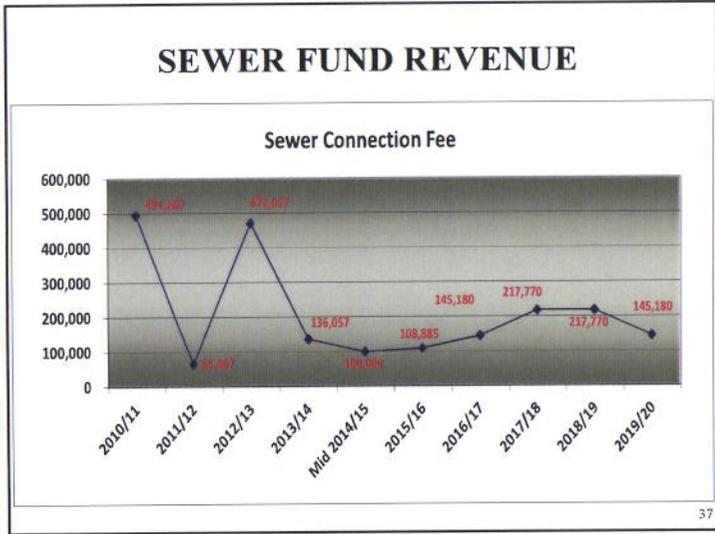
	ACTUAL		BUDGET				
	2013/14	Mid 2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
REVENUES:							
Retail Water Utility	2,066,795	2,085,000	2,085,000	2,126,700	2,180,501	2,256,216	2,323,903
Water Connection Fees	96,486	90,000	101,700	135,600	203,400	135,600	135,600
Interest Income	2,420	1,149	0	0	0	0	0
Other Revenues	298,727	188,111	738,225	77,360	77,360	77,360	77,360
Total Revenue	2,464,408	2,364,260	2,924,925	2,339,660	2,471,261	2,469,176	2,536,863
EXPENDITURES:							
Personnel	951,948	1,008,408	1,075,873	1,110,172	1,155,280	1,199,681	1,241,803
Operating Expenditures	711,248	1,051,367	844,314	780,827	837,946	844,506	863,256
Depreciation	250,360	0	0	0	0	0	0
Capital Purchase	215,629	386,000	712,200	230,000	275,000	260,000	325,000
Total Expenditure	2,129,185	2,445,775	2,632,387	2,120,999	2,268,225	2,304,187	2,430,058
Revenue vs. Expense	335,223	(81,515)	292,538	218,661	203,036	164,990	106,804
Beginning Unrestricted Cash		665,120	583,605	876,143	1,094,804	1,297,839	1,462,829
Revenue		2,364,260	2,924,925	2,339,660	2,471,261	2,469,176	2,536,863
Expenses		(2,445,775)	(2,632,387)	(2,120,999)	(2,268,225)	(2,304,187)	(2,430,058)
Ending Cash & A/R Balance - Cumulative Total		583,605	876,143	1,094,804	1,297,839	1,462,829	1,569,633

SEWER FUND REVENUE 2015/16

Sewer Connection Fee based on 15 EDU
(\$7,260 per EDU) ~ \$108,885
➤ EDU = Equivalent Dwelling Unit

- 0% Sewer Service Revenue Increase
➤ (1.3% Sewer Rate Increase, January 2015)





- ### SEWER FUND EXPENSES
- Five Years
 - Indirect Potable Reuse Study \$190,000
 - Root Control \$135,000
 - Headworks Screw Recoat, Clarifier Rebuild \$130,000
 - Wash Rack, Sludge Order Control \$130,000
 - SCADA Spare Parts, ½ Ton Pick up Truck & Spare Motors \$160,000
- 39

- ### SEWER FUND EXPENSES 2015 / 2016
- Indirect Potable Reuse Study \$190,000
 - Structure Improvement \$10,000
 - Root Control \$15,000
 - Misc. Improvement (for Unanticipated Project) \$10,000
 - SCADA Spare Parts \$10,000
 - Utility Tractor for Treatment Plant \$30,000
- 40

SEWER OPERATING FUND

	ACTUAL		BUDGET				
	2013/14	Mid 2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
REVENUES:							
Sewer Service Utility	1,817,474	1,817,474	1,817,474	1,853,823	1,909,438	1,966,721	2,025,723
Sewer Connection Fees	0	0	0	0	0	0	0
Bond/Loan Proceeds	0	0	0	0	0	0	0
Interest Income	2,936	2,000	4,000	5,000	5,000	5,000	6,000
Other Revenue	62,945	29,526	29,526	29,526	29,526	29,526	29,526
Total Revenue	1,883,355	1,846,000	1,851,000	1,888,349	1,943,964	2,001,247	2,061,248
EXPENDITURES:							
Personnel	834,998	871,880	938,832	967,763	1,005,197	1,041,070	1,075,625
Operating Expenditures	531,473	943,579	742,094	707,414	995,079	1,019,925	1,013,873
Depreciation	362,007	0	0	0	0	0	0
Capital Purchase	83,970	251,644	108,000	141,000	161,000	161,000	141,000
Total Expenditure	1,812,448	2,067,103	1,788,926	1,816,177	2,161,276	2,221,995	2,230,498
Operating Surplus(Deficit)	70,907	(218,103)	62,073	72,172	(217,312)	(220,748)	(169,249)
Beginning Unrestricted Cash & Accounts Rec ^x		842,520	624,417 ^x	686,480 ^x	758,662 ^x	541,350 ^x	320,602
Revenue		1,849,000	1,851,000	1,888,349	1,943,964	2,001,247	2,061,248
Expenses		(2,067,103)	(1,788,926)	(1,816,177)	(2,161,276)	(2,221,995)	(2,230,498)
Loan to other Funds							
Ending Cash & A/R Balance - Cumulative		624,417	686,480	758,662	541,350	320,602	151,352

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SEWER CAPACITY INCREASE PROJECTS FUND

	ACTUAL					BUDGET				
	2010/11	2011/12	2012/13	2013/14	Mid 2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
REVENUES:										
Sewer Service Utility	0	0	0	0	0	0	0	0	0	0
Sewer Connection Fees	484,260	85,467 ^x	471,057 ^x	136,057 ^x	100,000	108,885	145,180	217,770	217,770	145,180
Bond/Loan Proceeds	0	0	0	0	0	0	0	0	0	0
Interest Income	0	7,014	10,129	13,461	2,785	0	0	0	0	0
Other Revenue	628,688	1,950,554	200,408	0	0	0	0	0	0	0
Total Revenue	1,120,948	2,032,034	681,596	149,518	102,785	108,885	145,180	217,770	217,770	145,180
EXPENDITURES:										
Personnel	0	0	0	0	0	0	0	0	0	0
Operating Expenditures	0	4,161	67,665	62,636	146,226	153,739	145,166	144,503	143,486	143,426
Depreciation	0	0	93,590	143,818	0	0	0	0	0	0
Capital Purchase	0	359,636	0	12,742	13,717	160,000	0	0	0	0
Total Expenditure	0	363,797	161,255	220,196	169,943	343,739	145,166	144,503	143,486	143,426
Operating Surplus(Deficit)	1,120,948	1,668,236	520,341	(70,678)	(67,158)	(234,854)	14	73,267	74,284	1,754
Beginning Unrestricted Cash & Accounts Receivable					3,109,212	1,287,814	1,062,980	1,062,974	1,136,241	1,210,525
Revenue					102,785	108,885	145,180	217,770	217,770	145,180
Expenses					(159,943)	(343,739)	(145,166)	(144,503)	(143,486)	(143,426)
Loan to other Funds					(1,754,250)					
Ending Cash & A/R Balance - Cumulative Total					1,287,814	1,062,980	1,062,974	1,136,241	1,210,525	1,212,279

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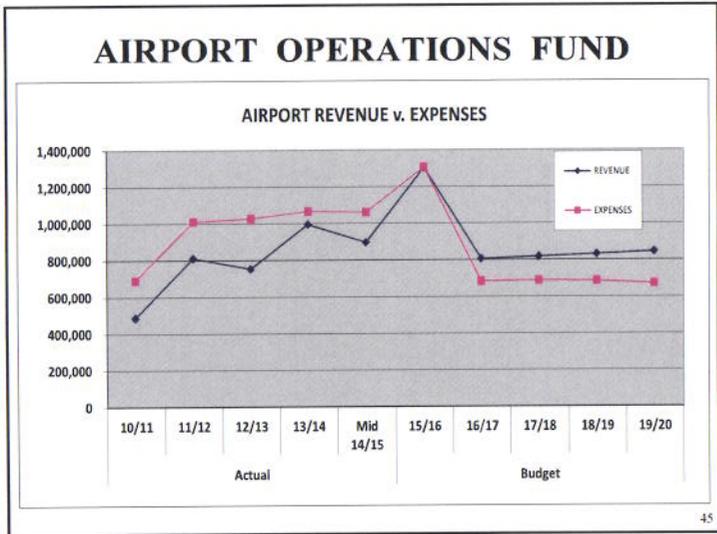
SEWER FUND SUMMARY

	ACTUAL		BUDGET				
	2013/14	Mid 2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
REVENUES:							
Sewer Service Utility	1,817,474	1,817,474	1,817,474	1,853,823	1,909,438	1,966,721	2,025,723
Sewer Connection Fees	136,057	100,000	108,885	145,180	217,770	217,770	145,180
Interest Income	16,397	4,795	4,000	5,000	5,000	5,000	6,000
Other Revenue	62,945	29,526	29,526	29,526	29,526	29,526	29,526
Total Revenue	2,032,873	1,961,795	1,969,885	2,033,629	2,161,734	2,219,017	2,206,428
EXPENDITURES:							
Personnel	834,998	871,880	938,832	967,763	1,005,197	1,041,070	1,075,625
Operating Expenditures	594,109	1,089,804	895,833	852,580	1,139,582	1,163,411	1,157,299
Depreciation	505,825	0	0	0	0	0	0
Capital Purchase	97,712	265,361	298,000	141,000	161,000	161,000	141,000
Total Expenditure	2,032,644	2,227,045	2,132,665	1,961,343	2,305,779	2,365,481	2,373,924
Operating Surplus(Deficit)	229	(275,251)	(172,781)	72,186	(144,046)	(146,464)	(167,496)
Beginning Unrestricted Cash & Accounts Rec ^x		3,951,732	1,922,231 ^x	1,749,450 ^x	1,821,637 ^x	1,677,591 ^x	1,531,127
Revenue		1,951,795	1,969,885	2,033,629	2,161,734	2,219,017	2,206,428
Expenses		(2,227,045)	(2,132,665)	(1,961,343)	(2,305,779)	(2,365,481)	(2,373,924)
Loan to other Funds		(1,754,250)					
Ending Cash & A/R Balance - Cumulative		1,922,231	1,749,450	1,821,637	1,677,591	1,531,127	1,363,631

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AIRPORT FUND

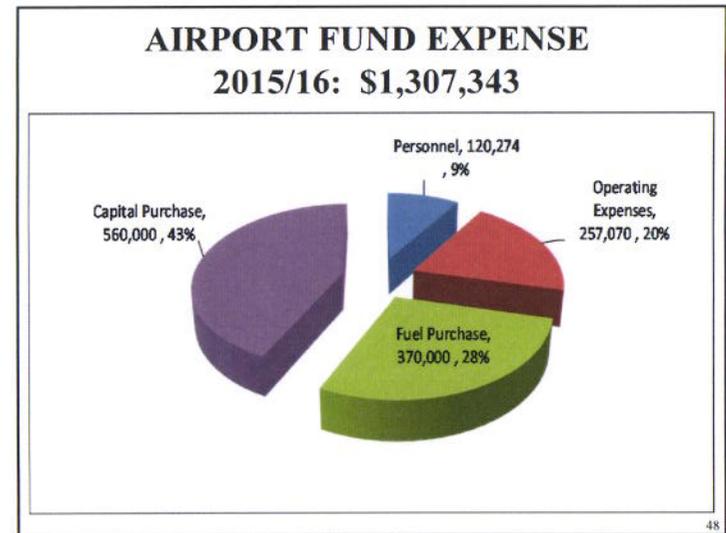
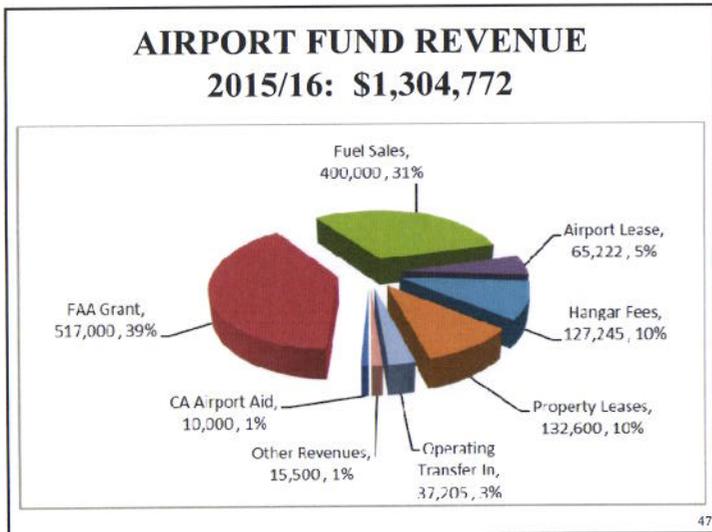
- Anticipated Average Annual Operating Revenue Growth in Next 5 Years: 2.1%
- Anticipated Average Annual Operating Expense Decrease in Next 5 Years: Negative 5.9%
- FAA Grant Project – Rehabilitate Southwest Hangar Taxiway \$560,000 (15/16)



AIRPORT FUND SUMMARY

	ACTUAL		BUDGET				
	2013/14	Mid 2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
REVENUES:							
CA Airport Aid	10,000	10,000	10,000	10,000	10,000	10,000	10,000
FAA Grant	223,013	118,800	517,000	0	0	0	0
State Grant	0	5,940	0	0	0	0	0
Fuel Sales	440,906	420,000	400,000	440,000	440,000	440,000	440,000
City Match	0	0	0	0	0	0	0
Airport Lease	62,731	63,322	65,222	67,178	69,194	71,269	73,408
Hangar Fees	110,004	118,350	127,245	137,334	147,725	158,429	169,453
Operating Transfer-In	41,379	10,260	37,205	1,200	1,200	1,200	1,200
Other Revenues	107,697	150,373	148,100	150,100	150,100	150,100	152,100
Total Revenue	996,730	897,046	1,304,772	805,812	818,219	830,998	846,161
EXPENDITURES:							
Personnel	232,112	227,888	120,274	86,525	89,610	92,410	95,095
Operating Expenses	271,070	261,132	257,070	196,141	197,518	192,075	174,522
Fuel Purchase	416,282	400,000	370,000	400,000	400,000	400,000	400,000
Depreciation	151,811	No Budget	No Budget	No Budget	No Budget	No Budget	No Budget
Capital Purchase	(4,521)	172,840	560,000	2,000	2,000	2,000	2,000
Total Expenditure	1,066,764	1,061,860	1,307,343	684,666	689,128	686,485	672,017
Surplus/(deficit)	(71,024)	(164,815)	(2,571)	121,146	129,091	144,513	174,144
Beginning Cash - Projected *	(1,282,055)	(1,446,870)	(1,449,441)	(1,328,295)	(1,199,204)	(1,054,692)	(880,548)
Add: Revenue	897,045	1,304,772	805,812	818,219	830,998	846,161	
Less: Expenses	(1,061,860)	(1,307,343)	(684,666)	(689,128)	(686,485)	(672,017)	
Ending Cash - Projected *	(1,446,870)	(1,449,441)	(1,328,295)	(1,199,204)	(1,054,692)	(880,548)	

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REFUSE FUND SUMMARY

	Actual		BUDGET				
	2013/14	Mid 2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
REVENUES:							
Refuse Collection Fees	866,363	877,626	898,190	919,237	940,776	962,821	985,381
Recycling Fees	184,331	184,500	188,823	193,248	197,776	202,410	207,153
Penalties / NSF checks	14,322	12,000	12,000	12,000	12,000	12,000	12,000
Other Revenue	114,673	114,851	117,300	120,048	122,861	125,740	128,686
Total Revenue	1,179,689	1,188,977	1,216,313	1,244,533	1,273,413	1,302,971	1,333,221
EXPENDITURES:							
Personnel	65,887	65,667	64,262	67,542	70,546	70,546	73,609
Refuse Payment to Benz	807,844	820,580	839,808	859,486	879,626	900,237	921,332
Recycle Payment to Benz	172,349	172,508	176,550	180,667	184,920	189,254	193,688
Operating Expenditures	122,003	124,751	130,870	134,709	137,406	139,770	143,133
Total Expenditure	1,168,083	1,183,506	1,211,490	1,242,424	1,272,498	1,299,807	1,331,762
Revenue vs. Expense	11,606	5,471	4,823	2,109	915	3,164	1,459
Beginning Cash - Projected *	83,542	89,013	93,836	95,946	96,860	100,024	100,024
Add: Revenue	1,188,977	1,216,313	1,244,533	1,273,413	1,302,971	1,333,221	1,333,221
Less: Expenses	(1,183,506)	(1,211,490)	(1,242,424)	(1,272,498)	(1,299,807)	(1,331,762)	(1,331,762)
Ending Cash - Projected *	89,013	93,836	95,946	96,860	100,024	101,483	101,483

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TRANSIT FUND SUMMARY

	Actual		BUDGET				
	2013/14	Mid 2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
REVENUES:							
FTA Revenue-section 18	53,736	52,303	33,000	33,000	33,000	33,000	33,000
Passenger Fares	4,964	4,800	3,500	3,500	3,500	3,500	3,500
Transit Article 4	147,980	172,165	168,348	178,926	186,217	193,144	201,905
Other Revenues	153	0	0	0	0	0	0
Total Revenue	206,833	229,268	204,848	215,426	222,717	229,644	238,405
EXPENDITURES:							
Personnel	30,151	30,871	27,118	28,428	29,321	30,202	31,141
Operating Expenses	153,232	173,274	177,730	186,998	193,396	199,442	207,263
Total Expenses	183,383	204,144	204,848	215,426	222,717	229,644	238,405
Surplus/(deficit)	23,450	25,124	0	0	0	0	0
Beginning Fund Balance	243	25,367	25,367	25,367	25,367	25,367	25,367
Current Yr Revenue	229,268	204,848	215,426	222,717	229,644	238,405	238,405
Current Yr Expenses	(204,144)	(204,848)	(215,426)	(222,717)	(229,644)	(238,405)	(238,405)
Ending Fund Balance	25,367	25,367	25,367	25,367	25,367	25,367	25,367

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MOTO-CROSS FUND SUMMARY

	BUDGET				
	2015/16	2016/17	2017/18	2018/19	2019/20
REVENUES:					
OHV Grant	42,500	700,000	225,000	149,589	0
Other Revenues	0	0	0	0	0
Total Revenue	42,500	700,000	225,000	149,589	0
EXPENDITURES:					
Personnel	0	0	0	0	0
Operating Expenses	42,500	0	0	0	0
Capital Purchase	0	925,036	149,553	0	0
Total Expenses	42,500	925,036	149,553	0	0
Surplus/(deficit)	0	(225,036)	75,447	149,589	0

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CAPITAL PROJECT BUDGET

Fund No.	Fund Description	Project Cost					Revenue Budget (BY)			
		15/16	16/17	17/18	18/19	19/20	\$-11 Total	Grants	Fee/Walking	Other Revenue
121	Gas Tax Fund	1,999,409	735,796	735,750	734,845	772,064	4,997,860			4,918,738
122	Streets and Road Funds	676,636	462,125	428,110	428,110	428,094	2,413,275			2,000,000
129	Facilities Impact Fee	0	0	0	0	0	0			374,575
225-004	TDA Bike Safety	0	0	0	0	0	0	5,000		
228	Traffic Signals - Regional	150,000	0	0	0	0	150,000			50,500
229	Traffic Signals - Local	0	0	0	0	0	0			100,000
326	Tract 6216 Settlement	117,000	0	0	0	0	117,000			0
328	Tehachapi Event Center and Prodeo Grounds	386,510	0	0	0	0	386,510			323,060
329	Freedom Plaza	789,529	0	0	0	0	789,529	160,000		669,500
330	City Hall PD Remodel	1,000	0	0	0	0	1,000			165,750
331	HSP East Teha Impv Proj	1,300,000	0	0	0	0	1,300,000	1,300,000		150,000
332	Curry/Median/Tompkins St Impv	475,500	0	0	0	0	475,500			475,500
333	Alternative Transportation Program (ATP)	705,500	596,500	160,500	0	0	1,462,500	1,260,000		230,000
335	RDA Bond Proceeds Projects	866,500	0	0	0	0	866,500			0
336	Mulberry Transit Stop Enhancement	86,516	0	0	0	0	86,516			86,516
Fund Transfers Between Funds		(1,476,714)	(379,519)	(379,519)	(379,519)	(379,519)	(2,994,700)			(2,494,700)
		\$ 6,110,565	\$ 1,404,902	\$ 857,641	\$ 783,434	\$ 820,639	\$ 10,077,401	\$ 2,811,516	\$ 2,540,875	\$ 3,823,963

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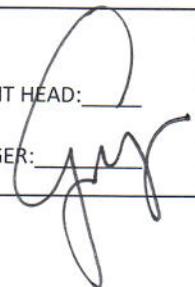
LANDSCAPING LIGHTING DISTRICTS										
2015 / 2016										
	Heritage Oaks	Clear View	Autumn Hills	Alta Homes	Gerald Jorgensen	Orchard Glen	Mill Street Cottages	W. of HS	Tehachapi Blvd	DBAD Teh Blvd
	(601) 6062	(602) 6212	(603) 6215	(604) 6216	(605) 6248	(606) 6812	(608) 6360	(610) 6723A	(616) 11363	(701) 11963
REVENUES:										
Property Tax - LLD	26,202	17,095	29,907	96,161	0	87,169	4,920	0	3,839	7,017
Interest Income	0	0	0	0	0	0	0	0	0	0
Other Revenues	0	433	0	0	105	0	0	32	25	293
Total Revenue	26,202	17,528	29,907	96,161	105	87,169	4,920	32	3,864	7,311
EXPENDITURES:										
Personnel	0	0	0	0	0	0	0	0	0	0
Admin. Charges	3,000	2,141	3,635	10,639	0	9,443	406	0	438	1,545
Landscape Maintenance	21,000	7,350	19,950	115,500	0	48,925	2,517	0	2,498	0
Other Operating Charges	29,491	10,034	17,678	22,747	0	39,056	4,509	0	3,668	1,030
Capital Purchase	0	0	0	0	0	0	0	0	0	0
Total Expenditure	53,491	19,525	41,563	148,886	0	97,424	7,432	0	6,604	2,575
Surplus/(deficit)	(27,289)	(1,997)	(11,656)	(52,725)	105	(10,255)	(2,512)	32	(2,740)	4,736
Beginning Fund Balance	(56,828)	142,427	(85,900)	(53,923)	36,211	(41,408)	(30,238)	24,809	(3,490)	72,314
Add: Revenue (+)	26,202	17,528	29,907	96,161	105	87,169	4,920	32	3,864	7,311
Less: Expense (-)	(53,581)	(19,525)	(41,563)	(148,886)	0	(97,424)	(7,432)	0	(6,604)	(2,575)
Ending Fund Balance	(84,207)	140,428	(101,556)	(106,648)	36,316	(51,863)	(32,750)	24,841	(6,230)	77,050

Questions?



COUNCIL REPORTS

APPROVED
DEPARTMENT HEAD: _____
CITY MANAGER: _____

A handwritten signature in black ink is written over the signature line of the form.

MEETING DATE: JUNE 1, 2015 AGENDA SECTION: FINANCE DIRECTOR

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: HANNAH CHUNG, FINANCE DIRECTOR

DATE: MAY 18, 2015

SUBJECT: APPROPRIATION LIMIT FOR THE FISCAL YEAR 2015/16

BACKGROUND

In November 1979 the voter of the State of California approved Proposition 4, commonly known as "appropriations limit" or "Gann limit". The proposition created Article XIII B of the State Constitution, a law that requires the state and local governments to adopt an annual appropriation limit. The appropriation limit establishes a limit on the proceeds of taxes that may be appropriated for spending in a given fiscal year.

In June 1990, the Proposition 111 was passed modifying the Proposition 4. Two of the provisions included in Proposition 111 were to provide for an option for local government to select from adjustment factors that would allow them to be more responsive to local growth and to require an annual review of the appropriation limit calculations. The adjustment factors can be based on either the growth in California per capita income (Per Capita Income) or the growth in non-residential assessed valuation due to new construction within the City (New Construction Rate). The adjustment factor for population can be based on either a population growth rate in Tehachapi or Kern County.

The limit is based on actual appropriations from fiscal year 1978/79 and it is increased each year by population and economic growth factors. The calculation includes only revenues that are classified as proceeds from taxes and allows for certain exclusions including transfers, capital outlays, payment for debt services, appropriations supported by increased gas taxes, appropriations required to comply with mandates of the courts or federal government, such as FLSA overtime or payment of FICA/Medicare Tax.

When the limit is exceeded, Proposition 4 requires the surplus to be returned to taxpayers within two years. Appropriations in the two-year period can be averaged before becoming subject to excess revenue provisions of the Gann limit.

The appropriation limit calculation for the fiscal year 2015/16 is derived from the percentage change in **California Per Capita Personal Income** and the population rate change in the **Kern County**. The percentage change in Per Capita Income was 3.82% and the population rate changes for the Kern County was 0.53%.

The calculated appropriations limit for the City of Tehachapi for the Fiscal Year 2015-2016 is \$10,975,173.

FISCAL IMPACT

No fiscal impact unless appropriations from tax proceeds exceed the limit.

RECOMMENDATION

Staff recommends council adopt the resolution establishing an appropriation limit for the fiscal year 2015-2016.

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TEHACHAPI ESTABLISHING AN APPROPRIATIONS LIMIT
PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA
CONSTITUTION AND REPEALING RESOLUTION NO. 51-14**

WHEREAS, Article XIII B of the California Constitution provides that the total annual appropriations subject to limitation for each governmental entity, including this City, shall not exceed the appropriations limit of such entity of government for the prior year, as adjusted for changes in the California per capita income or assessment roll for new non-residential construction and population, except as otherwise provided for in said Article XIII B and implementing State statutes; and

WHEREAS, pursuant to Section 7910 of the California Government Code, "Each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit and make other necessary determinations for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or noticed special meeting"; and

WHEREAS, the City's appropriations limit was last established by Resolution No. 51-14 on July 7, 2014; and

WHEREAS, since the data necessary to calculate the increase in non-residential assessed valuation is generally not available from County assessors' office, there is the possible need to adjust the limit once the assessment data is available; and

WHEREAS, the appropriations limit for the City of Tehachapi has been calculated and determined, on a provisional basis, using the per capita income and population factors, for the Fiscal Year 2015-2016 to be \$ 10,975,173; and

WHEREAS, the documentation and calculations necessary to arrive at said limitation amount have heretofore been available for public inspection for the required fifteen (15) days.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tehachapi as follows:

SECTION 1. That an appropriations limit in the amount of \$10,975,173 is hereby established for Fiscal Year 2015-2016.

SECTION 2. That all supporting documentation used in the determination of said appropriations limit be made available at the Tehachapi City Hall during normal business hours for inspection by the public.

SECTION 3. That Resolution No. 51-14 is hereby repealed in its entirety.

PASSED AND ADOPTED by the City Council of the City of Tehachapi at a regular meeting this 1st day of June, 2015 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

SUSAN WIGGINS, Mayor of the
City of Tehachapi, California

ATTEST:

Tori Marsh
Deputy City Clerk of the City of Tehachapi, California

I hereby certify that the foregoing Resolution was duly and regularly adopted by the City Council of the City of Tehachapi at a regular meeting thereof held on June 1, 2015.

Tori Marsh
Deputy City Clerk of the City of Tehachapi, California

PUBLIC NOTICE

May 14, 2015

APPROPRIATION LIMITATION FOR 2015 – 2016

California per capita personal income change times population change converted to a ratio:

$$(1.0382 \times 1.0053) = 1.043702$$

The 2014 - 2015 limitation times ratio of change:

$$(\$10,515,619 \times 1.043702) = \$10,975,173$$

(1) Price Factor:

Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. Local jurisdictions may select either the percentage change in California per capita personal income or the percentage change in the local assessment roll due to the addition of local non-residential new construction. The percentage change used in setting the 2015-2016 limit is:

California per capita personal income: 3.82% change

(2) Population Factor:

The population percentage change was prepared pursuant to Sections 2227 and 2228 of the Revenue and Taxation Code and is calculated as of January 1. The change from January 1, 2014, to January 1, 2015 is used in setting the 2015-2016 appropriation limit. Section 7901 of the Government Code allows "A city or special district may choose to use the change in population within its jurisdiction or within the county in which it is located".

State of California - Department of Finance

Population (Kern County) 1-1-2014: 842,787

Population (Kern County) 1-1-2015: 847,236 0.53% Change

APPROVED _____
 DEPARTMENT HEAD: _____
 CITY MANAGER: _____

COUNCIL REPORTS

MEETING DATE: JUNE 1, 2015 AGENDA SECTION: CITY MANAGER

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: GREG GARRETT, CITY MANAGER

DATE: MAY 20, 2015

SUBJECT: EMPLOYEES' CONTRIBUTION RATE CHANGE FOR CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BACKGROUND

As Council is aware, in 1994/95, 1999/2000, 2000/01 and 2001/02 the City began gradually paying the employees' portion of retirement contributions to CalPERS. This was provided to employees during these years in exchange for not receiving an annual cost of living increase. At that time, there were no safety category employees and there were far fewer employees. The gradual increases in the City's contribution toward the employee's portion of retirement contributions for the miscellaneous category are shown below:

Fiscal Year	Amount or % Paid by the City	Annual Increase	Resolution
1994/1995	\$70	\$70	30-94
1999/2000	1.7%	1.7% of Wage minus \$70	11-99
2000/2001	4.0%	2.3%	23-99
2001/2002	7.0%	3.0%	23-99

From July 11, 2012, employees began paying a portion of the member contributions. Employees will gradually increase their contribution amount until the full employee's share of contributions is being paid as shown below:

Fiscal Year	Miscellaneous		Police	
	Contribution Rates	Additional Rates	Contribution Rates	Additional Rates
2012/13	2.0%	2.0%	2.5%	2.5%
2013/14	3.5%	1.5%	4.0%	1.5%
2014/15	5.0%	1.5%	5.5%	1.5%
2015/16	6.0%	1.0%	7.0%	1.5%
2016/17	7.0%	1.0%	9.0%	2.0%

As shown in the table, miscellaneous and police safety category employees will pay 6% and 7% PERS member contribution rate in fiscal year 2015/16 respectively (effective first pay period in July). However, any new employee, hired after 11/25/2012 and are already CalPERS or reciprocity agency member will pay full member contribution rates, 7% for miscellaneous category and 9% for the police safety category. Employees new to CalPERS will pay PEPRA (Public Employees' Pension Reform Act) rates, 6.25% for miscellaneous category and 11.5% for the police safety category.

OPTIONS

1. Approve staff's recommendation.
2. Modify staff's recommendation.
3. Keep the current contribution arrangement in place.

RECOMMENDATION

ADOPT RESOLUTIONS LOWERING THE EMPLOYER PAID MEMBER CONTRIBUTIONS FOR MISCELLANEOUS AND PUBLIC SAFETY EMPLOYEE.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TEHACHAPI AUTHORIZING EMPLOYER PAID MEMBER
CONTRIBUTIONS FOR EMPLOYEES OF THE MISCELLANEOUS
PLAN**

WHEREAS, the governing body of the City of Tehachapi has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the City of Tehachapi has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the City of Tehachapi of a Resolution to commence said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the City of Tehachapi has identified the following conditions for the purpose of its election to pay EPMC:

- (a) This benefit shall apply to all employees of the Miscellaneous Plan.
- (b) This benefit shall consist of paying 1% of the normal member contributions as EPMC.
- (c) The effective date of this Resolution shall be June 26, 2015.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tehachapi as follows:

1. That the foregoing recitals are true and correct.
2. That the City Council hereby elects to pay the Employer Paid Member Contributions as set forth above.

PASSED AND ADOPTED on the 1st day of June, 2015 at a regular meeting of the City Council of the City of Tehachapi by the following vote:

AYES: COUNCIL MEMBERS: _____

NOES: COUNCIL MEMBERS: _____

ABSTAIN: COUNCIL MEMBERS: _____

ABSENT: COUNCIL MEMBERS: _____

SUSAN WIGGINS, Mayor, City of
Tehachapi, California

ATTEST:

VICTORIA MARSH, City Clerk,
City of Tehachapi, California

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TEHACHAPI AUTHORIZING EMPLOYER PAID MEMBER
CONTRIBUTIONS FOR SAFETY EMPLOYEES**

WHEREAS, the governing body of the City of Tehachapi has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the City of Tehachapi has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the City of Tehachapi of a Resolution to commence said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the City of Tehachapi has identified the following conditions for the purpose of its election to pay EPMC:

- (a) This benefit shall apply to all employees of Safety Police Plan.
- (b) This benefit shall consist of paying 2% of the normal member contributions as EPMC.
- (c) The effective date of this Resolution shall be June 26, 2015.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Tehachapi as follows:

1. That the foregoing recitals are true and correct.

2. That the City Council hereby elects to pay the Employer Paid Member Contributions as set forth above.

PASSED AND ADOPTED on the 1st day of June, 2015 at a regular meeting of the City Council of the City of Tehachapi by the following vote:

AYES: COUNCIL MEMBERS: _____

NOES: COUNCIL MEMBERS: _____

ABSTAIN: COUNCIL MEMBERS: _____

ABSENT: COUNCIL MEMBERS: _____

SUSAN WIGGINS, Mayor, City of
Tehachapi, California

ATTEST:

VICTORIA MARSH, City Clerk,
City of Tehachapi, California



APPROVED
DEPARTMENT HEAD: _____
CITY MANAGER: _____

COUNCIL REPORTS

MEETING DATE: June 1, 2015 **AGENDA SECTION:** CITY MANAGER

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: GREG GARRETT, CITY MANAGER

DATE: May 27, 2015

SUBJECT: CLASSIFICATION AND COMPENSATION

BACKGROUND

As the City Council is aware, in 2014 the City embarked upon a Classification and Compensation review and update utilizing a consulting team from CPS HR Consulting. The intent of this project was to create a comprehensive classification plan for all City employees, and to study the market rates for compensation among the various job classes.

To assess current City classifications, the consulting team circulated and analyzed written questionnaires, conducted one on one employee interviews, had interviews with supervisors and managers, and reviewed similar job classifications from other agencies in the area. Using the information gleaned from these reviews, CPS then drafted job classification descriptions for all City employees, as well as some classifications that Staff intends to reserve for future use. These drafts were then re-circulated to employees and supervisors for review and comment. Final drafts were then created and a comprehensive review of City employee classification was conducted.

In summary, the results of the compensation study suggested that City of Tehachapi employees are compensated at a rate of 0.5% more than other agencies in the region. This takes into account that some classifications are as much as 26% above market rate, and some are as much as 33% below market rate, with the majority of classifications falling within a few percentage points of the market rate average. While recommended salary ranges were presented by CPS HR, the resulting attached salary plan was crafted by City staff taking into account those recommendations, as well as current salaries, budgetary concerns, and the ability to recruit and retain employees in current positions.

In total, half of all recommended salary scales remain the same as the previous scales for similar positions. Of the remainder, approximately half of the salary scales increase slightly, while half decrease slightly, or are new classifications that did not previously exist.

Should this classification plan be adopted, the City Manager will allocate all current employees into the newly adopted classifications, with the exception of the Public Works Bargaining Unit and Police Officers' Association members who will be allocated upon adoption of a Memorandum of Understanding with the respective units.

It is Staff's intent that the new classification and compensation plan will go into effect on July 11, 2015 and that employees will not receive any salary adjustments solely based upon a reclassification. Any employees that are placed into a classification in which the highest salary step is lower than their current salary, will be frozen at their current salary until the salary plan catches up to their salary level through future Consumer Price Index increases approved by Council.

RECOMMENDATION

ADOPT THE CITY EMPLOYEE CLASSIFICATION PLAN TO TAKE EFFECT JULY 11, 2015, SUBJECT TO MOU'S BEING ADOPTED WITH THE PUBLIC WORKS BARGAINING UNIT AND THE POLICE OFFICERS' ASSOCIATION; ADOPT A RESOLUTION ESTABLISHING THE SALARY PLAN FOR ALL EMPLOYEE CLASSIFICATIONS, TO TAKE EFFECT JULY 11, 2015, SUBJECT TO MOU'S BEING ADOPTED WITH THE PUBLIC WORKS BARGAINING UNIT AND THE POLICE OFFICERS' ASSOCIATION;



CITY OF TEHACHAPI

Employee Classification Plan

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Administration

ADMINISTRATIVE ANALYST I

DEFINITION

To provide professional administrative support for a department and/or division; to perform research, statistical and other analytical work; and to fulfill other administrative assignments in functional areas such as personnel, budget, and other areas.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

May exercise supervision over assigned technical or administrative support personnel

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Investigate, analyze, develop, and prepare special studies or projects as requested.

Research special issues, problems and procedures; prepare various documents and reports regarding special projects, problems and requests.

Revise and develop fees; negotiate contracts; ensure compliance of department functions with pertinent laws, regulations and ordinances; authorize payments for various contracts.

Assist in the preparation and review of division and/or assigned department operating, multi-year, and capital improvement budgets.

Assist in the development of departmental policies and procedures; recommend goals and objectives.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Monitor departmental compliance with laws, rules, policies and procedures.

Assist with departmental personnel matters such as maintaining position allocations, preparation of job offers, researching pay issues, assisting with recruitment, scheduling selection interviews, assisting with testing or interviews, and coordinating training programs.

Answer questions and provide information to the public, outside agencies and City staff; investigate complaints and recommend corrective action as necessary to resolve complaints.

Attend various City Council, Commission, board, and other governmental meetings; draft complex documents such as Council Resolutions and Ordinances; may prepare and present agenda items to the City Council; serve on various committees and task forces.

Research grant opportunities and prepare grant proposals; monitor and administer grant and contract accounts and projects.

Review administrative practices and make recommendations for improvements.

Review and recommend training for departmental personnel.

Provide economic and statistical analysis; present oral and written reports.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- City and department processes and structure
- Applicable Federal, State and local laws, codes and regulations

Ability to:

- Identify and respond, both orally and in writing, to public and City Council issues and concerns
- Interpret and apply Federal, State and local policies, procedures, laws and regulations
- On a continuous basis, know and understand all aspects of the job
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible administrative analytical experience equivalent to Administrative Analyst I.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, accounting, finance, economics or a closely related field.

License and Certificate:

Possession of or ability to obtain an appropriate valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:**

frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may require occasional overtime and weekend work and travel is rare.

Adopted

Revised

FLSA may be eligible or exempt depending on duties

ADMINISTRATIVE ANALYST II

DEFINITION

To provide professional administrative support for a department and/or division; to perform research, statistical and other analytical work; and to fulfill other administrative assignments in functional areas such as personnel, budget, and other areas.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

May exercise supervision over assigned technical or administrative support personnel

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Investigate, analyze, develop, and prepare special studies or projects as requested.

Research special issues, problems and procedures; prepare various documents and reports regarding special projects, problems and requests.

Revise and develop fees; negotiate contracts; ensure compliance of department functions with pertinent laws, regulations and ordinances; authorize payments for various contracts.

Assist in the preparation and review of division and/or assigned department operating, multi-year, and capital improvement budgets.

Assist in the development of departmental policies and procedures; recommend goals and objectives.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Monitor departmental compliance with laws, rules, policies and procedures.

Assist with departmental personnel matters such as maintaining position allocations, preparation of job offers, researching pay issues, assisting with recruitment, scheduling selection interviews, assisting with testing or interviews, and coordinating training programs.

Answer questions and provide information to the public, outside agencies and City staff; investigate complaints and recommend corrective action as necessary to resolve complaints.

Attend various City Council, Commission, board, and other governmental meetings; draft complex documents such as Council Resolutions and Ordinances; may prepare and present agenda items to the City Council; serve on various committees and task forces.

Research grant opportunities and prepare grant proposals; monitor and administer grant and contract accounts and projects.

Review administrative practices and make recommendations for improvements.

Review and recommend training for departmental personnel.

Provide economic and statistical analysis; present oral and written reports.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- City and department processes and structure
- Applicable Federal, State and local laws, codes and regulations

Ability to:

- Identify and respond, both orally and in writing, to public and City Council issues and concerns
- Interpret and apply Federal, State and local policies, procedures, laws and regulations
- On a continuous basis, know and understand all aspects of the job
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible administrative analytical experience equivalent to Administrative Analyst I.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, accounting, finance, economics or a closely related field.

License and Certificate:

Possession of or ability to obtain an appropriate valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:**

frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may require occasional overtime and weekend work and travel is rare.

Adopted

Revised

FLSA may be eligible or exempt depending on duties

ADMINISTRATIVE ASSISTANT I

DEFINITION

To provide a variety of routine to moderately difficult office support to various City departments and offices, including but not limited to, typing, word processing, record keeping, specialized processing related to the department in which assigned, telephone and in-person reception, processing and handling of mail, and filing.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Perform a variety of office support and general clerical duties related to the work unit.

Word process correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions.

Proofread and check typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage including grammar, punctuation, and spelling.

Gather information from individuals or reference sources to complete and process various routine forms, records, and applications; contact individuals to obtain additional information.

Maintain records and process forms, such as time records, purchase requisitions and orders, and others specific to the organizational unit.

Receive and enter routine data from various sources including accounting, statistical, and related documents; maintain information and reports including assigned databases, records, and lists; verify data for accuracy and completeness; assist in the compilation of reports.

Perform a variety of routine arithmetical calculations.

Maintain accurate and up-to-date office files and records; prepare and monitor various logs, accounts, and files for current and accurate information; receive and route applications for permits and licenses, and other requests.

Receive office and telephone callers; take messages, and make appointments, respond to complaints and requests for information relating to assigned responsibilities; refer callers to appropriate City staff for further assistance as needed.

Assist the general public, City staff, and outside groups and agencies by providing general information related to specific program area of assignment.

Perform office support activities such as opening and distributing mail, processing outgoing mail, operating a postage meter and ordering office supplies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Operate a variety of office equipment including a computer, copier, facsimile machine, scanner, and adding machine; utilize various computer applications and software packages.

Perform a variety of routine clerical accounting duties and responsibilities involved in financial record keeping and reporting; maintain a variety of routine accounting records, logs, and files.

Process and record payments.

Process and complete passport applications in accordance with Department of State guidelines.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar, and punctuation
- Office procedures, methods, and equipment including computers
- Basic computer applications such as word-processing, spreadsheets, and databases
- Records management principles and procedures including record keeping and filing principles and practices
- Methods and techniques of proper phone etiquette
- Mathematical principles
- Basic principles of business letter writing and report preparation

Ability to:

- Perform a variety of clerical and office support duties of a general nature for an assigned office
- Learn the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities
- Learn to correctly interpret and apply general administrative and departmental policies and procedures
- Learn to apply applicable federal, state, and local laws, codes, and regulations
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications
- Learn and effectively utilize various software applications
- Learn and apply new information and skills
- Type or enter data at a speed necessary for successful job performance
- Establish and maintain a variety of files and records
- Prepare routine correspondence and memorandum
- Accurately count, record, and balance assigned transactions
- Perform routine mathematical calculations

- Respond tactfully, clearly, concisely, and appropriately to inquiries from other City staff, the general public, and outside agencies
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person
- Plan and organize work to meet changing priorities and deadlines
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Obtain Passport Agent Certification

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required although some clerical experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate:

Possession of or ability to obtain an appropriate valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may require occasional overtime and weekend work and travel is rare.

Adopted

Revised

FLSA

Overtime eligible

ADMINISTRATIVE ASSISTANT II

DEFINITION

To provide a variety of moderately difficult and complex office support to various City departments and offices, including but not limited to, typing, word processing, record keeping, specialized processing related to the department in which assigned, telephone and in-person reception, processing and handling of mail, and filing.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Perform a variety of office support and general clerical duties related to the work unit.

Word process correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions; compose routine correspondence.

Proofread and check typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage including grammar, punctuation, and spelling.

Gather information from individuals or reference sources to complete and process various forms, records, and applications; contact individuals to obtain additional information.

Maintain records and process forms, such as time records, purchase requisitions and orders, and others specific to the organizational unit.

Receive and enter data from various sources including accounting, statistical, and related documents; create and maintain information and reports including assigned databases, records, and lists; verify data for accuracy and completeness; prepare reports.

Perform a variety of routine arithmetical calculations.

Maintain accurate and up-to-date office files and records; prepare and monitor various logs, accounts, and files for current and accurate information; receive and route applications for permits and licenses, and other requests.

Receive office and telephone callers; take messages, and make appointments, respond to complaints and requests for information relating to assigned responsibilities; refer callers to appropriate City staff for further assistance as needed.

Assist the general public, City staff, and outside groups and agencies by providing information related to specific program area of assignment.

Perform office support activities such as opening and distributing mail, processing outgoing mail, operating a postage meter and ordering office supplies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Operate a variety of office equipment including a computer, copier, facsimile machine, scanner, and adding machine; utilize various computer applications and software packages.

Perform a variety of routine clerical accounting duties and responsibilities involved in financial record keeping and reporting; maintain a variety of routine accounting records, logs, and files.

Process and record payments.

Maintain and assist with various City programs.

Process and complete passport applications in accordance with Department of State guidelines.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar, and punctuation
- Office procedures, methods, and equipment including computers
- Advanced functions of computer applications such as word-processing, spreadsheets, and databases
- Records management principles and procedures including record keeping and filing principles and practices
- Methods and techniques of proper phone etiquette
- Mathematical principles
- Principles of business letter writing and report preparation

Ability to:

- Perform a variety of clerical and office support duties of a general nature for an assigned office
- Learn the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities
- Interpret and apply general administrative and departmental policies and procedures
- Understand and apply applicable federal, state, and local laws, codes, and regulations
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications
- Effectively utilize various software applications
- Learn and apply new information and skills
- Type or enter data at a speed necessary for successful job performance
- Establish and maintain a variety of files and records
- Compose routine correspondence and memorandum

- Accurately count, record, and balance assigned transactions
- Perform routine mathematical calculations
- Respond tactfully, clearly, concisely, and appropriately to inquiries from other City staff, the general public, and outside agencies
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person
- Plan and organize work to meet changing priorities and deadlines
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Obtain Passport Agent Certification

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year as an Administrative Assistant I with the City of Tehachapi OR two years of increasingly responsible clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate:

Possession of or ability to obtain an appropriate valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may require occasional overtime and weekend work and travel is rare.

Adopted

Revised

FLSA

Overtime eligible

ADMINISTRATIVE MANAGER

DEFINITION

To perform a variety of highly responsible, confidential and complex administrative duties for the City Manager; to supervise administrative staff who support City Departments; to manage contract services; to serve as elections official; and to provide general information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager.

Exercises direct supervision over assigned administrative support personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Perform a wide variety of complex, responsible and confidential duties for the City Manager and Assistant City Manager.

Plan, prioritize, assign, supervise and review the work of administrative support staff involved in customer service and other assignments for the City Manager's Office and City departments.

Screen calls, visitors and mail; respond to sensitive requests for information and assistance; resolves citizen concerns and complaints.

Interpret City policies, procedures, laws and regulations in response to inquiries and complaints; refer inquiries as appropriate.

Participate and assist in the administration of the City Manager's Office; prepare comprehensive reports, present staff reports to City Council; compile information to be used in special projects and reports.

Independently respond to letters and general correspondence.

Receive and respond to Public Record Act requests; prepares response for review by City Attorney, composes responses.

Coordinate preparation of City Council agenda; receive and review staff reports, create agenda, post and distribute agenda and supporting materials.

Attend City Council and other public meetings and record official proceedings; prepare minutes and other documents; direct the publication, filing, indexing, and safekeeping of all proceedings of the Council

Manage a variety of contract services such as information technology support and janitorial services.

Oversee the inventory, file, and storage of a variety of City records and files, including, but not limited to, Council documents, ordinances, minutes, resolutions, municipal code, deeds, agreements, contracts, claims, campaign statements, statements of economic interest, and other historical documents; plan and direct the maintenance, updating and filing of official municipal documents; oversee destruction of records as allowed by law.

Serve as elections official; conduct consolidated elections as directed by City Council.

Serve as filing officer for Fair Political Practices Commission.

Compose and publish legal notices.

Prepare and maintain City Clerk and Information Technology budgets.

Recommend organizational or procedural changes affecting support activities.

Initiate and maintain a variety of files and records of information related to the City Manager's Office; maintain manuals and update resource materials.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Build and maintain positive working relationships with co-workers, other City employees, the Mayor and Councilmembers, and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Advanced English usage, spelling, grammar and punctuation
- Modern office procedures, methods and computer equipment
- Filing system management
- Business correspondence writing, report preparation, and presentation
- Principles of supervision, training, and performance evaluation
- Budgeting and fiscal control procedures and techniques
- Pertinent Federal, State, and local laws, codes and regulations
- Principles and procedures of record keeping
- Principles of contract administration

Ability to:

- Perform responsible and complex administrative support work involving the use of independent judgment and personal initiative

- Understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff
- Learn functions and organization of municipal government
- Interpret and apply administrative and departmental policies, procedures, laws and regulations
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities
- Analyze situations carefully and adopt effective courses of action
- Compile and maintain complex and extensive reports and prepare routine reports
- Maintain confidential data and information for executive staff
- Independently prepare correspondence and memorandums
- Work independently in the absence of supervision
- Operate and use modern office equipment
- Supervise, train and evaluate assigned staff
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years increasingly responsible executive-level administrative support experience, with at least one year of supervisory experience.

Training:

Equivalent to an Associate's degree from an accredited college with major coursework in business administration, accounting, finance, computer science or a related field.

License and Certificate:

Possession of or ability to obtain an appropriate valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may require occasional overtime and weekend work and travel is rare.

Adopted

Revised

FLSA

Overtime exempt

ASSISTANT CITY MANAGER

DEFINITION

To assist the City Manager in managing and directing the overall administrative activities and operations of the City; to plan, organize and direct activities among and with other departments; and to provide highly complex staff assistance to the City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional, technical and administrative support personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Assist the City Manager in managing and directing the functions of the City.

Assist in developing City-wide goals and objectives; assist in the development of and implementation of policies and procedures.

Provide direction and advice to City Department management; coordinate interdepartmental activities as well as City activities with outside agencies and organizations.

Assist the City Manager in directing the development and administration of the City's budget; analyze and forecast City revenue and expenditures; monitor and approve expenditures.

Direct the City's labor relations activities; develop labor relations objectives and strategies.

Plan, organize and direct activities within the City Manager's Office; assign work activities projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Perform or supervise comprehensive management analyses in a wide range of municipal policies, organization, procedures, budgetary and finance areas; prepare and present staff reports and other necessary correspondence.

Represent the City to outside groups and organizations; participate in outside community and professional groups and committees; meet with members of the public including members of the business community and citizen groups to explain City policies, procedures, goals and objectives; negotiate agreements and resolve difficult City administration related problems and questions.

Provide staff assistance to the City Council, committees, commissions and the City Manager in matters related to a wide variety of City administration activities and programs.

Review and respond to citizen complaints or requests for information; oversee the preparation of City publications.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the City.

Assume overall administrative responsibility for all City activities in the absence of the City Manager.

Research, prepare and present technical and administrative reports to Council, commissions and a variety of committees; prepare written correspondence.

Build and maintain positive working relationships with Senior Executive Team, Mayor, City Council, co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal government administration; departments, organization, and economic development functions and services
- Principles and practices of policy development and implementing
- Principles and practices of leadership, motivation, team building and conflict resolution
- Principles and practices of business correspondence and report writing
- Pertinent local, State and Federal rules, regulations and laws
- Principles and practices of budget development, implementation, and monitoring
- Principles and practices of organizational analysis and management
- Principles and practices of supervision, training and personnel management
- Modern office procedures, methods and computer equipment

Ability to:

- Organize, direct and implement comprehensive City-wide programs
- Prepare and administer a budget
- Supervise, train and evaluate personnel
- Interpret and explain City policies and procedures
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Gain cooperation through discussion and persuasion
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Communicate clearly and concisely, both orally and in writing

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in municipal administration including significant administrative and personnel management responsibilities; including two years of management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field. A Master's degree in public administration or a related field is highly desirable and may substitute for two years of experience.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** occasional exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions require regular overtime or weekend work and the ability to travel.

Adopted

Revised

FLSA

Exempt

SENIOR ADMINISTRATIVE ASSISTANT

DEFINITION

To perform difficult and complex administrative duties in support of various City departments and offices, to provide lead direction to other administrative and clerical staff; to coordinate office activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Performs complex word processing including correspondence, reports, forms and specialized documents from drafts, notes, dictated tapes, or brief instructions; independently composes memorandum, correspondence and routine reports.

Proofread and check typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage including grammar, punctuation, and spelling; review work of other staff.

Assign, train and monitor the work of a small group of administrative staff; review and correct work, serve as resource for less experienced staff.

Gather information from individuals or reference sources to complete and process various forms, records, and applications; contact individuals to obtain additional information.

Maintain records and process forms, such as time records, purchase requisitions and orders, and others specific to the organizational unit.

Compile, prepare, and enter data from various sources including accounting, statistical, and related documents; create and maintain complex information and reports including databases, spreadsheets, records, and lists; verify data for accuracy and completeness; prepare reports.

Perform a variety of advanced arithmetical calculations.

Maintain accurate and up-to-date office files and records; prepare and monitor various logs, accounts, and files for current and accurate information; receive and route applications for permits and licenses, and other requests.

Receive office and telephone callers; take messages, and make appointments, respond to complaints and requests for information relating to assigned responsibilities; refer callers to appropriate City staff for further assistance as needed.

Assist the general public, City staff, and outside groups and agencies by providing information related to specific program area of assignment.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Operate a variety of office equipment including a computer, copier, facsimile machine, scanner, and adding machine; utilize various computer applications and software packages.

Perform a variety of advanced clerical accounting duties and responsibilities involved in financial record keeping and reporting; maintain a variety of routine accounting records, logs, and files.

Process and record payments and send delinquent notices when necessary.

Balance cash drawers and checks for daily deposit.

Process passport applications in accordance with Department of State guidelines and provide guidance to staff agents.

Receive and process Special Event Applications and prepare letters of condition.

Assist in the processes of City Clerk functions including, but not limited to, records management, agenda preparation and meeting follow-up.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic principles and practices of training
- English usage, spelling, grammar, and punctuation
- Office procedures, methods, and equipment including computers
- Advanced functions of computer applications such as word-processing, spreadsheets, and databases
- Records management principles and procedures including record keeping and filing principles and practices
- Methods and techniques of proper phone etiquette
- Mathematical principles
- Principles of business letter writing and report preparation

Ability to:

- Assign, train, direct and review work of staff
- Perform complex clerical and office support duties
- Learn the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities
- Interpret and apply complex administrative and departmental policies and procedures
- Understand and apply applicable federal, state, and local laws, codes, and regulations
- Utilize advanced features of word processing, spreadsheet, and database applications

- Effectively utilize various software applications
- Learn and apply new information and skills
- Type or enter data at a speed necessary for successful job performance
- Establish and maintain a variety of files and records
- Compose correspondence, reports and memorandum
- Accurately count, record, and balance assigned transactions
- Perform advanced mathematical calculations
- Respond tactfully, clearly, concisely, and appropriately to inquiries from other City staff, the general public, and outside agencies
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person
- Plan and organize work to meet changing priorities and deadlines
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Obtain Passport Facilitator Certification

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years as an Administrative Assistant II with the City of Tehachapi OR four years of increasingly responsible clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate:

Possession of or ability to obtain an appropriate valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may require occasional overtime and weekend work and travel is rare.

Adopted

Revised

FLSA

Overtime eligible

Airport

AIRPORT MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Tehachapi Airport including the use, maintenance and security of the City Airport, the development of airport facilities; to coordinate airport activities with other departments and divisions; and to provide highly complex staff assistance to the City Manager and Assistant City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the higher level managers.

Exercises direct supervision over assigned technical, and administrative support personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Develop and implement airport goals, objectives, policies and procedures.

Plan, organize and direct airport activities including daily inspections, facilities management, airport property management, marketing and public relations, and serve as liaison to the Federal Aviation Administration.

Direct, oversee and participate in the development of the airport work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the airport budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the airport.

Manage, airport facilities maintenance activities including pavements, drainage and sewer systems, lighting and electrical systems, buildings, furnishings, landscaping, and grounds.

Establish and ensure the carrying out of a proper preventive maintenance program; coordinate contractor and staff maintenance.

Monitor private aircraft operations for compliance with local, State and Federal laws; monitor vendor operations and review vendor performance reports.

Provide a secure operating environment for private aircraft.

Handle daily business transactions, answer correspondence, respond to complaints, authorize purchases, and certify payroll records.

Negotiate and administer lease agreements; conduct lease negotiations; assign spaces and keep records of aircraft parking and rentals.

Update security manuals and airport certification manuals; coordinate emergency training and drills, mobilize staff in emergencies.

Promote public relations; act as liaison to public organizations and government agencies.

Prepare applications for Federal and State grants; monitor the grant programs to ensure compliance with requirements.

Maintain records of airport operations; conduct research and prepare reports.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Effective principles and practices of municipal airport management
- Federal Aviation Administration rules and regulations affecting airport operations
- Principles and practices of leadership, motivation, team building and conflict resolution
- Pertinent local, State and Federal rules, regulations and laws
- Modern office procedures and computer equipment
- Principles and practices of organizational analysis and management
- Preparation and negotiation of airport leases, contracts, and charges
- Development, practices, and terminology of aviation
- Equipment and supplies used in airport operations
- Proper maintenance of airport facilities
- Airport security and emergency plans
- Budgeting procedures and techniques
- Personal computer software applications
- Principles and practices of supervision, training and personnel management

Ability to:

- Organize and direct airport maintenance, security, and operations
- Analyze technical information regarding airport usage and maintenance
- Conduct business negotiations and promote and represent the airport programs, including air

- service development
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Gain cooperation through discussion and persuasion
- Interpret and apply City and department policies, procedures, rules and regulations
- Monitor airport usage
- Supervise, train and evaluate assigned staff
- Prepare and administer a budget
- Work under the pressure of deadlines; analyze, research, and solve a wide range of problems
- Establish and maintain airport security and certification programs
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in airport management or operations of an airport; including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, aviation management or a related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a pilot's license is preferred.

Accreditation by the American Association of Airport Executives is preferred.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties require working outside in a variety of climates. Position may require occasional overtime or weekend work and occasional travel from site-to-site.

Adopted

Revised

FLSA exempt

AIRPORT OPERATIONS COORDINATOR

DEFINITION

To perform semi-skilled labor, maintenance, and clerical work in conjunction with assisting in the general operation of the airport.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from higher-level management staff. May exercise supervision over assigned operations or administrative support personnel

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Maintain airport facilities and equipment; monitor the use of airport facilities by tenants and transient aircraft.

Maintains inventories and quality control of petroleum products and requisitions products when necessary.

Conduct airport inspections to include runways, taxiways, and lighting systems, and makes minor repairs as necessary; inspects parked aircraft to ascertain that they have been secured properly.

Assist in the general maintenance and day-to-day upkeep of the airport; performs semi-skilled work in a variety of building trades.

Operate radio communications equipment; operates light equipment relay airport information to the public; enforce airport rules and regulations.

Coordinate airport-related activities with other City departments and outside agencies; coordinate special events; attends Airport Commission meetings.

Assist with public relations and policy implementation of airport programs such as noise restriction policies/information dissemination, improved service to airport customers and airport security measures.

Assist in the enforcement of Federal and local regulations pertaining to aviation and the safety of the public.

Assist in the negotiation, preparation, and administration of contracts and lease agreements.

Assists in the training and supervision of Airport personnel.

Maintain detailed records and prepares reports relative to airport operations.

Provides information pertaining to airport operations, policies, rentals, fees, and field rules.

Coordinate resolutions to user concerns; collect fees and generate invoices.

Respond to airport safety hazards and discrepancies; disseminate Notices to Airmen (NOTAMS); document airport conditions.

Use computer applications including, SAP, Microsoft Word, Excel, and Access.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Computer applications including Microsoft Word, Excel and Access
- City and department processes and structure
- General airport operations and safety principles
- Service, maintenance, and storage of aircraft
- Federal Aviation Regulations relating to general airport operations
- Principles of ground and building maintenance, repair, and modification
- Principles of training and supervision

Ability to:

- Assist in the management of a modern airport
- Assist in the training and supervision of part-time employees
- Assist in the supervision of contract labor
- Communicate effectively orally and in writing, and present conclusions to the public, City Council and other staff
- Interpret and apply Federal, State and local policies, procedures, laws and regulations
- On a continuous basis, know and understand all aspects of the job
- Understand and carry out oral and written directions
- Establish and maintain effective working relationships with those contacted in the course of work
- Keep accurate records and perform simple arithmetical calculations
- Prepare reports
- Understand and carry out oral and written instructions
- Work independently in the absence of supervision
- Perform semi-skilled work in a variety of building and grounds maintenance work, and lift up to 40 pounds
- Work flexible hours, including weekends and holidays

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of full-time experience in general aviation airport operations including airport management, airport operational maintenance, or a closely related field.

Training:

Associate's Degree in Aeronautical Studies, Aviation Management, or a closely related field.

License and Certificate:

A valid California Class C Driver License is required at the time of hire. Other aviation related certificates and ratings are highly desirable.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in both a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery and a typical temperature controlled office environment subject to typical office noise and environment. Airport Operations Assistant positions are required to work Monday through Friday and may include most holidays and after hours call-outs for emergencies.

Adopted

Revised

FLSA

Overtime eligible

Development Services

City of Tehachapi

ASSISTANT ENGINEER

DEFINITION

To perform professional engineering work in the investigation, planning, design, construction, and maintenance and operations of a variety of public works facilities, systems, and projects as well as residential, commercial, industrial and multi-family building and development projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level engineering staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Prepare Requests for Qualifications and Requests for Proposals; assist in the selection of consultants; manage consultant contracts; review consultants' work and provide technical guidance.

Manage a variety of projects simultaneously, from conception through construction, which involves developing project schedules, monitoring project progress and budget, obtaining necessary permits, preparing and maintaining project files, monitoring quality of projects, and ensuring deadlines are met.

Participate in and prepare engineering studies and reports; coordinate public works and development related activities with other City departments, divisions, and sections, outside agencies, citizens, consultants and developers; provide staff support to City boards, commissions and committees, as assigned.

Prepare and administer Federal and State grants; conducts field inspections and releases or withholds funds.

Coordinate engineering projects between contractors and the City.

Assist in the review of plans and specifications for design, construction, and maintenance/operation of a variety of public works facilities and projects, including water and waste water utility, street, storm drain, and traffic systems as well as residential, commercial and industrial development projects; ensure conformance with City standards and practices.

Research project design requirements and perform calculations; conduct plan checks to ensure compliance with City and various environmental regulatory standards; prepare time and material cost estimates.

Review the work of field survey parties in the preparation of plans, maps, charts, and diagrams.

Review routine field and laboratory tests of construction materials; write related memorandum and reports.

May perform engineering design using various computer applications and draw plans on CAD systems.

Perform engineering calculations and field inspections.

Check and analyze Environmental Impact Reports and other CEQA documents.

Prepare permit applications to various regulatory agencies related to public works projects.

May assist in developing Master Plans for sewer collection, storm drain collection, water treatment plant and water distribution systems.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Pertinent local, State, federal rules, regulations and laws related to area of engineering assignment
- Methods, materials, and techniques used in the area of engineering assignment
- Procedures and requirements used in preparing and administering Federal and State grant applications
- Principles and practices of project management
- Principle and practices of developing cost estimates and contract administration
- Knowledge of construction administration
- Computer-aided design and modeling techniques and technology

Ability to:

- Prepare and administer grants
- Manage a variety of construction projects
- Prepare accurate cost estimates and make related recommendations
- Analyze and prepare technical reports
- Communicate effectively, orally and in writing
- Analyze information and make recommendation
- Interpret and explain City policies, procedures, regulations and engineering policies and procedures
- Obtain information through interviews, handle multiple assignments, work with frequent interruption, and deal professionally with the public, developers, consultants and contractors
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of directly related professional engineering or public works field construction management experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

License and Certificate:

Possession of, or the ability to obtain, a valid California driver's license

Possession of a valid certificate as Engineer-in-Training, issued by the State of California Board of Registration for Professional Engineers and Land Surveyors is desirable.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting or standing for long periods of time; occasional bending, climbing, or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds.

Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise, heat and cold.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment and in the field subject to uneven terrain, dust, heat, cold and moving equipment. Positions may require occasional overtime or weekend work and travel is rare.

Adopted

Revised

FLSA

Overtime eligible

City of Tehachapi

ASSOCIATE CIVIL ENGINEER

DEFINITION

To perform professional engineering work in the initiation, planning, design, construction, and maintenance and operations of a variety of public works facilities, systems, and projects as well as residential, commercial, industrial and multi-family building and development projects.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level engineering staff.

May exercise direct supervision over technical personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Prepare Requests for Qualifications and Requests for Proposals; assist in the selection of consultants; manage consultant contracts; review consultants' work and provide technical guidance.

Manage a variety of projects simultaneously, from conception through construction, which involves developing project schedules, monitoring project progress and budget, obtaining necessary permits, preparing and maintaining project files, monitoring quality of projects, and ensuring deadlines are met.

Prepare and review plans and specifications for design, construction, and maintenance/operation of a variety of public works facilities and projects, including water and wastewater utility, street, storm drain, storm water management and traffic systems as well as residential, commercial and industrial development projects; ensure conformance with City standards and practices.

Prepare and administer Federal and State grants.

Research project design requirements and perform calculations; conduct plan checks to ensure compliance with City and various environmental regulatory standards; prepare time and material cost estimates.

Participate in and prepare engineering studies and reports; coordinate public works and development related activities with other City departments, divisions, and sections, outside agencies, citizens, consultants and developers; provide staff support to City boards, commissions and committees, as assigned.

Research and revise City standards as required.

Prepare profiles and cross sections, hydrology studies, signage and striping plans and lay out water mains, sewers, wastewater facilities and drainage systems

Review the work of field survey parties in the preparation of plans, maps, charts, and diagrams.

Review routine field and laboratory tests of construction materials; write related memorandum and

reports.

Perform engineering design using various computer applications and draw plans on CAD systems.

Perform complex engineering calculations and field inspections.

Delegate routine research, design and drafting tasks to technical staff; review completed work and assist in identifying solutions for routine problems; research publications and industry information sources as needed.

Check and analyze Environmental Impact Reports and other CEQA documents.

Respond to citizen complaints concerning engineering problems.

Prepare permit applications to various regulatory agencies related to public works projects.

Manage or assist in developing Master Plans for sewer collection, storm drain collection, water treatment plant and water distribution systems.

Prepare Council agenda reports.

May prepare and check legal descriptions for deeds, easements, and rights-of way.

May coordinate engineering projects between contractors and the City.

May assist in gathering and analyzing data concerning rainfall, run-off, stream flow, water level, water quality, and ground water infiltration.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Pertinent local, State, federal rules, regulations and laws related to area of engineering assignment
- Methods, materials, and techniques used in the area of engineering assignment
- Procedures and requirements used in preparing and administering Federal and State grant applications
- Principles and practices of project management
- Principles and practices of developing cost estimates and contract administration
- Knowledge of construction administration
- Computer-aided design and modeling techniques and technology
- Budgeting techniques and capital improvement program management
- Principles and practices of supervision, training and performance management

Ability to:

- Prepare and administer grants
- Manage a variety of construction projects
- Prepare accurate cost estimates and make related recommendations
- Analyze and prepare technical reports
- Communicate effectively, orally and in writing
- Analyze technical information and make recommendations to managers and supervisors
- Interpret and explain City policies, procedures, regulations and engineering policies and procedures
- Obtain information through interviews, handle multiple assignments, work with frequent interruption, and deal professionally with the public, developers, consultants and contractors
- Perform the full range of professional public works engineering duties with only occasional instruction or assistance as new or unusual situations arise
- Prepare accurate estimates of costs, schedules, personnel/materials and other resources related to engineering project responsibilities; make recommendations related to existing or anticipated project budgets
- Work effectively with a variety of internal and external customers to accomplish goals and objectives; deal professionally with the public, developers, consultants and contractors
- Prepare and present oral presentations to a variety of internal and external customers and at public meetings
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible experience equivalent to Assistant Engineer.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

License and Certificate:

Possession of Certificate of Registration as a professional civil engineer issued by the State of

California Board of Registration for Professional Engineers and Land Surveyors.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment and in the field subject to uneven terrain, dust, heat, cold and moving equipment. Positions may require occasional overtime or weekend work and travel is rare.

Adopted

Revised

FLSA

Exempt

BUILDING INSPECTOR

DEFINITION

To perform a variety of residential and commercial building inspection duties at various stages of construction, alteration and repair; to maintain a variety of inspection related records; and to provide information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Make field inspections of building construction and its components in residential, commercial and industrial applications to assure compliance with applicable codes and regulations of City, State and Federal agencies.

Examine, evaluate and approve the construction of structural framing systems in compliance with Title 24, Title 25 and applicable fire, life, and health and safety requirements.

Examine completed construction and general workmanship prior to occupancy; maintain plan files, progress reports, and properly complete permit inspection records; issues certificate of occupancy.

Investigate alleged violations of zoning ordinance and related policies.

Perform inspection duties in trade specialties such as plumbing, electrical and mechanical, structural, and finish trade areas.

May perform necessary field work and/or issue permits for residential building, plumbing, mechanical and electrical code compliance and special inspection applications.

Inspect foundation, cement, framing, plastering, plumbing, heating, and electrical installations, and a large variety of other complex and routine building system elements for compliance with applicable codes and standards of workmanship; check stud, joist, rafter spacing and other structural member factors.

Examine grade, quality, and treatment of lumber, cement, lath, wire and composition.

Ensure proper and safe installation of routine and complex building systems.

Coordinate inspection activities with other City departments and divisions.

Review plans, schedules and specifications for compliance with applicable codes and ordinances.

Ascertain conformance to Uniform Building Code, Plumbing and Electrical Codes, and pertinent provisions of State and County health and environmental ordinances.

Confer with architects, contractors, builders, and the general public in the field and office; prepare

correspondence as required.

Recommend amendments to building, plumbing, mechanical and electrical codes.

Maintain detailed records and prepare reports.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and techniques of building inspection work

Ability to:

- Determine that construction systems conform to City Code requirements
- Advise on standard construction methods and requirements
- Apply City codes and policies regarding zoning, environmental matters, and other regulations to field situations
- Apply technical knowledge and follow inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices
- Perform journey level inspection skills in a variety of specialty trade areas and to perform competent and efficient work as a combination Building Inspector
- Enforce State and Municipal Codes under the jurisdiction of the department
- Work Independently with minimal supervision
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A minimum of two years of responsible journey experience as a Combination Building Inspector.

Training:

Equivalent to an Associate of Arts Degree with major course work in civil engineer, building inspection technology or a related field.

License and Certificate:

Possession of a valid California driver's license.

Possession of an I.C.C. Certificate as a Certified Building Inspector is required at the time of appointment. In addition, must have certification in one or more of the following building trades: plumbing, electrical, or mechanical.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent standing or walking for long period of time; frequent bending and squatting; frequent climbing. **Lifting:** frequent lifting up to 25 pounds; occasional lifting up to 50 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances

WORKING CONDITIONS

Work is often performed in an outdoor construction environment with year-round exposure to varying weather conditions. Work is subject to construction site noise and environment including exposure to loud equipment and machinery. Work is performed at various remote locations. Positions may require occasional overtime and weekend work and travel is rare

Adopted
Revised
FLSA overtime eligible

CHIEF BUILDING OFFICIAL

DEFINITION

To coordinate the activities of the Building Division within the Development Services Department including building inspection and code enforcement activities; to coordinate development services activities with other divisions and departments as well as outside architects and engineers; and to provide highly complex staff assistance to the Director of Community and Economic Development.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Development Services Director.

Exercises direct supervision over assigned professional, technical and administrative support personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Develop and implement division goals, objectives, policies and procedures.

Coordinate Building Safety activities including coordinating building inspection activities with other City departments, architects, engineers, contractors, developers and the general public; directing health and safety investigations; and directing the issuance of building permits and citations.

Develop the Building Safety Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Make field inspections of building construction and its components in residential, commercial and industrial applications to assure compliance with applicable codes and regulations, examine, evaluate and approve the construction of structural framing systems in compliance with Title 24, Title 25 and applicable fire, life, and health and safety requirements; issue certificates of occupancy.

Issue orders to owners of property for correction or elimination of Title 24 violations and violations of local ordinances; vacate substandard dwellings.

Examine completed construction and general workmanship prior to occupancy; maintain plan files, progress reports, and properly complete permit inspection records.

Investigate alleged violations of zoning ordinance and related policies.

Perform inspection duties in trade specialties such as plumbing, electrical and mechanical, structural, and finish trade areas.

May perform necessary field work and/or issue permits for residential building, plumbing, mechanical and electrical code compliance and special inspection applications.

Ascertain conformance to Uniform Building Code, Mechanical Plumbing and Electrical Codes, and pertinent provisions of State and County health and environmental ordinances. Recommend Building

Safety budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Supervise and participate in code enforcement activities; review and sign Notice and Orders related to Code Enforcement cases, monitor activity/progress of Code Enforcement cases and Notice and Orders.

Assist in preparing presentations for City Council; assist in preparing ordinances and ordinance amendments related to building activities and code enforcement; enforce a wide variety of regulations and laws pertaining to public health and safety.

Provide information to the public; respond to the most difficult inquires and complaints by the public; and perform the most difficult building inspections. Oversee hearing activity associated with Code Enforcement cases and implement orders given as a result of hearings.

Determine the need for building evaluations according to State historical code; determine appropriate alternatives.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Advanced principles and practices of building construction and building inspection
- Basic principles of civil engineering, structural design, and engineering mathematics
- Research methods and sources of information related to building code enforcement
- Pertinent local, State and Federal rules, regulations and laws including Title 24 and California
- Health and Safety Code
- Legal aspects of building inspection; appropriate measures to address violations
- Modern office procedures and computer equipment
- Principles and practices of organizational analysis and management
- Budgeting procedures and techniques
- Principles and practices of supervision, training and personnel management

Ability to:

- Organize Building Safety operations
- Administer a variety of building inspection and related code enforcement activities
- Assist in preparing ordinances and code amendments
- Perform the most complex building inspection work

- Analyze problems, identify alternative solutions, project consequences of proposed actions and
- implement recommendations in support of goals
- Analyze, interpret and check complex plans, specifications, calculations, laws and regulations
- Gain cooperation through discussion and persuasion
- Interpret and apply City and department policies, procedures, rules and regulations as well as
- the California Building Codes
- Understand and carry out oral and written directions
- Establish and maintain cooperative-working relationships with those contacted in the course of
- work
- Communicate clearly and concisely, both orally and in writing

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in the inspection of public, commercial, industrial and residential buildings.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in civil engineering, inspection technology or a related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of certification as a "Certified Building Inspector" issued by the International Code Council (ICC).

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent standing or walking for long period of time; frequent bending and squatting; frequent climbing. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone; work with aggressive and combative individuals on a regular basis. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is often performed in an outdoor construction environment with year-round exposure to varying weather conditions. Work is subject to construction site noise and environment including exposure to loud equipment and machinery. Work is performed at various remote locations. Positions may require occasional overtime and weekend work and travel is rare.

Adopted

Revised

FLSA exempt

CITY ENGINEER

DEFINITION

To assist the Development Services Director in the planning, managing and directing the Development Services Department with a focus on development services; to coordinate the engineering aspects of public works land development activities; to oversee building inspection; and to provide highly complex staff assistance to the Development Services Director, City Manager and other department directors.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Development Services Director.

Exercises direct supervision over assigned supervisory, professional, technical and administrative support personnel.

Exercises responsible charge of assigned engineering, and related functions.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Assist the Development Services Director in planning, managing and directing City engineering, and building inspection, programs and projects.

Assist in developing department goals and objectives; assist in the development of and implementation of policies and procedures.

Plan, organize and direct assigned divisional activities.

Develop and implement assigned divisional work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare assigned division budget; assist in budget implementation; participate in the forecast of additional funds needed for staff, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Perform the responsibilities of the City Engineer.

Coordinate and assist in evaluating development proposals; respond and comment on impacts and mitigation of project impacts and communicate staff's comments to other agencies, departments, developers, Planning Commission, Boards, and/or City Council as necessary.

Develop and maintain City standard specifications. Develop and implement management systems, procedures, and standards for program evaluation.

Assist in the preparation of a variety of studies and reports relating to current and long-range City capital improvement needs and develops specific proposals to meet them; provide technical assistance to staff.

Plan and direct project management activities for a variety of capital improvement projects, including the preparation of plans, specifications and designs, estimates, schedules, inspections and project monitoring.

Manage the review of and oversee the inspection of public works improvements constructed by private developers.

Oversee the inspection of private building construction for compliance with applicable building codes.

Confer with developers and others to resolve issues relating to public improvement requirements for subdivisions.

Assist with the preparation of operating and capital improvement budgets and control of expenditures.

Prepare and administer grants.

Coordinate the work of the division with that of other divisions.

Monitor developments related to public works engineering, evaluate their impact on City operations and implements policy and procedure improvements.

Ensure adherence to codes, applicable laws, regulations and guidelines relating to engineering activities.

Appear before City Council, Boards, Commissions, Committees, and civic organizations representing the Department.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the director; prepare, review, and present staff reports and other necessary correspondence.

Assist in orderly management of land development and growth of the City and its infrastructure requirements.

Maintain regular contact with consulting engineers, consulting project managers, construction project engineers, City, County, State, and Federal agencies, professional and technical groups, and the general public regarding Public Works' Department activities and services.

Research, prepare and present technical and administrative reports to Council, commissions and a variety of committees; prepare written correspondence.

Build and maintain positive working relationships with managers, Mayor, City Council, co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering as applied to the field of municipal public works, including planning, development, design, and construction
- Principles and practices of policy development and implementation
- Theories, principles, techniques and equipment used in construction
- Principles and practices of civil engineering, including project management, design, contract administration, and construction management; reports and recommendations relating to proposed public works projects
- Procedures, materials, equipment, and methods used in all areas of public works activities
- Principles of leadership, motivation, team building and conflict resolution
- Principles and practices of business correspondence and report writing
- Pertinent local, State and Federal rules, regulations and laws
- Principles and practices of budget development, implementation, and monitoring
- Principles and practices of organizational analysis and management
- Principles and practices of supervision, training and personnel management
- Modern office procedures, methods and computer equipment
- Legal guidelines for public works engineering activities
- Technical, legal, and financial problems involved in the conduct of a municipal public works program
- Plan, organize, direct, and coordinate a variety of functional specialties with overlapping work areas
- Manage performance of a variety of technical and engineering research and prepare reports of findings

Ability to:

- Organize, direct and implement comprehensive engineering programs
- Prepare and administer a budget
- Prepare and administer grants
- Supervise, train and evaluate personnel
- Interpret and explain Department policies and procedures
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of organizational goals
- Gain cooperation through discussion and persuasion
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Effectively utilize personal computers, standard office software and specialized engineering and project management software

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible professional civil engineering experience, including at least two years in a supervisory or administrative capacity in public works design, project management work, and development services.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a valid California Professional Engineer Certificate and/or a Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers is required. If licensed in another state, candidates will have six (6) months to obtain California Registration.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions may require occasional holiday/weekend work or travel...

Adopted

Revised

FLSA

Exempt

DEVELOPMENT SERVICES DIRECTOR

DEFINITION

To plan, organize, direct and review the activities of the Development Services Department including business development, building and development services, engineering, and planning; to provide leadership to the department and City organization; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Manager or Assistant City Manager

Exercises direct supervision over assigned management, supervisory, professional, technical, and administrative support personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager, Assistant City Manager, and City Council; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Community and Economic Development Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate, and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operations of the Department.

Develop and implement long and short-term strategic plans in support of department and City-wide goals and objectives.

Negotiate and resolve significant and controversial issues; negotiate development agreements with proponents of private development projects.

Lead, coordinate and monitor the development review process for the City.

Confer with public officials, developers, citizen groups, and the general public on matters related to the City's development regulations and policies; serve as a resource for the public.

Provide support to a variety of boards and commissions; attend and participate in professional groups and committees.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Represent the City Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research, prepare and present technical and administrative reports and studies to Council, commissions and committees; prepare written correspondence as necessary.

Build and maintain positive working relationships with Senior Executive Team, Mayor, City Council, co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of planning, housing, and community development
- Principles of public infrastructure development.
- Business development financing programs, urban planning, real estate, and administration
- Research methods and sources of information related to urban growth Principles and practices of leadership, motivation, team building and conflict resolution
- Pertinent local, State and Federal laws, rules, and regulations
- Organizational and management practices as applied to the analysis and evaluation of programs
- Principles and practices of organization, administration and personnel management
- Principles and practices of budget preparation and administration

Ability to:

- Plan direct and control the administration and operations of the Development Services Department
- Analyze economic studies, financial statements, marketing studies, development plans, specifications, and bid documents
- Formulate substantive recommendations for community development and engineering Skillfully represent the agency in all types of contract negotiations
- Administer a variety of ongoing activities which involve complex development, urban growth matters
- Represent the City's interests before other agencies
- Identify and respond to public and City Council issues and concerns
- Prepare and administer department budgets
- Develop and implement department policies and procedures

- Supervise, train and evaluate assigned personnel
- Gain cooperation through discussion and persuasion
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Interpret and apply City and department policies, procedures, rules and regulations
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience related to city planning, public and private development, and economic development; including three years of managerial and supervisory responsibility.

Experience in managing a public agency with integrated community development functions is highly desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in economics, business administration, public administration, municipal budgeting, urban/regional planning, engineering, or a related field. A Master's Degree in urban or regional planning, civil engineering, public administration or related field is highly desirable.

License and Certificate:

Possession of, or the ability to obtain, an appropriate and valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions require regular overtime or weekend work and the ability to travel.

Individuals appointed into this classification serve at the will of the City Manager.

Adopted
Revised
FLSA

Exempt

DEVELOPMENT SERVICES TECHNICIAN

DEFINITION

To perform responsible technical and administrative work in planning, building inspection and land use; to provide information and direction to the public on processes and requirements associated with construction, community development, planning and building; to provide assistance and support to professional planning, engineering and building staff; and to receive, review, route, process and perform minor plan checking of minor applications and permits. Functions in the capacity of Deputy City Clerk as required

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Serve as first line of contact to internal and external customers on land use, planning, building, and community development related issues.

Provide information and direction to the public related to land use, planning, building and community development and associated permit processes via phone, e-mail and counter work.

Review and provide information and direction to the public regarding applicable, local, State and Federal regulations, planning and engineering codes, ordinances, documents, standards and guidelines.

Perform minor plan checks; review, log-in and coordinate routing of various plans and permits; ensure insurance is on file.

Calculate land use related fees and provide fee estimates as requested; issue routine permits and issue building permits.

Research, compile and analyze a variety of data for special projects and various reports.

Maintain manuals and update resource materials; develop and maintain a variety of databases.

Recommend and participate in the implementation and improvement of policies and procedures related to assignment with the goal of improving customer service.

Update and maintain a variety of files and records; respond to records requests.

Establish and maintain positive working relationships with co-workers, City employees and the public using principles of good customer service.

Assist with the processing of parcel and subdivision maps; check for completeness, code violations, environmental assessment requirements and other pertinent data.

Assist with reviewing applications for zoning changes; compile zoning history, size and development features; research lot history, zoning, and entitlements.

Receive and process applications for business licenses; collect fees, issue business licenses.

Prepare Notice of Public Hearing; notify affected property owners, advertise required legal notices.

Prepare Planning Commission agenda, agenda items and packets, take and transcribe Planning Commission minutes; communicates Commission actions to applicants.

Assist in the preparation of a variety of agenda reports and resolutions.

Calculate and prepare invoices to developers and pursue payment.

Provide administrative support for Community and Economic Development Director and Planning Commission.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- City permit and plan check procedures, rules, regulations and guidelines
- Maps, construction plans and specifications
- Pertinent local, State and Federal regulations, building, zoning, engineering and planning codes and regulations related to the permit process
- Principles, practices and techniques of drafting and graphic design

Ability to:

- Interpret, apply and explain local, State and Federal regulations and standards
- Understand basic construction plans, engineering drawings and specifications
- Respond to and assist in the resolution of land use related inquiries and complaints
- Know, understand, interpret and explain department and program policies and procedures
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible administrative or technical experience in planning, land use, construction or development.

Training:

Equivalent to an Associate's Degree from an accredited college with major course work in urban planning, engineering or related field.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may require occasional overtime or weekend work and travel is rare.

Adopted

Revised

FLSA

overtime eligible

ECONOMIC DEVELOPMENT COORDINATOR

DEFINITION

To perform professional work pertinent to economic development, business attraction and retention; market the City to potential businesses; promote the City and its activities to the general public; and to provide responsible staff assistance to the Development Services Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the higher level management or department director.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Serve as liaison to community groups and organizations that partner with the City to enhance services, events, and community development.

Conduct analyses related to the implementation of varied economic programs and projects.

Assist in the creation and implementation of programs to encourage the attraction, expansion, and formation of new and existing employers within the community.

Identify assistance needed by developers, businesses, or the general community, such as marketing, business establishment and financial resources.

Assist in developing and implementing marketing and business attraction strategies for the City, including written and electronic publications, newsletters, brochures, maps and presentations.

Monitor and update marketing materials, website and other social media applications.

Research and assists in preparing grant applications.

Coordinates events and meetings.

Prepares a variety of periodic, progress and special reports.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques of economic development, and business recruitment and retention

- Principles and practices of brand marketing
- Federal, state and local laws and regulations affecting economic development and/or housing programs and activities
- Laws, provisions and ordinances affecting planning, zoning and development
- Principles of grant applications and proposal preparation
- Principles, practices and methods of administrative and organizational analysis
- Business computer user applications, particularly as related to statistical analysis, marketing and data management
- Financial/statistical/comparative analysis techniques and formulae
- Ability to communicate effectively both orally and in writing

Ability to:

- Analyze complex issues and problems, evaluate alternatives and recommend practical solutions
- Coordinate multiple projects and meet critical deadlines
- Design, develop and implement targeted business recruitment, retention and expansion
- Organize and prepare effective grant applications and proposals
- Interpret and apply complex rules, regulations, laws and ordinances
- Prepare, administer and monitor project budgets
- Prepare clear and concise reports, brochures, correspondence and other written materials
- Manage Web content
- Use social media to promote the City
- Maintain accurate records and files
- Interpret and apply pertinent laws, rules and regulations
- Collect, analyze, interpret, and apply data to various planning projects
- Prepare and analyze complex technical and administrative reports, statements, and correspondence
- Utilize computer software programs including word-processing, spreadsheets, and website Internet searches
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible economic development experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, economics, urban or regional planning, or a related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions may require occasional holiday/weekend work or travel.

Adopted

Revised

FLSA exempt

ENGINEERING ASSISTANT

DEFINITION

To perform a variety construction inspection duties at various stages of construction, to maintain a variety of inspection related records; to perform routine technical office engineering; and to provide information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Inspect a variety of capital projects; interprets construction plans and specifications, may function as resident engineer on moderate sized projects.

Obtain samples of construction materials; test or send for testing.

Perform contract management work including preparing change orders, monitoring progress and payments, and inspecting work quality.

Inspect on/off-site subdivision, tract, and single site improvements for compliance with design plans and enforcement of approved design criteria; review and interpret subdivision, tract, and single site improvement plans.

Review and correct submitted plans for encroachment into City right-of-ways as needed; prepare permits for approval by construction engineers; inspect encroachment permit construction sites for compliance with design plans and encroachment provisions.

Log and inspect survey and parcel maps for accuracy and completeness; correct maps; route maps to City personnel for review, comment, corrections and additions.

Obtain, provide and exchange a variety of road and engineering information with construction engineering firms, the general public and public agencies during the permit process.

Maintain detailed records and prepare reports.

May prepare and develop plans for road projects; draft blueprints and perform complex mathematical calculations.

May perform architectural and/or engineering drafting and design work for capital projects and structures of various types.

Maintain maps, design manuals, file and plans; maintain current system information related to City systems; prepare reports for a variety of issues.

Perform a variety of special surveying, inspection, drafting and engineering projects as assigned.

Build and maintain positive working relationships with co-workers, other City of Tehachapi employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, techniques, equipment and materials used in civil engineering
- Methods, techniques and equipment used in drafting and surveying
- Standard specifications used in public works construction
- Organizing and indexing files, maps and survey data
- Advanced mathematical calculations including algebra and trigonometry
- Operate a computer terminal and data entry techniques
- Oral and written communication skills
- Record-keeping techniques
- Laws, rules and regulations related to assigned activities
- Health and safety regulations

Ability to:

- Perform technical engineering, surveying and drafting procedures and calculations
- Inspect construction methods and materials for compliance with specifications
- Prepare charts, maps, plans and profiles
- Operate a variety of technical and specialized equipment
- Read, interpret and explain design plans and construction manuals
- Learn, apply and explain policies, procedures, rules and regulations
- Maintain current knowledge of technological advances in the field
- Maintain records and prepare reports
- Operate a computer terminal to enter data, maintain records and generate reports
- Analyze situations accurately and adopt an effective course of action
- Enforce State and Municipal Codes under the jurisdiction of the department
- Work Independently with minimal supervision
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of office or field engineering or construction inspection experience.

Training:

Equivalent to an Associate of Arts Degree with major course work in civil engineering, building inspection technology or a related field or additional, relevant work experience.

License and Certificate:

Possession of a valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent standing or walking for long period of time; frequent walking on uneven terrain; frequent bending and squatting; frequent climbing. **Lifting:** frequent lifting up to 25 pounds; occasional lifting up to 50 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone; work with aggressive and combative individuals on a regular basis. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances

WORKING CONDITIONS

Work is often performed in an outdoor construction environment with year-round exposure to varying weather conditions. Work is subject to construction site noise and environment including exposure to loud equipment and machinery. Work is performed at various remote locations. Positions may require occasional overtime and weekend work and travel is rare

Adopted

Revised

FLSA

overtime eligible

PLANNER

DEFINITION

To perform professional work in the field of current and advance planning; and to provide information and assistance to developers and the public on planning related matters.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Prepare initial studies and assist in preparing or reviewing environmental impact reports.

Compile information and make recommendations on special studies and prepare planning reports.

Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports and recommendations.

Draft staff reports for the Planning Commission, various committees and advisory boards as directed.

Check commercial, industrial and residential development plans for issuance of zone clearance; process permit applications and calculate appropriate fees.

Research and draft ordinances for review.

Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.

Collect, record and summarize statistical and demographic information.

Prepare and review plans for the subdivision and development of land such as neighborhood zoning and development; advise developers in the design of proposed subdivisions and plot plans; process plans as required by subdivision and zoning regulations.

Write, compile and illustrate departmental reports; draft charts and diagrams for use in departmental presentations at meetings; draft revisions to maps; provide consultation to citizens and developers regarding these matters.

Process applications for zoning changes, variances and use permits; provide information to the public on possible uses of land, physical design constraints, and other use limitations.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Present information to the Planning Commission, Board of Zoning Adjustment, Land Development Committee, Local Agency Formation Commission and related boards and committees.

Research, analyze and interpret social, economic, population and land use data and trends; prepare written reports on various planning matters and elements of the general plan.

Participate in coordinating City planning activities with outside departments.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of urban planning and development
- Applicable rules and regulations including CEQA, NEPA, and Subdivision Map Act
- Statistical and research methods as applied to the collection and tabulation of data affecting urban planning
- Graphic illustration and presentation
- Site planning and architectural design
- Current literature, information sources, and research techniques in the field of urban planning
- Modern office methods, practices, procedures and equipment

Ability to:

- Learn laws underlying general plans, zoning and land divisions
- Learn applicable environmental laws and regulations
- Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information
- Observe and problem solve operational and technical policy and procedure issues. Analyze and compile technical and statistical information and prepare reports
- Make presentations before governmental bodies with planning-related responsibilities
- Prepare charts, maps, and other graphic illustrations
- Prepare clear and concise written and oral reports
- Coordinate the work of assisting employees
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None required. Prior experience in urban and regional planning highly desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban or regional planning, geography or a related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may require occasional overtime and weekend work and travel is rare.

Adopted

Revised

FLSA

overtime eligible

PLANNING MANAGER

DEFINITION

To plan, organize, direct, and coordinate the activities of the Planning Division in the Development Services Department; acts as an advisor to the City in interpreting the general plan, zoning and subdivision codes, and evaluating environmental issues; performs a variety of highly complex and difficult professional-level planning duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Development Services Director or higher level management.

Exercises direct supervision over assigned professional, technical and administrative support personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Develop and implement planning division goals, objectives, policies and procedures.

Plan, organize and direct division activities.

Direct, oversee and participate in the development of the planning division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

May prepare the division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the division.

Perform difficult and complex work pertaining to professional planning.

Develop and present recommendations on various development proposals and applications; prepare appropriate planning, statistical, financial and narrative reports.

Act as project or program leader for general plan elements, environmental impact reports, comprehensive plans and other special planning studies involving utilization of planning disciplines such as transportation, urban design, capital facilities, environmental analysis, growth management, zoning and land use regulation.

Research, review and analyze economic, social and physical data affecting land use and community development.

Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring

information and coordinating planning and zoning matters; provide information regarding City development requirements.

Interpret and apply environmental quality laws and regulations to ensure that development proposals, City projects and municipal code amendments are in compliance with State and Federal laws.

Prepare general plan elements and amendments; make recommendations concerning long-range planning projects, including annexations, specific plans, specific plan amendments, precise plans or complex subdivisions.

Perform extensive research regarding implementation of policies established by the general plan, zoning ordinance, or other land use and development ordinances.

Provide staff support to a variety of boards and commissions; attend and participate in professional groups and committees.

Provide information to the public regarding zoning, land use and the general plan; monitor the plan check activities of Department staff; participate in public meetings as necessary.

Plan, prioritize and review the work of staff assigned to a variety of technical and professional planning duties.

Develop schedules and methods to accomplish assignments, ensuring that work is completed in a timely and efficient manner.

Assist in preparing request for proposals; coordinate consultant selection and contract preparation/administration activities.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership, motivation, team building and conflict resolution
- Advanced principles and practices of urban planning and development
- Advanced methods and techniques of technical report preparation and presentation
- Advanced research methods and sources of information related to urban growth and development
- Recent developments, current literature, and sources of information related to municipal planning and administration
- Pertinent Federal, State and local laws, codes and regulations, including the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), State Planning and Zoning Law, State Subdivision Map Act and Cortese-Knox-Hertzberg Local Government Reorganization Act
- Principles and practices of supervision, training and personnel management

Ability to:

- Organize and direct planning division activities
- Perform the most complex duties related to current and/or advance planning
- Analyze complex site design, terrain constraints, circulation, land use compatibility, utilities and other urban services
- Ensure project compliance with Federal, State and local rules, laws and regulations
- Interpret and apply pertinent laws, rules and regulations
- Collect, analyze, interpret, and apply data to various planning projects
- Coordinate, organize and conduct research studies; prepare concise technical reports; prepare maps, charts and other graphic material for effective presentations
- Supervise, train and evaluate assigned staff
- Prepare and administer a budget
- Work under the pressure of deadlines; analyze, research, and solve a wide range of problems
- Prepare and analyze complex technical and administrative reports, statements, and correspondence
- Utilize computer software programs including word-processing, spreadsheets, and website Internet searches
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible professional planning experience including a minimum of two years at a level comparable to Senior Planner in the City of Tehachapi.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban or regional planning, geography or a related field. A Master's degree in urban planning or a related field is preferred, but not required.

License and Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

Possession of Certification from the American Institute of Certified Planners (AICP) is desirable.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions may require occasional holiday/weekend work or travel.

Adopted

Revised

FLSA exempt

SENIOR PLANNER

DEFINITION

To perform advanced level professional work pertinent to current and/or advance planning; to organize, assign and review the work of assigned personnel; to and to provide responsible staff assistance to the Planning Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the higher level management or department director.

May exercise direct supervision over assigned technical and administrative support personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Perform difficult and complex work pertaining to professional planning.

Develop and present recommendations on various development proposals and applications; prepare appropriate planning, statistical, financial and narrative reports.

Act as project or program leader for general plan elements, environmental impact reports, comprehensive plans and other special planning studies involving utilization of planning disciplines such as transportation, urban design, capital facilities, environmental analysis, growth management, zoning and land use regulation.

Research, review and analyze economic, social and physical data affecting land use and community development.

Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning matters; provide information regarding City development requirements.

Interpret and apply environmental quality laws and regulations to ensure that development proposals, City projects and municipal code amendments are in compliance with State and Federal laws.

Prepare general plan elements and amendments; make recommendations concerning long-range planning projects, including annexations, specific plans, specific plan amendments, precise plans or complex subdivisions.

Perform extensive research regarding implementation of policies established by the general plan, zoning ordinance, or other land use and development ordinances.

Provide staff support to a variety of boards and commissions; attend and participate in professional groups and committees.

Provide information to the public regarding zoning, land use and the general plan; monitor the plan check

activities of Department staff; participate in public meetings as necessary.

Plan, prioritize and review the work of staff assigned to a variety of technical and professional planning duties.

Develop schedules and methods to accomplish assignments, ensuring that work is completed in a timely and efficient manner.

May participate in evaluating the activities of staff, recommending improvements and modifications.

May provide and coordinate staff training; work with employees to correct deficiencies.

May provide direction, assistance and/or supervision to assigned planning staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Assist in preparing request for proposals; coordinate consultant selection and contract preparation/administration activities.

May assist in preparing the departmental budget; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; assist in monitoring and tracking the approved budget.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Advanced principles and practices of urban planning and development
- Advanced methods and techniques of technical report preparation and presentation
- Advanced research methods and sources of information related to urban growth and development
- Recent developments, current literature, and sources of information related to municipal planning and administration
- Pertinent Federal, State and local laws, codes and regulations, including the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), State Planning and Zoning Law, State Subdivision Map Act and Cortese-Knox-Hertzberg Local Government Reorganization Act
- Principles and practices of technical and functional supervision and training

Ability to:

- Perform the most complex duties related to current and/or advance planning
- Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information
- Observe and problem solve operational and technical policy and procedure issues
- Analyze complex site design, terrain constraints, circulation, land use compatibility, utilities and other urban services

- Ensure project compliance with Federal, State and local rules, laws and regulations
- Interpret and apply pertinent laws, rules and regulations
- Collect, analyze, interpret, and apply data to various planning projects
- Coordinate, organize and conduct research studies; prepare concise technical reports; prepare maps, charts and other graphic material for effective presentations
- Prepare and analyze complex technical and administrative reports, statements, and correspondence
- Utilize computer software programs including word-processing, spreadsheets, and website Internet searches
- Provide technical and functional supervision over assigned staff; effectively train staff
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible journey level planning experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban or regional planning, geography or a related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

Possession of Certification from the American Institute of Certified Planners (AICP) is desirable.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may require occasional holiday/weekend work or travel.

Adopted

Revised

FLSA exempt

Finance

ACCOUNTING TECHNICIAN

DEFINITION

To perform a variety of technical accounting duties involving the maintenance of the general ledger, accounts payable, payroll and/or related accounts; and to provide technical staff assistance to Department and City staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff. Exercises technical and/or functional supervision over assigned clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

May maintain payroll records including time sheets, deductions garnishments and withholding amounts, vacation payments, retroactive pay increases, and other files and records for reports and auditing purposes.

May prepare and reconcile life, health, dental, vision and retirement system records and reports.

May process payroll distribution, direct deposit and retro-expenditure transfers; sets up and reconciles voluntary payroll deductions, prepares reports, identifies and researches exceptions and remits payment to vendors.

Maintain various ledgers, registers and journals according to established account classifications.

Process a wide variety of payments vouchers; record, verify, and balance accounts.

Prepare a variety of financial statements and monthly reports for City accounting.

Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules and regulations; answer questions and resolve problems or complaints.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Establish and maintain a variety of accounts and records; assign codes and numbers as needed.

Assist with providing external auditors with requested documentation.

Research background information; compile and prepare a variety of statistical and financial reports.

Research and answer department questions regarding the status of accounts, the proper coding of transactions and other matters.

Audit and maintain files and records; prepare periodic reports.

Operate a computer terminal in performing assigned duties.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of payroll
- Federal and state payroll and benefit laws and regulations
- Generally accepted accounting principles and technical processes
- Technical principles and practices of governmental accounting
- Advanced bookkeeping and financial record keeping principles and practices
- Policies, procedures, processes and form related to assigned area
- Pertinent local, State and Federal laws, ordinances and rules
- Basic research techniques, methods and procedures
- Modern office procedures, methods and computer equipment
- Basic mathematics principles

Ability to:

- Process payroll timely and accurately
- Maintain and balance a variety of financial records, ledgers and accounts
- Operate a calculator, personal computer and other office equipment
- Maintain a variety of financial records and files
- Perform procedures in an organized and accurate manner
- Accurately count, record and balance assigned transactions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of journey level clerical financial experience that includes financial record keeping in areas such as accounting, payroll preparation, accounts payable, data maintenance and/or customer service.

Training:

Equivalent to an Associate's degree from an accredited college with coursework in accounting, business administration, or related field.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional climbing, bending and squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 40 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may require occasional overtime, weekend work and travel is rare.

Adopted

Revised

FLSA: Overtime eligible

ACCOUNTANT I

DEFINITION

To perform a variety of routine professional accounting and budgeting duties, financial analysis and research.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision progressing to general supervision from higher-level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Perform a variety of professional accounting and budgeting duties in support of departments within City government including payroll, investments and budget preparation, utilities and internal service operations.

Prepare and analyze monthly, annual and special financial statements and other documents; develop forecasts and projections; explain variances as directed.

Maintain a variety of detailed records and logs related to the accounting and budgeting functions of an assigned departments or areas.

Review and update the City's budget manual and supplemental procedures; originate communication and distribute budget preparation materials to departments.

Assist to schedule budget preparation tasks to meet established deadlines; coordinate budget related matters with departments for both operating and capital improvement budgets; providing training and guidance when necessary.

Calculate cost and revenue forecasts; maintain statistical and economic data influencing estimates; prepare proformas, worksheets, schedules and exhibits comprising the formal budget documents.

Evaluate the budget during the execution phase; identify variances requiring corrective action; recommend appropriate corrective action.

May prepare staff reports and special analyses as required.

Verify availability of funds to finance intended departmental and Council actions; research and evaluate potential revenue sources.

Review financial documents for accuracy and completion; assure transactions are charged to correct account.

Maintain general ledgers and sub-ledgers; prepare journal entries; reconcile accounts and balances; account for transfers to other funds.

May prepare complex statistical and narrative reports to provide financial information regarding operation of assigned department using personal computer equipment.

Perform a variety of duties in the annual budget preparation process of one or more City departments; monitor a variety of financial transactions that affect the budget; assure availability of funds and proper account coding.

Prepare a variety of reports and other written materials regarding costs, capital outlay, revenues, cash flow projections, budget preparation procedures, fiscal impact and financial trends.

May perform accounting analysis of costs, fund balances, financial statements, budget worksheets and other data.

Assure compliance with established accounting policies, generally accepted accounting principles for municipal enterprises and governments and applicable laws, rules and regulations.

Monitor a variety of data processing reports regarding cash balances, billing, revenues and expenses and/or expenditures and other accounting data.

Perform routine fiscal and program analyses and make appropriate recommendations to supervisors.

Develop and maintain the chart of accounts.

Communicate effectively with all levels of staff; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic principles and practices of budget preparation, analysis and administration
- Professional accounting standards such as generally accepted auditing standards and generally accepted accounting principles (GAAS, GAAP), generally accepted governmental auditing standards (GAGAS), and standards set by the governmental accounting standards board (GASB), financial accounting standards boards (FASB), general accounting office (GAO), and other regulatory agencies
- Technical report writing procedures
- Statistical methods
- Data processing applications related to routine accounting procedures
- Modern office practices, procedures and equipment including computers, computer applications and software
- Computer applications including spreadsheet, database, word processing and presentations software

Ability to:

- Learn to analyze, verify, prepare and maintain financial statements, documents, records and

reports

- Apply various professional accounting standards to the maintenance of the City's financial transactions
- Learn governmental accounting principles and practices
- Perform fiscal and program analyses
- Meet schedules and time lines
- Utilize computers and automated equipment to produce worksheets and reports
- Apply accounting principles to the maintenance of financial transactions
- Reconcile and maintain records and files
- Learn and apply Federal, State and local laws and regulations
- Work and control sensitive, confidential information on assignments
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative-working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible professional accounting, budget preparation or analysis experience is desired.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, accounting, finance, economics or a related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions may require occasional overtime or weekend work and travel is rare.

Adopted

Revised

FLSA

Overtime eligible

ACCOUNTANT II

DEFINITION

To perform a variety of complex professional accounting and budgeting duties, financial analysis and research.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level management staff. May act as lead over assigned technical and/or administrative support personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Perform a variety of professional accounting and budgeting duties in support of departments within City government including payroll, investments and budget preparation, utilities and internal service operations.

Prepare and analyze monthly, annual and special financial statements and other documents including CAFR, grant reports and federal and state reports; develop forecasts and projections; explain variances as directed.

Maintain a variety of complex and detailed records and logs related to the accounting and budgeting functions of an assigned department.

Review and update the City's budget manual and supplemental procedures; originate communication and distribute budget preparation materials to departments.

Schedule budget preparation tasks to meet established deadlines; coordinate budget related matters with departments for both operating and capital improvement budgets; providing training and guidance when necessary.

Calculate cost and revenue forecasts; maintain statistical and economic data influencing estimates; prepare proformas, worksheets, schedules and exhibits comprising the formal budget documents.

Evaluate the budget during the execution phase; identify variances requiring corrective action; recommend appropriate corrective action.

Prepare staff reports and special analyses as required.

Verify availability of funds to finance intended departmental and Council actions; research and evaluate potential revenue sources.

Review financial documents for accuracy and completion; assure transactions are charged to correct account.

Maintain general ledgers and sub-ledgers; prepare journal entries; reconcile accounts and balances; account for transfers to other funds.

Prepare complex statistical and narrative reports to provide financial information regarding operation of assigned department using personal computer equipment.

Perform a variety of complex duties in the annual budget preparation process of one or more City departments; monitor a variety of financial transactions that affect the budget; assure availability of funds and proper account coding.

Prepare a variety of reports and other written materials regarding costs, capital outlay, revenues, cash flow projections, budget preparation procedures, fiscal impact and financial trends.

Perform complex accounting analysis of costs, fund balances, financial statements, budget worksheets and other data.

Assure compliance with established accounting policies, generally accepted accounting principles for municipal enterprises and governments and applicable laws, rules and regulations.

Monitor a variety of data processing reports regarding cash balances, billing, revenues and expenses and/or expenditures and other accounting data.

Perform routine fiscal and program analyses and make appropriate recommendations to supervisors.

Develop and maintain the chart of accounts.

Communicate effectively with all levels of staff; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of budget preparation, analysis and administration
- Professional accounting standards such as generally accepted auditing standards and generally accepted accounting principles (GAAS, GAAP), generally accepted governmental auditing standards (GAGAS), and standards set by the governmental accounting standards board (GASB), financial accounting standards boards (FASB), general accounting office (GAO), and other regulatory agencies
- Technical report writing procedures
- Knowledge of statistical methods
- Data processing applications related to routine accounting procedures
- Modern office practices, procedures and equipment including computers, computer applications and software
- Computer applications including spreadsheet, database, word processing and presentation software

Ability to:

- Analyze, verify, prepare and maintain financial statements, documents, records and reports
- Apply various professional accounting standards to the maintenance of the City's financial transactions
- Apply governmental accounting principles and practices
- Perform fiscal and program analyses
- Meet schedules and time lines
- Utilize computers and automated equipment to produce worksheets and reports
- Apply accounting principles to the maintenance of financial transactions
- Reconcile and maintain records and files
- Learn and apply Federal, State and local laws and regulations
- Supervise, train and evaluate professional, technical and clerical staff
- Work and control sensitive, confidential information on assignments
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative-working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible, professional accounting, budget preparation or analysis experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, accounting, finance, economics or a related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Certified Public Accountant (CPA) or Certified Management Accountant (CMA) is highly desirable.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions may require occasional overtime or weekend work and travel is rare.

Adopted
Revised
FLSA

Exempt

ACCOUNTING CLERK

DEFINITION

To perform a variety of responsible clerical accounting work involved in performing financial record keeping and transactions including utility billing, accounts receivable, accounts payable, payroll, business licenses, and revenue collection.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Perform a variety of responsible clerical accounting and financial office support duties including utility billing, accounts receivable, accounts payable, payroll, business licenses, revenue collection, and clerical support to the Finance Director.

Receive and receipt payments; maintain and balance cash drawers.

Post data to various ledgers, registers, journals and logs according to established account classifications and procedures; check and tabulate statistical and financial data.

Process and match payment vouchers and invoices; verify accuracy of information, research discrepancies, assign codes and verify with registers.

Assist customers, departments, and employees by providing information, explaining procedures, and answering questions over the telephone and in person.

Maintain the accounts payable system and files by adding new vouchers, recording and filing paid vouchers, working with customers by letter and over the phone, monitoring past due vendor vouchers.

Enter, process and verify for accuracy a variety of documents in the City's financial management and/or payroll systems, such as journals, cash receipt documents, and time sheets.

Explain regulations, policies and procedures by telephone and in person.

Operate a personal computer for a variety of applications, depending on assignment; enter data into various automated systems.

Perform a variety of general clerical duties including data entry, typing, and maintaining files and records.

Prepare daily/monthly reconciliations and banking data.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic principles, procedures, and methods of clerical accounting
- Basic principles and procedures of financial record keeping and reporting
- Methods and techniques of coding, verifying, balancing, and reconciling accounting records
- Basic mathematical principles
- Customer service techniques, practices, and principles
- Methods and techniques of proper phone etiquette
- Principles and procedures of record keeping and filing
- Methods and techniques for basic report preparation and writing
- English usage, spelling, grammar and punctuation
- Business letter writing and basic report preparation
- Modern office procedures, methods, and equipment including computers
- Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software
- Pertinent federal, state, and local laws, codes, and regulations

Ability to:

- Perform a variety of clerical accounting and office support duties and activities in support of assigned function
- Perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain, and reconcile a variety of records and files
- Perform mathematical calculations quickly and accurately including adding and subtracting, multiply and divide, and calculate percentages, fractions, and decimals
- Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities
- Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment
- Implement and maintain filing systems
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person
- Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports
- Participate in the preparation of a variety of administrative and financial reports
- Read, understand, and review documents for accuracy and relevant information
- Deal effectively with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs
- Operate and use modern office equipment including a computer and various software packages
- Adapt to changing technologies and learn functionality of new equipment and systems
- Use applicable office terminology, forms, documents, and procedures in the course of the work
- Type and enter data at a speed necessary for successful job performance

- Understand and follow oral and written instructions
- Maintain composure and exercise good judgment when answering demanding questions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible clerical experience, prior accounting or fiscal experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions may require occasional overtime or weekend work and travel is rare.

Adopted

Revised

FLSA

Overtime eligible

FINANCE DIRECTOR

DEFINITION

To plan, organize, direct and review the activities and operations of the Finance Department including treasury, finance, risk management, personnel, transit and utility billings including customer service; to provide leadership to the department and City organization; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and Assistant City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Manager.

Exercises direct supervision over assigned supervisory, professional, technical and administrative support staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Assistant City Manager, City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work-flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the City, Redevelopment Agency and Finance Department's annual operating budget and capital improvement budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement disciplinary actions and terminations; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Develop and implement long and short-term strategic plans in support of department and Citywide goals and objectives.

Oversee the preparation of documentation related to the refinancing of existing debt and the issuance of new debt; direct the preparation of financial reports as required by law; prepare various financial reports and analyses requested by the Assistant City Manager, City Manager and City Council.

Review, evaluate and recommend improvements to the City's administrative and financial internal control systems and procedures and ensure audit compliance.

Direct the design, implementation, and control of automated financial systems.

Oversee the general accounting functions of the City; provide financial support and assistance to City departments; ensure compliance with internal controls and standard accounting practices.

Perform duties required by Successor Agency to Tehachapi RDA and Housing Funds.

Manage special districts (LLD, DBAD, AD, CFD). Provide financial budget for annual levy preparation. Coordinate with an attorney and his/her staff who handles the delinquent tax properties sheriff-sales.

Coordinate with Kern Regional Transit for Dial-A-Ride operation and oversee preparation of reporting requirements.

Plan, supervise and direct risk management and human resources functions.

Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research, prepare and present technical and administrative reports and studies to Council, commissions and a variety of committees; prepare written correspondence as necessary.

Build and maintain positive working relationships with Senior Executive Team, Mayor, City Council, co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Generally accepted accounting principles and financial reporting for various transaction types
- Principles and practices of internal control procedures and practices as they apply to a public agency
- Principles and methods of finance administration, particularly in the areas of accounting, budgeting, auditing, purchasing, central stores, treasury, utility billing, business license and customer service
- California public agency and Redevelopment Agency financial practices, revenue sources and reporting
- Principles and practices of leadership, motivation, team building and conflict resolution
- Pertinent local, State and Federal laws, rules and regulations
- Organizational and management practices as applied to the analysis and evaluation of programs
- Principles and practices of organization, administration, and personnel management
- Principles and practices of budget preparation and administration

Ability to:

- Plan, direct and control the administration and operations of the Finance Department
- Prepare and administer department and Citywide budgets

- Develop and implement department policies and procedures
- Supervise, train and evaluate assigned personnel
- Gain cooperation through discussion and persuasion
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Effectively administer a variety of finance activities
- Interpret and apply Federal, State, local and department policies, procedures, laws and regulations
- Develop and install sound accounting and related financial systems and procedures
- Prepare complex financial statements, reports and analyses
- Identify and respond to public and City Council issues and concerns
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative-working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in public accounting and financial analysis including at least three years of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Certified Public Accountant (CPA) or Certified Management Accountant (CMA) is highly desirable.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions require regular overtime or weekend work and the ability to travel.

Adopted

Revised

FLSA overtime exempt

FINANCIAL SERVICES MANAGER

DEFINITION

To plan, organize, direct and review the activities and operations of assigned Finance Department Divisions, which may include treasury, finance, risk management, personnel, transit and utility billings including customer service; to provide leadership within the Department; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager, Assistant City Manager, and Finance Director.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Finance Director.

Exercises direct supervision over assigned supervisory, professional, technical and administrative support staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

In consultation with the Finance Director: develop, plan, and implement Division goals and objectives; recommend and administer policies and procedures.

Coordinate Division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the Finance Director, Assistant City Manager, City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of assigned Divisions' work plans; assign work activities, projects and programs; monitor work-flow; review and evaluate work products, methods and procedures.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement disciplinary actions and terminations; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Develop and implement long and short-term strategic plans in support of Department wide goals and objectives.

Manage and perform complex analytical work that may involve extracting data from multiple databases and prepare summary reports; make recommendations based on information gathered; design financial forms, spreadsheets, and worksheets.

Review, evaluate and recommend improvements to the City's administrative and financial internal control systems and procedures and ensure audit compliance.

Review and recommend improvements to the design, implementation, and control of automated financial systems.

Oversee the general accounting functions of the City as assigned; provide financial support and assistance to City departments; ensure compliance with internal controls and standard accounting practices.

Manage special districts (LLD, DBAD, AD, CFD), as assigned. Provide financial budget for annual levy preparation. Coordinate with an attorney and his/her staff who handles the delinquent tax properties sheriff-sales.

Make presentations to and communicate with senior management, boards, commissions, and the general public; represent city and department at assigned external activities.

Prepare written correspondence as necessary.

Build and maintain positive working relationships with Senior Executive Team, Mayor, City Council, co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Generally accepted accounting principles and financial reporting for various transaction types
- Principles and practices of internal control procedures and practices as they apply to a public agency
- Principles and methods of finance administration, particularly in the areas of accounting, budgeting, auditing, purchasing, central stores, treasury, utility billing, business license and customer service
- California public agency and Redevelopment Agency financial practices, revenue sources and reporting
- Principles and practices of leadership, motivation, team building and conflict resolution
- Pertinent local, State and Federal laws, rules and regulations
- Organizational and management practices as applied to the analysis and evaluation of programs
- Principles and practices of organization, administration, and personnel management
- Principles and practices of budget preparation and administration

Ability to:

- Plan, direct and control the administration and operations of assigned Finance Department divisions
- Review and provide recommendations regarding department and Citywide budgets
- Execute department policies and procedures
- Supervise, train and evaluate assigned personnel
- Gain cooperation through discussion and persuasion
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Effectively administer a variety of finance activities
- Interpret and apply Federal, State, local and department policies, procedures, laws and

regulations

- Ensure adherence to sound accounting and related financial systems and procedures
- Prepare complex financial statements, reports and analyses
- Identify and respond to public and City Council issues and concerns
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative-working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in public accounting and financial analysis including at least one year of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Certified Public Accountant (CPA) or Certified Management Accountant (CMA) is highly desirable.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions require regular overtime or weekend work and the ability to travel.

Adopted

Revised

FLSA overtime exempt

HUMAN RESOURCES COORDINATOR

DEFINITION

To perform a variety of paraprofessional work in support of human resource programs; to act as business partner to City departments; and to provide administrative staff assistance to the Finance Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and direction from higher-level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Perform recruitment and selection duties to obtain qualified candidates; coordinate with departments to create recruitment time-line, advertisement sources and selection process.

Complete internal and external compensation and benefit studies.

Interpret and explain policies, procedures, and regulations to City staff and the public; respond to complaints and requests for information from employees, management, outside agencies and the public.

Act as liaison to the community, professional organizations and educational institutions and respond to requests for information on job opportunities, professional development and work/study programs.

Provide employee or applicant counseling on City employment policies and procedures; assist in providing new employee orientation; explain benefits; maintain personnel policies for compliance with federal state and other agencies.

Assist employees with medical insurance related matters.

Maintain individual personnel files and confidentiality of official file system.

Assist with preparation of group worker's compensation and liability insurance claims; serve as liaison to City staff claims adjustors, and investigators and insurance agents in the disposition of claims.

Initiate background checks and coordinate appropriate physical examinations with City physicians.

Coordinate various human resources trainings.

Update and maintain property, liability and other risk management information.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Audit and maintain files and records; prepare periodic reports.

Maintain payroll records including time sheets, deductions, garnishments and withholding amounts, vacation payments, retroactive pay increases, and other files and records for reports and auditing purposes.

Prepare and reconcile life, health, dental, vision and retirement system records and reports.

Process payroll distribution, direct deposit and retro-expenditure transfers; set up and reconcile voluntary payroll deductions, prepare reports, identify and research exceptions and remit payment to vendors, prepare payroll tax return.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of personnel administration and organization management
- Practices, methods and procedures utilized in recruitment and selection and benefits administration
- Basic principles of research, record-keeping and report preparation
- Pertinent Federal, State, and local laws, codes and regulations
- Elementary statistics
- Modern office procedures, methods and computer equipment
- HRIS and other software applications as well as standard office applications
- Principles and practices of accounts receivable, utility billing and collections
- Principles and practices of fiscal and financial record-keeping
- IRS rules related to payroll processing

Ability to:

- Learn to apply principles of and practices of personnel administration
- Learn to interpret and explain City personnel programs and policies to employees and the general public
- Collect, compile, analyze and summarize written and statistical information and data
- Prepare clear and concise reports
- Maintain financial records and reports
- Use accounting, HRIS and other software applications as well as standard office applications
- Maintain confidentiality
- Learn to obtain information through the interview process
- Learn to analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals
- Understand and carry out oral and written directions
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate clearly and concisely, both orally and in writing

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible administrative experience including a minimum of two years in human resources or finance

Training:

Equivalent to an Associate's Degree from an accredited college or university with major course work in personnel administration, business administration, public administration, social sciences or a closely related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environment:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may require occasional overtime or weekend work and travel is rare.

Adopted

Revised

FLSA overtime eligible

Police

CHIEF OF POLICE

DEFINITION

To plan, organize, direct and review the activities and operations of the Police Department including patrol, traffic enforcement, investigation, animal control and administrative support services; to provide leadership to the department and the City organization; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Manager and/or Assistant City Manager.

Exercises direct supervision over management, supervisory, sworn, technical and administrative support personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Develop and implement long and short-term strategic plans in support of department and City-wide goals and objectives.

Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.

Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.

Coordinate law enforcement activities with the activities of other City departments and other law enforcement agencies.

Initiate internal investigations when appropriate and provide corrective action as needed.

Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research, prepare and present technical and administrative reports and studies to City Council, commissions and a variety of committees; prepare written correspondence.

Build and maintain positive working relationships with Senior Executive Team, Mayor, City Council, co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques of police administration, organization and operation
- Principles and practices of leadership, motivation, team building and conflict resolution
- Use of firearms and other modern police equipment
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, animal control, records management, care and custody of persons and property and environmental protection
- Pertinent local, State, and Federal laws, rules and regulations
- Organizational and management practices as applied to the analysis and evaluation of programs
- Principles and practices of organization, administration and personnel management
- Principles and practices of budget preparation and administration

Ability to:

- Plan, direct and control the administration and operations of the Police Department
- Prepare and administer department budgets
- Develop and implement department policies and procedures
- Supervise, train and evaluate assigned personnel
- Gain cooperation through discussion and persuasion
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Interpret and apply Federal, State, local and department policies, procedures, laws and regulations
- Meet the physical requirements necessary to safely and effectively perform the assigned duties
- Act quickly and calmly in emergencies
- Identify and respond to public and City Council issues and concerns
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of broad and extensive supervisory experience in municipal police work, including three years as a Sergeant or higher.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in police science, public or business administration or a related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a P.O.S.T. Basic Certification within two years of appointment.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions require regular overtime or weekend work and the ability to travel.

Adopted

Revised

FLSA exempt

CODE ENFORCEMENT OFFICER

DEFINITION

To investigate and enforce applicable ordinances, codes, and regulations related to, zoning, land use, health and safety, blight, graffiti, and water waste involving both office and field work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.
May exercise technical supervision over less experience staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Receive, investigate, and respond to complaints of violations of local and state laws, ordinances, or codes and regulations related to zoning, land use, health and safety, blight, graffiti, and related issues.

Patrol assigned area in a City vehicle to investigate and mitigate alleged complaints of violations.

Conduct field investigations; contact responsible persons, interview citizens, photograph evidence, develop and maintain detailed information for case files regarding code enforcement activity to substantiate violations.

Interact with the public in potentially volatile situations; resolve disputes regarding code enforcement matters in a tactful and productive manner.

Research ownership and lien holders of subject properties.

Prepare and manage a caseload including maintaining accurate case files composing letters, memos, and writing related reports.

Issue notice of violations, criminal and administrative citations; notice and order, abatement warrants, abatement orders and property and code enforcement liens; consulting with Deputy City Attorney, as needed.

Based on the severity of the violation(s), prepare and present cases during Administrative Hearings or criminal proceedings, as required.

Coordinate and facilitate investigations with other agencies and City departments on the investigations and disposition of cases.

Analyze, evaluate, and interpret all City codes; explain and educate members of the public on enforcement procedures.

Develop and implement public information programs and education programs to inform citizens of the programs that this division enforces.

Represent the City during public meetings, City Council meetings, neighborhood forums and necessary court appearances or administrative hearings.

Input daily case reports and perform other administrative tasks as needed.

Interpret architectural drawings and read blueprints and plot plans to determine set backs, planned developments, and clear vision triangles.

Marginal Functions:

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- City codes, ordinances, laws and regulations pertaining to zoning, signs, water conservation, environmental issues and neighborhood blight
- Basic legal procedures regarding City/County services, programs and governmental operations
- Principles, practices, methods and techniques of code enforcement including some familiarity with criminal law and enforcement
- Research methods

Ability to:

- Inspect and identify violations of applicable City codes and ordinances
- Use and interpret various government codes
- Work independently with minimum supervision

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of journey level experience in code enforcement, investigations or public relations, which include enforcing established laws, codes, or regulations; or one year of experience as a Code Enforcement Officer in a public agency.

Equivalent to completion of the twelfth grade supplemented by college level coursework in public administration, business administration, criminal justice, or other related field.

Training:

Equivalent to an Associate or Arts Degree from an accredited college in a related field is desirable.

License and Certificate:

Possession of a valid Class C California driver's license with a satisfactory driving record is required by date of appointment.

Possession of a POST approved P.C. 832 Certificate is required within one year of appointment.

Possession of a basic code enforcement academy certification issued by the California Association of Code Enforcement Officers (C.A.C.E.O.) or American Association of Code Enforcement Officers (A.A.C.E.). Advanced level certification is desirable.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent standing or walking for long period of time; occasional climbing; frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and coworker contact; occasional working alone. **Environmental:** frequent exposure to noise, weather conditions, irate people and vicious dogs.

WORKING CONDITIONS

Work is performed in both an office and field environment subject to typical office noise, and field environment and regular travel from site-to-site. Positions may require occasional overtime or weekend work.

Adopted

Revised

FLSA

overtime eligible

City of Tehachapi

EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE

DEFINITION

To perform a variety of highly responsible, confidential and complex technical, administrative and secretarial duties for the Chief of Police; coordinate evidence and property; and supervise records.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief of Police.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Perform a wide variety of highly responsible, complex and confidential duties in support of the Chief of Police.

Oversee operations of the records division; update and maintain the CAD/RMS (records management) system; reviews police reports and process or returns for follow up.

Receive and maintain evidence and property; maintain chain of custody, track, destroy, return or maintain evidence and property.

Process invoices; code for correct line item; process expense claims; maintain records.

Respond to calls and visitors with tact and diplomacy; respond to requests for sensitive information and assistance; resolve citizen concerns and complaints.

Maintain liaison with City officials and staff, officials and staff of other agencies, and the public, to obtain and relay information and coordinate activities.

Interpret and apply City policies, procedures, and administrative directives, and communicate laws and regulations in response to inquiries or complaints; refer inquiries as appropriate.

Maintain awareness of current issues in assigned areas of responsibility.

Research data and compile information to be used in special projects and comprehensive reports.

Sort and distribute time sensitive or confidential mail for follow-up as necessary; independently respond to letters, electronic communication and general correspondence on behalf of the Chief of Police

Develop, maintain and archive a variety of files and records for information related to a department; maintain manuals and update resource materials.

Evaluate, develop, implement and maintain systems and procedures for the efficient operation of assigned area including recommendations for procedural changes affecting staff.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Business English; letter writing formats and technical report preparation
- Modern office management practices and procedures including filing systems management and the operation of a wide variety of office equipment and computer software
- Principles of organization, administration, supervision, training and personnel management
- Principles and procedures of fiscal and statistical record keeping and budget preparation and administration
- Applicable Federal, State, and local laws, codes, programs and regulations
- Functions and organization of municipal government
- Complex filing systems management and document administration
- Applicable federal, state and local laws and regulations
- Laws, provisions and ordinances affecting the Police Department

Ability to:

- Perform responsible and difficult administrative/secretarial work involving the use of independent judgment and personal initiative
- Supervise, train and evaluate staff
- Maintain control of evidence and property
- Understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff
- Interpret and apply administrative and departmental policies, procedures, laws and regulations
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities
- Analyze office operations and technical problems, evaluate alternatives and recommend solutions
- Compile and maintain complex and extensive records and preparing a variety of reports
- Maintain confidential data and information for executive staff
- Independently prepare a wide variety of correspondence, brochures, spreadsheets and other materials
- Work independently in the absence of supervision and exercise sound independent judgment within general policy guidelines
- Operate and use modern office equipment including a computer and related software
- Type, and word process at a speed necessary for successful job performance
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is

qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly complex responsible administrative support experience.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in public or business administration or a related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Position may require occasional holiday/weekend work or travel.

Adopted

Revised

FLSA

overtime eligible

POLICE CLERK

DEFINITION

To perform a variety of specialized clerical duties applicable to a police operations environment that includes multi-tasking with heavy public contact, record keeping, document processing, typing, word processing and filing; and to perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or sworn staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Manage and provide information to the public and to city staff that requires the use of judgment and the application of policies, rules or procedures.

Copy, sort, file, retrieve and distribute a variety of documents and police reports, citations, warrants and other materials to appropriate personnel and to appropriate agencies.

Type, word process, record and file a variety of police records, reports and materials including memos, letters, reports, complaints, declarations, booking information, warrants, citations, and crime and traffic reports from hard copy or dictation.

Assemble, code, index, record and summarize a variety of police data including serious crime offenses, stolen, stored and towed vehicles, crime reports, booking sheets, and related documents.

Type or word process complex and sensitive correspondence, reports, forms and specialized documents from drafts, notes, dictated tapes or brief instructions; may compose routine correspondence and brief reports.

Conduct criminal record checks; fingerprint members of the public.

Conduct searches of arrestees for contraband and weapons.

Process traffic and parking citations.

Process and deposits monies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Police Department records management system
- Use and operation of personal computers and common computer applications
- Basic office practices and procedures, including filing systems and operation of standard office equipment
- Correct English usage, including spelling, grammar, and punctuation
- Business writing and standard format for typed materials
- Basic business arithmetic, including percentages and decimals
- Principles, practices and techniques of police administration, organization and operation
- Principles and practices of organization, administration and personnel management
- Principles and practices of budget preparation and administration

Ability to:

- Perform basic functions of an electronic office including personal computing, specialized applications and databases common to law enforcement agencies
- Perform specialized processing, procedures and office support tasks related to the Police Department
- Perform basic functions of an electronic office including personal computing, specialized applications and databases common to law enforcement agencies
- Read and apply rules, policies, and procedures
- Organize, prioritize and coordinate assigned work flow
- Respond tactfully and effectively with a variety of people in hostile and/or difficult circumstances
- Type at a reasonable speed necessary for successful job performance
- Make accurate arithmetic calculations
- Prioritize work and coordinate several activities simultaneously
- Use initiative and sound independent judgment within established guidelines
- Operate standard office equipment including personal computers and centralized telephone equipment
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eighteen months of responsible clerical experience in an office setting that includes public; contact, common personal computer applications such as word processing, spreadsheets, and record keeping.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions require regular overtime or weekend work and the ability to travel.

Adopted

Revised

FLSA

Overtime eligible

POLICE LIEUTENANT

DEFINITION

Performs management and administrative duties within an assigned division of the Police Department by planning, coordinating, and directing its operations, activities and staff; provides highly complex technical and administrative support to the Police Chief; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Police Chief.

Exercises direct supervision over lower level sworn officers and non-sworn staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Manages the operations, activities and staff of the Department as assigned by the Chief of Police; functional areas of responsibility may include patrol, investigations or administration; ensures all activities are conducted in accordance with laws, ordinances, rules and regulations.

Develops, plans, and implements departmental goals and objectives; recommends and administers policies and procedures.

Develops and implements long and short-term strategic plans in support of the Department's goals and objectives.

Continuously monitors and evaluates the efficiency and effectiveness of police operations and services in assigned areas of responsibility; assesses and monitors work load, administrative and support system, and internal reporting relationships; identifies opportunities for improvement; directs implementation of changes.

Makes recommendations on the development and administration of the Department's budget; forecasts the needs for additional funding for staff, equipment, materials and supplies; directs the monitoring of, and approves, expenditures.

Provides highly complex technical and administrative support to the Police Chief.

Selects, trains, motivates and evaluates staff; ensures staff training; conducts performance evaluations; implements discipline procedures; ensures the provision of a high performing division to serve the needs of the City.

Directs the work of staff consistent with the statutes and regulations for personnel administration

May act as the commander for incident command, ensuring the safety of personnel and citizens, and resolving the conflict in a successful manner.

Coordinates investigation and incident response with other law enforcement agencies to ensure proper integration of same.

May conduct investigations into major or highly sensitive crimes and incidents; reviews case materials and interviews witnesses and suspects; prepares recommendations on case disposition.

Represents the department at meetings with the City, external agencies, business leaders and community leaders; attends and participates in community meetings.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Functions and objectives of the police department and other local, state and federal agencies.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of the criminal justice including law enforcement authorities and the rights of citizens.
- Provisions of the criminal court system.
- Rules of evidence as it pertains to the collection and use of same in criminal investigations.
- Methods and techniques of investigating criminal activity.
- Operational characteristics of equipment and materials used in law enforcement programs including vehicles, firearms and restraining instruments.
- Modern office practices, methods and computer equipment and any specialized applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Applicable Federal, State and local laws, regulations, codes and guidelines related to law enforcement programs.

Ability to:

- Plan, organize, direct, monitor and evaluate the operations, services and staff of an assigned division.
- Interpret, explain and apply mandated and department standard operating procedures; ensure compliance of sworn officers and non-sworn staff with same.
- Conduct complex external and internal investigations.
- Prepare and administer the division budget.
- Develop and implement division policies and procedures.
- Supervise, train and evaluate assigned personnel; schedule work, set priorities and monitor work progress.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Maintain physical and emotional conditions necessary to perform assigned duties.
- Operate modern office equipment including computer equipment and specialized applications.
- Communicate clearly and effectively, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of experience as a law enforcement officer, including three years at a supervisory level.

Training:

Equivalent to a Bachelor's degree with major coursework in criminal justice, law enforcement or a related field from an accredited university or college.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a P.O.S.T. Management Certificate.

During the course of employment, may be required to attend and successfully complete training courses as needed to perform assigned duties, including First Aid and CPR.

Additional Requirements:

Minimum of 21 years of age at time of application.

Must meet physical requirements of the job established by the department.

Meet California Government Code Section 1029 requirements including:

Physical condition is, after examination by a licensed physician and surgeon, free from any physical, emotional, or mental condition that might adversely affect his/her exercise of powers as a Police Officer.

Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship.

No felony convictions

Pass a rigorous background investigation

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent sitting and standing for long period of time; frequent stooping, bending and squatting. **Lifting:** frequent lifting up to 60 pounds; occasional lifting up to 75 pounds. **Vision:** Constant overall vision, color perception, eye-hand coordination, and depth perception; frequent reading/close-up work; constant field of vision/peripheral. **Dexterity:** frequent grasping, holding, and reaching; constant use of a computer; occasional use of a firearm. **Hearing/Talking:** Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio. **Emotional/ Psychological:** regular exposure to hostile, abusive and threatening individuals; may be required to restrain or arrest individuals. Frequent working alone may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration. **Environmental:** Constant wearing a ballistic vest; frequent exposure to loud noise; occasional exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in both Indoor and outdoor environment including extreme heat, cold and inclement weather on a year-round basis; subject to driving a vehicle to conduct work, Positions require overtime holiday and weekend work. Depending upon assignment may require standby work assignments. Occasional travel outside of the City limits.

Adopted

Revised

FLSA

Exempt

POLICE OFFICER

DEFINITION

To perform law enforcement and crime prevention work; to control traffic flow and enforce State and local municipal codes, violations and traffic regulations; to perform investigative work; to participate in and provide support and assistance to special crime prevention and enforcement programs; and to perform a variety of technical and administrative tasks in support of the department

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level sworn supervisory and management staff.

Exercises technical supervision over non-sworn personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Patrol the City to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances.

Answer calls and complaints involving automobile accidents, robberies, and related misdemeanors and felonies.

Respond to general public service calls including animal complaints, domestic disturbances, civil complaints, property control, and related incidents.

Collect, process, photograph and present evidence using scientific techniques including fingerprints, fibers, blood, and related physical evidence.

Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations.

Direct traffic at fire, special events, and other emergency or congested situations.

Conduct investigations of serious injury and fatality traffic accidents.

Conduct traffic accident analyses and general traffic surveys.

Conduct a variety of criminal investigations involving crimes against persons and property, auto theft, white-collar crime, and narcotics; gather evidence and prepare cases for prosecution.

Investigate juvenile related crimes including child abuse and juvenile narcotics; coordinate youth services with outside agencies and organizations including local school districts; conduct community presentations and instruct assigned classes.

Identify suspects; conduct interviews and interrogations; apprehend and arrest offenders. Contact and interview victims and witnesses; preserve and investigate crime scenes.

Conduct covert, undercover investigations as assigned.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.

Assist in the performance of special investigative and crime prevention duties as required.

Prepare reports on arrests made, activities performed and unusual incidents observed.

Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; administer polygraph tests; gather and preserve evidence; testify and present evidence in court.

Prepare and serve warrants within the department and with outside agencies; remain current on laws and procedures required for processing warrants.

Testify in court as an expert witness.

Oversee and coordinate crime prevention activities; make presentations to local citizens and community groups.

Serve on task force relating to narcotics, gang; gather crime related intelligence information and conduct background investigations; coordinate information and activities with outside agencies and jurisdictions.

Give oral presentations at schools, clubs and other community organizations.

Renders First Aid and CPR as needed.

Serve as Field Training Officer as assigned; train new officers on departmental policies, procedures and activities.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques
- Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence
- Offensive and defensive weapons nomenclature and theory
- Self defense tactics
- First aid and CPR procedures and practices

- Interviewing and interrogation techniques

Ability to:

- Gather, assemble, analyze, evaluate and use facts and evidence
- Analyze situations and adopt effective courses of action
- Interpret and apply laws and regulations
- Use and care for firearms
- Demonstrate powers of observation and memory
- Understand and carry out oral and written directions
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Learn and use a computer

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Prior experience in a California law enforcement agency which requires a Basic POST certificate. Is highly desirable

Training:

Equivalent to the completion of the twelfth grade and completion of a minimum of 30 units of college coursework from an accredited college or university. Possession of an Associate of Arts Degree is desirable.

License and Certificate:

Possession of an appropriate, valid driver's license at time of application; valid California driver's license by time of appointment.

Possession of a Basic POST Certificate from the State of California.

During the course of employment, may be required to attend and successfully complete training courses as needed to perform assigned duties, including First Aid and CPR.

Additional Requirements:

Minimum of 21 years of age at time of application.

Must meet physical requirements of the job established by the department.

Meet California Government Code Section 1029 requirements including:

Physical condition is, after examination by a licensed physician and surgeon, free from any physical, emotional, or mental condition that might adversely affect his/her exercise of powers as a Police Officer.

Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship.

No felony convictions

Pass a rigorous background investigation

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent sitting and standing for long period of time; frequent stooping, bending and squatting. **Lifting:** frequent lifting up to 60 pounds; occasional lifting up to 75 pounds. **Vision:** Constant overall vision, color perception, eye-hand coordination, and depth perception; frequent reading/close-up work; constant field of vision/peripheral. **Dexterity:** frequent grasping, holding, and reaching; constant use of a computer; occasional use of a firearm. **Hearing/Talking:** Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio. **Emotional/ Psychological:** regular exposure to hostile, abusive and threatening individuals; may be required to restrain or arrest individuals. Frequent working alone may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration. **Environmental:** Constant wearing a ballistic vest; frequent exposure to loud noise; occasional exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in both Indoor and outdoor environment including extreme heat, cold and inclement weather on a year-round basis; subject to driving a vehicle to conduct work, Positions require overtime holiday and weekend work. Depending upon assignment may require standby work assignments. Occasional travel

Adopted

Revised

FLSA: overtime eligible

POLICE SERGEANT

DEFINITION

To plan, supervise and direct the operations of a police unit; to supervise police field operations on an assigned shift; and to perform a variety of community relations, administrative and technical duties in support of the department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

Exercises direct and indirect supervision over subordinate supervisory, sworn and non sworn personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Plan, supervise and direct the activities of sworn and non sworn personnel, programs and activities; provide overall technical and administrative direction to assigned personnel; maintain discipline and ensure that rules and policies are followed; advise and counsel subordinate officers; follow up on problems and complaints.

Assume command at major crimes, accident scenes and emergencies; supervise crime scene and fatality or serious injury accident investigations; ensure proper collection, preservation, and handling of physical evidence and property; supervise criminal investigations including crimes against persons and property, narcotics, juvenile offenses, and related felony crimes.

Participate in the selection of staff; review and evaluate staff performance; work with employees to correct deficiencies; recommend and implement disciplinary actions; recommend and implement individual and unit goals and objectives; establish schedules and methods for providing effective services and support in assigned area of responsibility; implement policies and procedures.

Review the work of departmental personnel to ensure compliance with department policies and procedures; review reports submitted by officers to verify completeness and the meeting of prescribed standards; coordinate allocated resources to accomplish assigned functions.

Plan, coordinate, and supervise traffic control activities for special events, parades, and street closures; coordinate selective traffic enforcement program; oversee parking enforcement activities.

Analyze crime and traffic patterns and trends; evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications; prepare correspondence; prepare and present a variety of statistical and narrative reports.

Maintain liaison with other departments and divisions, outside agencies and organizations and members of the media; respond to inquiries from the general public, press media and outside agencies; represent the Police Department at civic organizations and events.

Receive, investigate and respond to citizen complaints related to Department activities.
Oversee training activities for departmental personnel; advise and instruct sworn and non-sworn staff regarding applicable policies, procedures and tactics.

Act as Watch Commander.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of supervision, training and performance evaluation
- Police methods and procedures related to patrol, traffic control, and investigation and identification techniques
- Departmental rules and regulations
- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases

Ability to:

- Supervise, train and evaluate staff
- Supervise and direct assigned area of responsibility
- Gather, assemble, analyze, evaluate and use facts and evidence
- Analyze situations and adopt effective courses of action. Interpret and apply laws and regulations
- Use and care for firearms
- Demonstrate powers of observation and memory
- Understand and carry out oral and written directions
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Learn and use a computer

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible full-time sworn law enforcement experience.

Training:

Equivalent to the completion of 60 college semester units with major course work in police science, law enforcement, criminal justice or a related field.

An Associate of Arts degree from an accredited college or university with major course work in criminal justice, administration of justice, social sciences or related field is desirable.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a P.O.S.T. Intermediate Certificate.

During the course of employment, may be required to attend and successfully complete training courses as needed to perform assigned duties, including First Aid and CPR.

Additional Requirements:

Minimum of 21 years of age at time of application.

Must meet physical requirements of the job established by the department.

Meet California Government Code Section 1029 requirements including:

Physical condition is, after examination by a licensed physician and surgeon, free from any physical, emotional, or mental condition that might adversely affect his/her exercise of powers as a Police Officer.

Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship.

No felony convictions

Pass a rigorous background investigation

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent sitting and standing for long period of time; frequent stooping, bending and squatting. **Lifting:** frequent lifting up to 60 pounds; occasional lifting up to 75 pounds. **Vision:** Constant overall vision, color perception, eye-hand coordination, and depth perception; frequent reading/close-up work; constant field of vision/peripheral. **Dexterity:** frequent grasping, holding, and reaching; constant use of a computer; occasional use of a firearm. **Hearing/Talking:** Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio. **Emotional/ Psychological:** regular exposure to hostile, abusive and threatening individuals; may be required to restrain or arrest individuals. Frequent working alone may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration. **Environmental:** Constant wearing a ballistic vest; frequent exposure to loud noise; occasional exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in both Indoor and outdoor environment including extreme heat, cold and inclement weather on a year-round basis; subject to driving a vehicle to conduct work, Positions require overtime holiday and weekend work. Depending upon assignment may require standby work assignments. Occasional travel

Adopted

Revised

FLSA overtime eligible

SENIOR POLICE OFFICER

DEFINITION

To supervise field operations in the absence of a Sergeant; to train staff; to supervise and personally perform investigation, patrol and traffic duties; to investigate and solve crimes; and to perform a variety of community relations, administrative and technical duties in support of the department.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from higher level sworn supervisory and management staff.

Exercises direct and indirect supervision over subordinate sworn and non-sworn personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

As shift supervisor:

Supervise and direct the activities of officers assigned to field patrol; provide technical and administrative direction to personnel on an assigned shift; assume full command of a squad in the absence of a Sergeant; maintain discipline and ensure that rules and policies are followed.

Plan, organize and direct activities of officers assigned to police investigations, traffic enforcement, special units or programs and other activities; provide technical and administrative direction to assigned personnel.

Review the work of departmental personnel to ensure compliance with department policies and procedures; review reports submitted by officers to verify completeness and the meeting of prescribed standards.

Periodically meet with subordinate officers on shift; follow up on problems and complaints.

Supervise and participate in all normal shift duties as assigned, including enforcing local and State laws, issuing citations, making arrests, preparing and executing search warrants, administering first aid and transporting offenders.

As investigator:

Collect, process, photograph and present evidence using scientific techniques including fingerprints, fibers, blood, and related physical evidence.

Conduct a variety of criminal investigations involving crimes against persons and property, auto theft, white collar crime, and narcotics; gather evidence and prepare cases for prosecution.

Identify suspects; conduct interviews and interrogations; apprehend and arrest offenders.

Contact and interview victims and witnesses; preserve and investigate crime scenes.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Assist in the performance of special investigative and crime prevention duties as required.

Prepare reports on arrests made, activities performed and unusual incidents observed.

Prepare and serve arrest and search warrants within the department and with outside agencies; remain current on laws and procedures required for processing warrants.

Testify in court as an expert witness.

Operate applicable computer systems; enter and retrieve information; assess bank records.

In all assignments:

Respond to major crimes, accident scenes and emergencies; assume initial command; contact and advise Sergeant or Watch Commander.

Provide input into the selection of staff; participate in evaluating staff performance; work with employees to correct deficiencies; implement procedures.

Supervise and participate in the investigation of fatality and serious injury accidents, crime scene investigations, and criminal investigations; ensure collection, preservation, and proper handling of physical evidence and property.

Serve as field training officer for departmental personnel; advise and instruct sworn and non-sworn staff regarding applicable policies, procedures and tactics.

Maintain liaison with other departments and divisions, outside agencies and organizations and members of the media.

Research and analyze information; prepare a variety of correspondence, and statistical and narrative reports.

Respond to inquiries from the general public, press media and outside agencies.

Represent the Department at civic organizations.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Police methods and procedures related to patrol, traffic control, and investigation and identification techniques
- Departmental rules and regulations
- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases
- Principles and practices of supervision, training and performance evaluation

Ability to:

- Supervise and direct assigned area of responsibility
- Direct, train and evaluate assigned staff
- Gather, assemble, analyze, evaluate and use facts and evidence
- Analyze situations and adopt effective courses of action
- Interpret and apply laws and regulations
- Use and care for firearms
- Demonstrate powers of observation and memory
- Understand and carry out oral and written directions
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Learn and use a computer

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years increasingly responsible full-time sworn law enforcement experience.

Training:

Equivalent to the completion of 45 semester units from an accredited college or university with major course work in police science, law enforcement, criminal justice or a related field.

An Associate of Arts Degree is desirable.

License and Certificate:

Possession of an appropriate, valid California driver's license.

Possession of a P.O.S.T. Basic Certificate.

During the course of employment, may be required to attend and successfully complete training courses as needed to perform assigned duties, including First Aid and CPR.

Additional Requirements:

Minimum of 21 years of age at time of application.

Must meet physical requirements of the job established by the department.

Meet California Government Code Section 1029 requirements including:

Physical condition is, after examination by a licensed physician and surgeon, free from any physical, emotional, or mental condition that might adversely affect his/her exercise of powers as a Police Officer.

Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship.

No felony convictions

Pass a rigorous background investigation

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent sitting and standing for long period of time; frequent stooping, bending and squatting. **Lifting:** frequent lifting up to 60 pounds; occasional lifting up to 75 pounds. **Vision:** Constant overall vision, color perception, eye-hand coordination, and depth perception; frequent reading/close-up work; constant field of vision/peripheral. **Dexterity:** frequent grasping, holding, and reaching; constant use of a computer; occasional use of a firearm. **Hearing/Talking:** Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio. **Emotional/ Psychological:** regular exposure to hostile, abusive and threatening individuals; may be required to restrain or arrest individuals. Frequent working alone may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration. **Environmental:** Constant wearing a ballistic vest; frequent exposure to loud noise; occasional exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in both Indoor and outdoor environment including extreme heat, cold and inclement weather on a year-round basis; subject to driving a vehicle to conduct work, Positions require overtime holiday and weekend work. Depending upon assignment may require standby work assignments. Occasional travel

Adopted

Revised

FLSA overtime eligible

Public Works

CHIEF WASTEWATER TREATMENT PLANT AND COLLECTIONS OPERATOR

DEFINITION

To organize, assign review, and participate in the work of assigned personnel engaged in the operation, maintenance and repair function of the City's wastewater collection and treatment systems; to lead and train assigned staff; to perform the most technically complex work and to perform skilled maintenance tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from higher level supervisory and management staff.

May provide functional and/technical direction or leadership to less experienced staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Plan, prioritize, review, and participate in the work of staff responsible for City wastewater treatment and collections operations.

Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.

Participate in the selection of staff; provide on-the-job training to employees; work with employees to correct deficiencies; provide training to lower level staff in the proper operation of equipment and the appropriate performance of maintenance duties.

Identify equipment needs for each assigned project; monitor and control supplies and equipment, order supplies and tools as necessary.

Answer questions and provide information to the public; investigate complaints and recommend a corrective action as necessary to resolve complaints.

Perform the most technical and complex tasks of the work unit.

Maintain records concerning operations and programs; prepare reports on operations and activities; signs State reports as per waste discharge requirements.

Coordinate with contractors in providing contract services; solicit and collect bids for new equipment and contracted maintenance work.

Make calculations to determine if plant is operating correctly and effectively; interpret laboratory results; make necessary adjustments to maintain chemical balances and flow requirements; adjust treatment

plant equipment to obtain maximum efficiency and treatment results.

Configure and troubleshoot PLC and SCADA network related issues.

Provide technical and functional supervision over assigned staff.

Effectively train staff.

Marginal Functions:

Perform related duties as assigned.

MINIMAL QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a wastewater treatment plant.
- Operational characteristics of equipment and materials used in a wastewater treatment plant including pumps, valves and motors.
- Principles and practices of wastewater treatment plant operations.
- Principles and practices of technical and functional supervision and training
- Wastewater discharge requirements.
- Principles and practices of wastewater treatment processes.
- Safe handling techniques for materials and equipment used in wastewater treatment.
- Sludge disposal methods.
- Principles, methods and tools employed in the general operation and maintenance of engines, motors pumps and related equipment.
- General maintenance work.
- Modern office equipment including computers and specialized software.

Ability to:

- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations.
- Take wastewater and sludge samples and perform routine laboratory tests.
- Operate, repair, and maintain wastewater treatment plant equipment.
- Perform general maintenance and servicing work in the City's wastewater treatment plant facilities.
- Use and maintain respiratory breathing apparatus (safety mask), per annual physical examination.
- Keep logs, records and maintain reports.
- Understand and carry out verbal and written directions.
- Work irregular work shifts.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain cooperative working relationship with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities

is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience performing maintenance work including two years at a level equivalent to Wastewater Collection and Treatment Plant Operator II with City of Tehachapi.

Training:

Equivalent to completion of twelfth grade.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Grade III Wastewater Treatment Plan Operator certificate issued by the State of California.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 25 pounds; occasional lifting up to 100 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in a typical outdoor environment on a year-round basis subject to typical street, treatment plant or field noise and environment including exposure to loud equipment and machinery. Positions may require occasional overtime or weekend work and travel is rare. Positions may be required to perform standby on-call duties as scheduled.

Adopted

Revised

FLSA

overtime eligible

City of Tehachapi

FLEET COORDINATOR

DEFINITION

Organizes and monitors fleet maintenance operations; performs a variety of maintenance and repair to automobiles, trucks, heavy and light equipment and machinery.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from higher level supervisory and management staff.

May exercise technical and functional lead over lower level maintenance staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Inspect, diagnose, and locate mechanical difficulties on City automobiles, trucks, and a variety of diesel and gasoline-powered maintenance, and construction equipment.

Replace or repair faulty parts including wheel bearings, clutches, or oil seals, shock absorbers, exhaust systems, steering mechanisms, hydraulic systems and related parts and equipment.

Overhaul, repair, and adjust engines, transmissions, differentials, and clutches.

Tune up engines, replacing ignition parts and cleaning and adjusting carburetors and fuel injection systems.

Diagnose and repair such components as generators, alternators, distributors, relays, lights and switches.

Diagnose and repair computerized control systems, ignition systems, air conditioning systems, power steering and cooling systems.

Repair, adjust and replace brake systems including disc, hydraulic and air brakes.

Perform Department of Transportation inspections.

Smog vehicles and make necessary repairs.

Weld, fabricate and assemble parts and equipment for City automotive and heavy equipment.

Assist in the purchasing of equipment maintenance parts and materials.

Maintain work, time, and material records.

Develop equipment specifications in cooperation with equipment users.

Build and maintain positive working relationships with co-workers, other City employees, local

businesses, and the general public using principles of good customer service.

Represent the divisions and department to outside agencies and organizations; participate if necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Marginal Functions:

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of gas and diesel powered equipment
- Operation and care of internal combustion engines and hydraulic equipment
- Methods, materials, equipment and tools used in welding and fabrication work
- Operating and repair City vehicles and equipment
- Safe work practices
- Computers and electronics in vehicle applications
- Pertinent local, State, and Federal rules, regulations, and laws
- Principles and practices of fleet management and automotive repair shop management for automotive and heavy equipment
- Modern office procedures and computer equipment

Ability to:

- Perform skilled welding and fabrication work
- Perform minor and major mechanical work on mechanical equipment
- Use a variety of tools, testers and equipment with skill
- Maintain a variety of shop and repair record
- Understand and operate a computerized Fleet Management System
- Understand and carry out verbal and written directions
- Perform journey level equipment mechanical work including the troubleshooting of equipment for both major and minor repair work
- Work independently in the absence of supervision
- Accurately determine appropriate repair needs and estimate the cost and time of repairs
- Perform heavy manual labor including occasional lifting and carrying up to 100 lbs.
- Implement vehicle replacement policies and develop and manage a preventative maintenance program
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effect-working relationships with governmental agencies, City departments, local businesses, the general public, and others contracted during the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible automotive and equipment repair and maintenance experience.

Training:

Equivalent to completion of twelfth grade and specialized training in the maintenance and repair of gas and diesel powered equipment.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 50 pounds; occasionally up to 100 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.

Hearing/Talking: frequent hearing and talking, in person and on the phone.

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise

WORKING CONDITIONS

Work is performed in a typical outdoor environment and/or a mechanical shop type environment, on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Some duties involve working in a shop environment requiring eye and ear protection. Positions require occasional overtime or weekend work and

Adopted

Revised

FLSA

overtime eligible

LEAD LANDSCAPE MAINTENANCE WORKER

DEFINITION

Organizes and monitors contracted landscape maintenance operations; performs irrigation system maintenance and repairs and a variety of technical tasks relative to landscape operations.

SUPERVISION RECEIVED AND EXERCISED

Receives limited supervision from higher level supervisory and management staff.

Monitors work of contracted landscape contractors.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Oversee, the work of landscape maintenance contractors; inspect parks, medians and landscaped areas to ensure work is performed in accordance with contractual obligations and city standards.

Conduct daily inspections of landscaped areas for vandalism, broken irrigation lines or broken valves; install and repair all components of irrigation systems including lines, valves and back-flow prevention devices; monitor and make routine corrections to irrigation systems that service parks or other landscaped City areas.

Installs and operates the computerized system (Maxicom) central control system.

Schedule, assign and oversee the work of prison work crews.

Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Monitor and control supplies and equipment; order supplies plants, materials and tools as necessary; prepare documents for procurement.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

May participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures.

Maintain records concerning operations and programs; prepare reports, including water use audits on operations and activities.

Coordinate with contractors in providing contract services; solicit and collect bids for new equipment and contracted maintenance work.

Application of herbicides and related chemicals as needed.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Provide technical and functional supervision over contractors
- Principles and practices of park and landscape irrigation and maintenance
- Equipment, tools and materials used in landscape maintenance activities and services
- Principles and practices of safety management
- Principles of landscape irrigation and horticulture
- Pertinent local, state and federal laws, ordinances and rules
- Drought tolerant and native plant species

Ability to:

- Install, repair and maintain irrigation systems
- Organize, implement and direct landscape maintenance operations and activities
- Interpret and explain pertinent department policies and procedures
- Develop cost estimates for supplies and equipment
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints
- Demonstrate tact and diplomacy with the public
- Develop and recommend systems and procedures related to landscape maintenance
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible park and landscape maintenance experience including some lead experience.

Training:

Two years of college level course work that includes business, management, horticulture, or a related field is desirable.

License and Certificate:

Valid California Driver's license

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 60 pounds; occasional lifting up to 100 pounds, depending on assignment. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be

required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Some positions may be assigned to remote locations. Positions may require occasional overtime and weekend work. Depending upon assignment may require standby work assignments. Travel is rare.

Adopted

Revised

FLSA

overtime eligible

LEAD MAINTENANCE WORKER

DEFINITION

To perform a variety of duties related to scheduling, planning, assigning, and prioritizing construction and maintenance related projects; to lead work crews and oversee functional areas; to identify and acquire materials and supplies; to prepare and maintain project files and related documentation; and to provide technical support to assigned supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

Exercises technical and functional supervision over crews engaged in maintenance and repair activities.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Plan, prioritize, and review the work of multiple crews assigned to perform a variety of construction, maintenance and repair activities.

Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Participate in the selection of maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; participate in evaluating the activities of staff, recommending improvements and modifications; prepare various reports on activities.

Research and solicit purchase quotes and bids for equipment, materials and supplies; make recommendations on purchases.

Coordinate activities with other departments, utilities and outside organizations.

Inspect the work of crews and contractors to ensure projects progress appropriately and work is being performed correctly.

Plan and coordinate routine to complex traffic control plans; obtain appropriate permits for work on State highways.

Participate in and ensure the development and adherence to safety programs.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Maintain time, material and equipment use records; prepare various reports related to work activities including technical reports in response to regulatory activities.

Perform the duties of assigned crews as needed.

Perform confined space entries per City of Tehachapi and Cal OSHA regulations.

Participate and attend professional group meetings and/or trainings; stay abreast of new and current trends affecting area of assignment.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of technical and functional supervision and training
- Types and levels of maintenance and repair activities generally performed on construction, maintenance and repair projects works related systems and infrastructure
- Operation and maintenance requirements of trucks and less complex power-driven equipment
- Practices, methods and materials used in construction, maintenance, and sanitation work
- Traffic laws, ordinances, and rules involved in truck and equipment operations
- Safe work practices; working in and around open trenches
- Traffic control on construction sites
- Concrete tools and finishing
- Confined space entry rules and regulations

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff
- Prepare a variety of progress and regulatory reports; keep and maintain a variety of detailed records
- Coordinate work assignments with other divisions, departments, and agencies and volunteer groups
- Identify and implement effective courses of action to complete assigned work
- Perform the full range of duties assigned to crews as needed
- Operate a variety of less complex driven equipment
- Perform a variety of skilled construction and maintenance tasks
- Work in confined work spaces and follow confined space entry procedures
- Interpret work orders and explain jobs to other employees
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience performing maintenance and repair including a minimum of one year in a lead or supervisory capacity.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in one or more trades areas.

License and Certificate:

Possession of a work zone safety certificate from IMSA, TCSA, International Transportation Engineers (ITE), American Public Works Association (APWA), American Traffic Safety Services Association (ATSSA), or the Institution of Transportation Studies (ITS) at time of appointment.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 75 pounds; occasional lifting up to 100 pounds, depending on assignment. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Some positions may be assigned to remote locations. Positions may require occasional overtime and weekend work. Depending upon assignment may require standby work assignments. Travel is rare.

Adopted

Revised

FLSA overtime eligible

LEAD WATER SYSTEM OPERATOR

DEFINITION

To organize, assign review, and participate in the work of assigned personnel engaged in the operation, maintenance and repair function of the City's water production and distribution system; to lead and train assigned staff; to perform the most technically complex work and to perform skilled maintenance tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives limited supervision from higher level supervisory and management staff.

Exercises technical and functional supervision over lower level maintenance staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Plan, prioritize, review, and participate in the work of staff responsible for City maintenance operations.

Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.

Participate in the selection of maintenance staff; provide on-the-job training to employees; work with employees to correct deficiencies; provide training to lower level staff in the proper operation of equipment and the appropriate performance of maintenance duties.

Identify equipment needs for each assigned project; monitor and control supplies and equipment; order supplies and tools as necessary.

Answer questions and provide information to the public; investigate complaints and recommend a corrective action as necessary to resolve complaints.

Perform the most technical and complex tasks of the work unit.

Maintain records concerning operations and programs; prepare reports on operations and activities.

Coordinate with contractors in providing contract services; solicit and collect bids for new equipment and contracted maintenance work.

Respond to customer water problems including leaks, low water pressure, meter connects and disconnects, unusual meter readings, and water audits.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of technical and functional supervision and training
- Methods, tools, and equipment used in water production and treatment facility construction, maintenance and repair work
- Arithmetic principles
- Safe work practices
- Methods and procedures used in monitoring water systems
- Practices for collection of water samples
- Potable water disinfection (chlorination) rules and regulations

Ability to:

- Provide technical and functional supervision over assigned staff
- Effectively train staff
- Operate the most complex equipment
- Perform skilled maintenance, construction, and repair work in water production and distribution
- Identify equipment, tools and materials needed for each project
- Interpret work orders and explain jobs to other employees
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience performing maintenance work including two years at a level equivalent to Senior Water System Operator with City of Tehachapi.

Training:

Equivalent to completion of the twelfth grade.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Grade III Water Distribution Operator Certificate issued by the State of California, Department of Public Health.

Possession of a Grade II Water Treatment Operator Certificate issued by the State of California, Department of Public Health.

Possession of a Backflow Tester and Installer Certificates issued by a State approved training provider is highly desirable.

During the course of employment, may be required to attend and successfully complete training courses as needed to perform assigned duties, including First Aid and CPR.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 50 pounds; occasional lifting up to 100 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery. Positions may require occasional overtime or weekend work and travel is rare. Positions may be required to perform standby on-call duties as scheduled, report to appropriate agencies and liaison with Police, Fire, and the Environmental Health Department.

Adopted

Revised

FLSA overtime eligible

MAINTENANCE WORKER I

DEFINITION

To perform semi-skilled labor in the maintenance and repair of streets, curb, gutter, sidewalks, storm water and sewer systems, traffic control markings, buildings and facilities including concrete, asphalt, carpentry, painting, electrical, and plumbing, and/or other public works or neighborhood preservation functions.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher level supervisory or management personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Shovel and spread asphalt and asphalt base in patching, repairing and reconstructing streets; remove graffiti from City and citizen property and facilities.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and assist in finishing concrete and masonry work; construct concrete forms and perform rough carpentry work.

Install street barricades and cones prior to the performance of street repair activities; direct and control traffic around work sites.

Inspect building facilities to identify building maintenance and custodial needs.

Assist in repair and replacement of plumbing fixtures including sinks, toilets, faucets and pipes; clear obstructions from water and sewer lines.

Assist to maintain and repair City facilities, equipment, and buildings by performing a variety of semi skilled carpentry, electrical, painting, plumbing, heating, air conditioning and mechanical repair work.

Inspect and clear obstructions from storm water and sewer collection systems.

Spray right-of-ways, planters, and other City areas with herbicides; perform weed abatement duties.

Operate and perform routine maintenance to construction equipment such as dump trucks, rollers, front loaders, backhoes, and power tools such as compressors, jack hammers, paint sprayers, sandblasters, and concrete saws.

Operate a variety of equipment including hand tools, mechanical equipment, and power tools required for the work in a safe and efficient manner.

Assist with the repair and installation of pipes related to the City's treatment plant facilities.

Use sandblasting, pressure washing, and other painting supplies and equipment to remove graffiti from public and private properties.

Clean up debris from parking lots, walkways, ditches, alleys, streets and storm drains.

Document and maintain inventory records of assigned areas; maintain a variety of maintenance records.

Perform work in emergency situations as required.

Read and interpret basic maps and blueprints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic uses and purposes of general construction tools and equipment
- Basic methods, practices and equipment used in building maintenance services and activities including a variety of building trades work
- Safe work practices

Ability to:

- Understand and follow oral and written directions
- Learn to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None is required. Six months of paid work experience involving the performance of routine maintenance tasks is desirable.

Training:

Equivalent to completion of the twelfth grade.

License and Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license. Most assignments require the possession of a valid Class B California Driver's License by the end of the probationary period. Failure to obtain the license within this period and/or failure to pass the federally mandated DOT drug/alcohol test after obtaining the license may result in release from probation.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 60 pounds; occasional lifting up to 100 pounds, depending on assignment. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery. Some work may occur at remote locations. Positions may require occasional overtime and weekend work and travel is rare.

Adopted

Revised

FLSA

Overtime eligible

MAINTENANCE WORKER II

DEFINITION

To perform semi-skilled and skilled labor in the maintenance and repair of streets, curb, gutter, sidewalks, storm water and sewer systems, traffic control markings, buildings and facilities including concrete, asphalt, carpentry, painting, electrical, and plumbing and/or other public works or neighborhood preservation unit functions

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Shovel and spread asphalt and asphalt base in patching, repairing and reconstructing streets; remove graffiti from City and citizen property and facilities.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete and masonry work; construct concrete forms and perform rough carpentry work.

Install street barricades and cones prior to the performance of street repair activities; direct and control traffic around work sites.

Inspect building facilities to identify building maintenance and custodial needs.

Repair and replace plumbing fixtures including sinks, toilets, faucets and pipes; clear obstructions from water and sewer lines.

Maintain and repair City facilities, equipment, and buildings by performing a variety of semi skilled carpentry, electrical, painting, plumbing, heating, air conditioning and mechanical repair work.

Inspect and clear obstructions from storm water and sewer collection systems.

Identify equipment needs for each assigned project.

Spray right-of-ways, planters, and other City areas with herbicides; perform weed abatement duties.

Operate and perform routine maintenance to construction equipment such as dump trucks, rollers, front loaders, and power tools such as compressors, jack hammers, paint sprayers, sandblasters, and concrete saws.

Operate a variety of equipment including hand tools mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Assist with the repair and installation of pipes related to the City's treatment plant facilities

Use sandblasting, pressure washing, and other painting supplies and equipment to remove graffiti from public and private properties.

Install, maintain and repair traffic control signs, pavement markings, parking meters, ticket dispensers and related equipment; clean graffiti from signs; assist traffic painting crews as needed.

Document and maintain inventory records of assigned areas; maintain a variety of maintenance records.

Perform work in emergency situations as required.

Work independently in the absence of on-site supervision.

Read and interpret basic maps and blueprints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of asphalt and/or concrete facilities
- Methods, practices and equipment used in building maintenance services and activities including a variety of building trade work
- Safe work practices
- Methods, techniques and tools and the operational characteristics of mechanical equipment used in removal of graffiti

Ability to:

- Perform skilled maintenance, construction and repair work in the area of work assigned
- On a continuous basis, know and understand maintenance activities and observe safety rules
- Intermittently analyze problem equipment; locate equipment; know how to operate equipment
- Identify safety hazards
- Interpret work orders; explain jobs to other employees
- Understand and follow oral and written directions
- Learn to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible experience equivalent to a Maintenance Worker I in the City of Tehachapi.

Training:

Equivalent to completion of the twelfth grade.

License and Certificate:

Most assignments require the possession of a valid Class A or Class B driver’s license including specified endorsements within 60 days of appointment. Failure to obtain the license within this period and/or failure to pass the federally mandated DOT drug/alcohol test after obtaining the license may result in release from probation.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 60 pounds; occasional lifting up to 100 pounds, depending on assignment. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances

WORKING CONDITIONS

Work is performed in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery. Some work may occur at remote locations. Positions may require occasional overtime and weekend work and travel is rare.

Adopted

Revised

FLSA

Overtime eligible

PUBLIC WORKS DIRECTOR

DEFINITION

To plan, organize, direct, and review the functions of the Public Works Department including but not limited to: fleet, streets, storm water, forestry and park maintenance, building maintenance, water production and distribution, and sanitary sewer collection and treatment; to provide leadership to the department and the City organization; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and Assistant City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Manager and/or Assistant City Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical, maintenance, and administrative support staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Develop, plan, and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Assistant City Manager, City Manager, and City Council; prepare and present staff reports and other necessary correspondence.

Direct, oversee, and participate in the development of the department's annual work plan, assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Supervise and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate, and evaluate personnel; provide a high level of leadership; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards as necessary for efficient and professional operations of the department.

Develop and implement long and short-term strategic plans in support of department and City-wide goals and objectives.

Plan, organize, direct, and evaluate all operations relating to fleet, streets, stormwater, forestry and park maintenance, building maintenance, water production and distribution, and sanitary sewer collection and treatment.

Participate in the development of the City's capital improvement program.

Advise on problems related to the operation, construction, and maintenance of City systems.

Review plans, engineering reports, and budget estimates prepared by subordinates, outside consultants and other City departments.

Participate in utility rate structure analysis and act as a key stakeholder.

Evaluate, recommend, and administer professional consultants and contracts.

Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with Senior Executive Team, Mayor, City Council, co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, materials, techniques, and equipment used in the construction, operation, and maintenance of fleet, streets, buildings, water, wastewater, stormwater, forestry and parks
- Principles and practices of leadership, motivation, team building, and conflict resolution
- Pertinent local, state and federal laws, rules, and regulations. Organizational and management practices as applied to the analysis and evaluation of programs
- Principles and practices of organization, administration, and human resource management
- Principles and practices of budget preparation and administration

Ability to:

- Plan, direct, and control the administration and operations of the Public Works Department
- Prepare and administer department budgets
- Develop and implement department policies and procedures
- Supervise, train, and evaluate assigned personnel
- Gain cooperation through discussion and persuasion
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Interpret and apply federal, state, local, and department policies, procedures, laws and regulations
- Represent the City's interests before boards and commissions of local agencies and special water and sewer districts as directed by the City Manager
- Identify and respond to public and City Council issues and concerns

- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of increasingly responsible public works related experience; including three years of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, public or business administration, or a related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. **Lifting:** frequently up to 10 pounds; occasionally up to 25 pounds. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking, in person and on the phone. **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. **Environmental:** frequent exposure to noise.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions may require occasional holiday/weekend work or travel.

Individuals appointed into this classification serve at the will of the City Manager

Adopted
 Revised
 FLSA exempt

PUBLIC WORKS MANAGER

DEFINITION

To plan, organize, oversee, coordinate and review the work of subordinate staff related to programs and activities of assigned public works maintenance and operations functional area; assist with long- and short-term planning, oversee the construction, maintenance and operations of public works infrastructure and other programs; coordinate assigned activities with other City departments and outside agencies; provide complex and responsible support to the Director of Public Works, and others in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director.

Exercises direct supervision over assigned supervisory, technical, or maintenance personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

- Assume management responsibility for assigned areas in the Public Works Division; plan, manage and oversee the daily functions, operations and activities of assigned public works functional areas including streets, sidewalks, storm water and drainage systems, street sweeping, traffic signage and striping, parks, fleet, and building maintenance and operations.
- Manage and oversee public works programs, such as concrete and asphalt repair, street sign replacement, park maintenance, fleet maintenance, building maintenance, wastewater, storm water and other public works maintenance programs, including in-house supervision, planning, estimating, as well as contract development and execution.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommend appropriate service and staffing levels; recommend and administer policies and procedures.
- Participate in the development and administration of and oversee departmental division budgets.
- Develop and standardize procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assess and monitor workload, administrative and support systems, and internal reporting relations; identify opportunities for improvement and make recommendations.
- Participate in the selection of, train, motivate, and evaluate assigned personnel; provide and/or coordinate staff training; work with employees on performance issues; recommend discipline.
- Ensure that assigned staff are trained in, and utilize, safe work practices consistent with all applicable safety programs; participate in the development of, and make recommendations for, the City's Safety Program.
- Recommend and administer policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Oversee the development of consultant requests for proposal for professional, construction, and/or maintenance services and the advertising and bid processes; evaluate proposals and recommend project award; administer contracts after award.
- Meet and confer with contractors, engineers, developers, architects, a variety of outside

agencies, and the general public in acquiring information and coordinating public works maintenance matters.

- Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules, regulations and procedures; answer questions and resolve concerns.
- Serve as a liaison for the assigned section to other City departments, division, and outside agencies; attend meetings, as necessary; provide staff support to commissions, committees, and task forces, as necessary; negotiate and resolve significant and controversial issues.
- Receive, investigate, and respond to difficult and sensitive problems and complaints in a professional manner; identify and report findings and take necessary corrective action.
- Perform related duties as required.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Materials, records, equipment and current practices used in the maintenance, repair and improvement of streets, drains, parks, buildings and related structures.
- Principles of project management and supervision.
- Principles of personnel management, training and evaluation.
- Plans review, including analysis of labor and materials cost.
- Budget development and administration.
- Safe work practices related to public works.
- Public contact and community relations.

Ability to:

- Supervise, train and evaluate assigned staff
- Organize, implement and direct assigned operations and activities
- Interpret and explain pertinent City and department policies and procedures
- Assist in the development and monitoring of budgets
- Develop and recommend policies and procedures related to assigned operations
- Plan, estimate, direct, coordinate, schedule and review the work of others
- Operate and maintain wastewater collection and treatment facilities
- Identify and implement effective courses of action to complete assigned work
- Diagnose maintenance problems and develop appropriate course of action
- Maintain accurate records and prepare reports
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least five years of increasingly responsible experience in public works systems and/or infrastructure maintenance including and at least two years of administrative and supervisory experience.

Training:

Equivalent to the completion of a Bachelor's degree from an accredited college with courses in engineering, public and/or business administration, construction and/or facilities management, landscape, or horticulture.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 25 pounds; occasional lifting up to 50 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in both a typical indoor office environment and in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery. It is estimated that 90% of work time will be performed in an office environment with 10% being performed in the field. Positions may require occasional overtime or weekend work and travel is rare.

Physical Conditions:

Essential and marginal functions may require performing heavy manual labor, including but not limited to lifting and carrying up to fifty (50) pounds of weight; climbing, bending, stooping, etc. and maintaining physical condition necessary for walking or standing for prolonged periods of time; operating motorized equipment and vehicles.

Adopted

Revised

FLSA

Overtime exempt

PUBLIC WORKS SUPERVISOR

DEFINITION

To plan, organize, direct and supervise a variety of activities related to repairing and maintaining City buildings, streets, parks, trees, and fleet; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

Exercises direct supervision over assigned technical and maintenance personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for maintaining and repairing City facilities, equipment, and grounds.

Plan, prioritize, assign, supervise and review the work of staff involved in the maintenance and repair of the City's fleet, parks and park facilities, buildings, streets, trees, infrastructure, alleys and parking lots.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement progressive discipline.

Review the more complex maintenance needs to determine appropriate action.

Coordinate assigned activities across departments; inspect the work of staff and contractors; ensure internal and external customer service standards are met.

Review work orders to ensure accuracy of data and satisfactory completion of work.

Ensure compliance with pertinent local, State and Federal laws, regulations and rules.

Coordinate work with outside contractors; monitor work performed and associated costs.

Coordinate work unit safety program including ensuring that training is provided as appropriate.

Maintain time, material and equipment use records.

Requisition supplies and materials.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Attend safety meetings; represent unit on committees, outside organization, and at staff subcommittees as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Materials, methods, practices, equipment and elements of construction, maintenance and repair as they relate to the assigned operations
- Types and level of maintenance and repair activities generally performed in streets, buildings, fleet, park or urban forestry program
- Principles of supervision, training and performance evaluation
- Principles and practices of safety management
- Principles and practices of budget monitoring
- Pertinent local, State and Federal laws, ordinance and rules
- Modern office procedures, methods and computer equipment

Ability to:

- Supervise, train and evaluate assigned staff
- Organize, implement and direct assigned operations and activities
- Interpret and explain pertinent City and department policies and procedures
- Assist in the development and monitoring of budgets
- Develop and recommend policies and procedures related to assigned operations
- Plan, estimate, direct, coordinate, schedule and review the work of others
- Operate and maintain equipment and tools used in the field
- Identify and implement effective courses of action to complete assigned work
- Diagnose maintenance problems and develop appropriate course of action
- Maintain accurate records and prepare reports
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience performing construction and maintenance work in the assigned area of responsibility; including one year providing technical and functional supervision over assigned personnel

Training:

Equivalent to an Associate's degree from an accredited college with major course work in business administration, public administration, construction management, engineering, or a related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a work zone safety certificate from IMSA, TCSA, International Transportation Engineers (ITE), American Public Works Association (APWA), American Traffic Safety Services Association (ATSSA), or the Institution of Transportation Studies (ITS).

Playground Safety Certificate issued by the national Recreation Parks Association is highly desirable.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 25 pounds; occasional lifting up to 50 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in both a typical indoor office environment and in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery. It is estimated that 90% of work time will be performed in an office environment with 10% being performed in the field. Positions may require occasional overtime or weekend work and travel is rare.

Physical Conditions:

Essential and marginal functions may require performing heavy manual labor, including but not limited to lifting and carrying up to fifty (50) pounds of weight; climbing, bending, stooping, etc. and maintaining physical condition necessary for walking or standing for prolonged periods of time; operating motorized equipment and vehicles.

Adopted

Revised

FLSA

Overtime exempt

SENIOR MAINTENANCE WORKER

DEFINITION

To organize, assign review, and participate in the work of assigned personnel engaged in maintenance and equipment operation work pertaining to building maintenance and repair, street, curb gutter and sidewalk installation and repair, water and wastewater maintenance and other related operations; to operate a backhoe, as well as other difficult and complex equipment requiring specialized knowledge, in a variety of maintenance activities including excavating, grading, trenching, exposing utilities, loading and related operations according to required standards; and to perform skilled maintenance tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives limited supervision from higher level supervisory and management staff.

Exercises technical and functional supervision over lower level maintenance staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Plan, prioritize, review, and participate in the work of staff responsible for City maintenance operations.

Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.

Participate in the selection of maintenance staff; provide on-the-job training to employees; work with employees to correct deficiencies; provide training to lower level staff in the proper operation of equipment and the appropriate performance of maintenance duties.

Identify equipment needs for each assigned project; document and inspect vehicles and equipment for safety and wear.

Monitor and control supplies and equipment; order supplies and tools as necessary.

Answer questions and provide information to the public; investigate complaints and recommend a corrective action as necessary to resolve complaints.

Perform the most technical and complex tasks of the work unit.

Maintain records concerning operations and programs; prepare reports on operations and activities.

In the absence of the Lead Maintenance Worker, coordinate with contractors in providing contract services; solicit and collect bids for new equipment and contracted maintenance work.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of technical and functional supervision and training
- Operation and maintenance requirements of trucks and less complex power-driven equipment
- Practices, methods, and materials used in construction, maintenance, and sanitation work
- Traffic laws, ordinances, and rules involved in truck and equipment operations
- Safe work practices; working in and around open trenches
- Traffic control on construction sites
- Concrete tools and finishing

Ability to:

- Provide technical and functional supervision over assigned staff
- Effectively train staff
- Operate the most complex equipment
- Perform a variety of skilled construction, repair and maintenance tasks
- Work independently or in a crew situation, as assigned
- Handle contaminated materials and equipment
- Interpret work orders and explain jobs to other employees
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience performing maintenance work including two years at a level equivalent to Maintenance Worker II with City of Tehachapi.

Training:

Equivalent to completion of the twelfth grade.

License and Certificate:

Possession of a valid Class A or Class B Commercial California Driver's License with specific endorsements, as assigned, is required within 60 days of appointment. Failure to obtain the required license may result in release from probation or termination.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 60 pounds; occasional lifting up to 100 pounds, depending on assignment. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Some positions may be assigned to remote locations. Positions may require occasional overtime and weekend work. Depending upon assignment may require standby work assignments. Travel is rare.

Adopted

Revised

FLSA overtime eligible

City of Tehachapi

SENIOR WASTEWATER TREATMENT PLANT AND COLLECTIONS OPERATOR

DEFINITION

To perform skilled duties in the operation, maintenance and repair function of the City's wastewater collection and treatment systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

May provide functional and/technical direction or leadership to less experienced staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

May serve as the Designated Operator in Charge as designated by the Chief Wastewater Treatment Plant and Collections Operator.

Under the direction of the Chief Wastewater Treatment Plant and Collections Operator, or in his/her absence, ensures compliance with all applicable waste discharge permit requirement.

Monitor the operation of wastewater treatment plant pumps, motors, and other equipment; read gauges, dials and other instruments that record data; maintain and update accurate logs of plant operations.

Service and otherwise maintain a variety of plant equipment including pumps, valves, motors, filters, meters, and related plant equipment; grease, lubricate, pack, and change belts on engines and pumps.

Make calculations to determine if plant is operating correctly and effectively; make necessary adjustments to maintain chemical balances and flow requirements; adjust treatment plant equipment to obtain maximum efficiency and treatment results.

Collect various water and sewage samples for laboratory tests; on occasion may perform some of the more routine laboratory analyses; interpret laboratory results and make adjustments as necessary.

Inspect wastewater treatment plant equipment and facilities to locate needed repairs to various plant equipment; may perform general plant maintenance work.

Check equipment such as generators, chemical feed systems, air circulators, screens, and grinders for proper operation.

Perform local and remote facilities maintenance, diagnostics, and repair of all assets using power tools, hand tools and various heavy equipment.

Conduct routine monitoring and maintenance of all storage and/or reclamation areas.

Configure and troubleshoot PLC and SCADA network related issues.

May act as Chief Plant Operator in his/her absence or in the event that the Chief Plant Operator is unable to performed assigned duties.

Change chemical tanks; clean plugged lines.

Keep logs and records on maintenance performed.

Load and unload equipment and materials; use forklift if necessary.

Remove sludge from drying beds; dispose of properly.

Use and maintain respiratory apparatus as required.

Dig trenches for laying conduit, pipe, air lines; assist in the plumbing and pipefitting.

Marginal Functions

May paint plant equipment and building; hose down and clean various areas of the plant.

May participate in carpentry and cement work.

Perform related duties as assigned.

MINIMAL QUALIFICATIONS

Knowledge of:

- Theories of operations, services and activities of a wastewater treatment plant.
- Operational characteristics of equipment and materials used in a wastewater treatment plant including pumps, valves and motors.
- Principles and practices of wastewater treatment plant operations.
- Wastewater discharge requirements.
- Principles and practices of wastewater treatment processes.
- Safe handling techniques for materials and equipment used in wastewater treatment.
- Grit disposal methods.
- Principles, methods and tools employed in the general operation and maintenance of engines, pumps and related equipment.
- General maintenance work.
- Modern office equipment including computers and specialized software.

Ability to:

- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations.
- Take wastewater and sludge samples and perform routine laboratory tests.
- Operate, repair, and maintain wastewater treatment plant equipment.
- Perform general maintenance and servicing work in the City's wastewater treatment plant facilities.
- Use and maintain self-contained breathing apparatus (safety mask), per annual physical examination.

- Keep logs, records and maintain reports.
- Understand and carry out verbal and written directions.
- Work irregular work shifts.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain cooperative working relationship with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A minimum of three years of experience in wastewater treatment plant operations.

Training:

Equivalent to completion of twelfth grade.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Grade III Wastewater Treatment Plant Operator certificate issued by the State of California.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 25 pounds; occasional lifting up to 100 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery. Positions may require occasional overtime or weekend work and travel is rare. Positions may be required to perform standby on-call duties as scheduled.

Physical Conditions:

Adopted

Revised

FLSA overtime eligible

SENIOR WATER SYSTEM OPERATOR

DEFINITION

To organize, assign review, and participate in the work of assigned personnel engaged in the operation, maintenance and repair function of the City's water production and distribution system; to lead and train assigned staff; to perform the most technically complex work and to perform skilled maintenance tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from higher level supervisory and management staff.

May exercise technical and functional supervision over lower level maintenance staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Perform skilled maintenance in complex potable water systems, including underground facilities and major pieces of equipment.

Lead a crew of water system operators under the direction, or in the absence of, a Lead Water System Operator.

Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.

Participate in the selection of maintenance staff; provide on-the-job training to employees; work with employees to correct deficiencies; provide training to lower level staff in the proper operation of equipment and the appropriate performance of maintenance duties.

Identify equipment needs for each assigned project; monitor and control supplies and equipment; order supplies and tools as necessary.

Answer questions and provide information to the public; investigate complaints and recommend a corrective action as necessary to resolve complaints.

Perform the most technical and complex tasks of the work unit.

Maintain records concerning operations and programs; prepare reports on operations and activities.

Coordinate with contractors in providing contract services; solicit and collect bids for new equipment and contracted maintenance work.

Respond to customer water problems including leaks, low water pressure, meter connects and disconnects, unusual meter readings, and water audits.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of technical and functional supervision and training
- Methods, tools, and equipment used in water production and treatment facility construction, maintenance and repair work
- Arithmetic principles
- Safe work practices
- Methods and procedures used in monitoring water systems
- Practices for collection of water samples
- Potable water disinfection (chlorination) rules and regulations

Ability to:

- Effectively train other staff members
- Operate the most complex equipment
- Perform skilled maintenance, construction, and repair work in water production and distribution
- Identify equipment, tools and materials needed for each project
- Interpret work orders and explain jobs to other employees
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience performing maintenance work including two years at a level equivalent to Water System Operator II with City of Tehachapi.

Training:

Equivalent to completion of the twelfth grade.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Grade II Water Distribution Operator Certificate issued by the State of California, Department of Public Health.

Possession of a Grade II Water Treatment Operator Certificate issued by the State of California, Department of Public Health.

Possession of a Backflow Tester and Installer Certificates issued by a State approved training provider is highly desirable.

During the course of employment, may be required to attend and successfully complete training courses as needed to perform assigned duties, including First Aid and CPR.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 50 pounds; occasional lifting up to 100 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery. Positions may require occasional overtime or weekend work and travel is rare. Positions may be required to perform standby on-call duties as scheduled, report to appropriate agencies and liaison with Police, Fire, and the Environmental Health Department.

Adopted

Revised

FLSA overtime eligible

UTILITY MANAGER

DEFINITION

Under the direction of the Public Works Director, this position is responsible for organizing, supervising and coordinating the day to day activities and personnel of the City of Tehachapi's water and wastewater utilities. This position will be responsible for coordinating personnel training, purchasing supplies and services, record keeping, reporting to the State and conducting an annual utility rate analysis. The position will also serve as the City's Safety and O.S.H.A Compliance Officer.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director.

Exercises direct supervision over assigned supervisory, technical, or maintenance personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

- Assume management responsibility for assigned areas in the Utilities Division; plan, manage and oversee the daily functions, operations and activities of assigned utilities functional areas including water production, water distribution, wastewater collection, and wastewater treatment.
- Manage and oversee utility programs, such as equipment maintenance, equipment repair, facility operations, treatment operations, and other utility related programs, including in-house supervision, planning, estimating, as well as contract development and execution.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommend appropriate service and staffing levels; recommend and administer policies and procedures.
- Participate in the development and administration of and oversee departmental division budgets.
- Develop and standardize procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assess and monitor workload, administrative and support systems, and internal reporting relations; identify opportunities for improvement and make recommendations.
- Participate in the selection of, train, motivate, and evaluate assigned personnel; provide and/or coordinate staff training; work with employees on performance issues; recommend discipline.
- Ensure that assigned staff are trained in, and utilize, safe work practices consistent with all applicable safety programs; participate in the development of, and make recommendations for, the City's Safety Program.
- Recommend and administer policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Oversee the development of consultant requests for proposal for professional, construction, and/or maintenance services and the advertising and bid processes; evaluate proposals and recommend project award; administer contracts after award.
- Meet and confer with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating utility maintenance matters.

- Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules, regulations and procedures; answer questions and resolve concerns.
- Serve as a liaison for the assigned section to other City departments, division, and outside agencies; attend meetings, as necessary; provide staff support to commissions, committees, and task forces, as necessary; negotiate and resolve significant and controversial issues.
- Receive, investigate, and respond to difficult and sensitive problems and complaints in a professional manner; identify and report findings and take necessary corrective action.
- Perform related duties as required.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Materials, records, equipment and current practices used in managing and maintaining complex water and wastewater systems.
- Principles of project management and supervision.
- Principles of personnel management, training and evaluation.
- Plans review, including analysis of labor and materials cost.
- Budget development and administration.
- Safe work practices related to public works.
- Public contact and community relations.

Ability to:

- Supervise, train and evaluate assigned staff
- Organize, implement and direct assigned operations and activities
- Interpret and explain pertinent City and department policies and procedures
- Assist in the development and monitoring of budgets
- Develop and recommend policies and procedures related to assigned operations
- Plan, estimate, direct, coordinate, schedule and review the work of others
- Operate and maintain wastewater collection and treatment facilities
- Identify and implement effective courses of action to complete assigned work
- Diagnose maintenance problems and develop appropriate course of action
- Maintain accurate records and prepare reports
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least five years of increasingly responsible experience in utility systems and/or infrastructure maintenance including and at least two years of administrative and supervisory experience.

Training:

Equivalent to the completion of a Bachelor's degree from an accredited college with courses in civil engineering, public and/or business administration, construction and/or facilities management.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a valid Grade III Wastewater Treatment Plant Operator Certificate issued by the State of California.

OR

A Grade III Water Distribution Operator Certificate issued by the State of California and Grade II Water Treatment Certificate.

Certifications in both Water Distribution and Wastewater Treatment is highly desirable.

OR

A four-year degree in civil engineering.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 25 pounds; occasional lifting up to 50 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in both a typical indoor office environment and in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery. It is estimated that 90% of work time will be performed in an office environment with 10% being performed in the field. Positions may require occasional overtime or weekend work and travel is rare.

Physical Conditions:

Essential and marginal functions may require performing heavy manual labor, including but not limited to lifting and carrying up to fifty (50) pounds of weight; climbing, bending, stooping, etc. and maintaining physical condition necessary for walking or standing for prolonged periods of time; operating motorized equipment and vehicles.

Adopted

Revised

FLSA

Overtime exempt

UTILITY SUPERVISOR

DEFINITION

To plan, organize, direct and supervise a variety of activities related to repairing and maintaining City utilities including water production and distribution and waste water collection and treatment and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

Exercises direct supervision over assigned technical and maintenance personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for maintaining and repairing City facilities, equipment, and grounds.

Plan, prioritize, assign, supervise and review the work of staff involved in the maintenance and repair of the City's water production and distribution and waste water collection and treatment.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement progressive discipline.

Review the more complex maintenance needs to determine appropriate action.

Coordinate assigned activities across departments; inspect the work of staff and contractors; ensure internal and external customer service standards are met.

Review work orders to ensure accuracy of data and satisfactory completion of work.

Ensure compliance with pertinent local, State and Federal laws, regulations and rules.

Coordinate work with outside contractors; monitor work performed and associated costs.

Coordinate work unit safety program including ensuring that training is provided as appropriate.

Maintain time, material and equipment use records.

Requisition supplies and materials.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Attend safety meetings; represent unit on committees, outside organization, and at staff subcommittees as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Materials, methods, practices, equipment and elements of construction, maintenance and repair as they relate to the assigned operations
- Types and level of maintenance and repair activities generally performed in streets, buildings, fleet, park or urban forestry program
- Principles, methods and tools employed in the general operation and maintenance of engines, pumps and related equipment.
- Equipment and materials used in a wastewater treatment plant including pumps, valves, and motors.
- Principles and practices of wastewater treatment plant operations.
- Wastewater discharge requirements. Methods and procedures used in monitoring water systems.
- Principles and practices of potable water production and distribution
- Practices for collection of water samples.
- Principles of supervision, training and performance evaluation
- Principles and practices of safety management
- Principles and practices of budget monitoring
- Pertinent local, State and Federal laws, ordinance and rules
- Modern office procedures, methods and computer equipment

Ability to:

- Supervise, train and evaluate assigned staff
- Organize, implement and direct assigned operations and activities
- Interpret and explain pertinent City and department policies and procedures
- Assist in the development and monitoring of budgets
- Develop and recommend policies and procedures related to assigned operations
- Plan, estimate, direct, coordinate, schedule and review the work of others
- Operate and maintain wastewater collection and treatment facilities
- Identify and implement effective courses of action to complete assigned work
- Diagnose maintenance problems and develop appropriate course of action

- Maintain accurate records and prepare reports
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in either water production and distribution or wastewater collection and treatment.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in business administration, public administration or related field.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a valid Grade III Wastewater Treatment Plant Operator Certificate issued by the State of California.

OR

A Grade III Water Distribution Operator Certificate issued by the State of California and Grade II Water Treatment Certificate.

Certifications in both Water Distribution and Wastewater Treatment is highly desirable.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 25 pounds; occasional lifting up to 50 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in both a typical indoor office environment and in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery. It is estimated that 70% of work time will be performed in an office environment with 30% being performed in the field. Positions may require occasional overtime or weekend work and travel is rare.

Physical Conditions:

Essential and marginal functions may require performing heavy manual labor, including but not limited to lifting and carrying up to fifty (50) pounds of weight; climbing, bending, stooping, etc. and

maintaining physical condition necessary for walking or standing for prolonged periods of time;
operating motorized equipment and vehicles.

Adopted
Revised
FLSA

Overtime exempt

WASTEWATER TREATMENT PLANT AND COLLECTIONS OPERATOR I

DEFINITION

To perform semi-skilled duties in the operation, maintenance and repair function of the City's wastewater collection and treatment systems.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher level supervisory and management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Monitor the operation of wastewater treatment plant pumps, motors, and other equipment; read gauges, dials and other instruments that record data; maintain and update accurate logs of plant operations.

Service and otherwise maintain a variety of plant equipment including pumps, valves, motors, filters, meters, and related plant equipment; grease, lubricate, pack, and change belts on engines and pumps.

Make calculations to determine if plant is operating correctly and effectively; make necessary adjustments to maintain chemical balances and flow requirements; adjust treatment plant equipment to obtain maximum efficiency and treatment results.

Collect various water and sewage samples for laboratory tests; on occasion may perform some of the more routine laboratory analyses; interpret laboratory results and make adjustments as necessary.

Inspect wastewater treatment plant equipment and facilities to locate needed repairs to various plant equipment; may perform general plant maintenance work.

Check equipment such as generators, chemical feed systems, air circulators, screens, and grinders for proper operation.

Perform local and remote facilities maintenance, diagnostics, and repair of all assets using power tools, hand tools and various heavy equipment.

Conduct routine monitoring and maintenance of all storage and/or reclamation areas.

Configure and troubleshoot PLC and SCADA network related issues.

Change chemical tanks; clean plugged lines.

Keep logs and records on maintenance performed.

Load and unload equipment and materials; use forklift if necessary.

Remove sludge from drying beds; dispose of properly.

Use and maintain self-contained breathing apparatus as required.

Dig trenches for laying conduit, pipe, air lines; assist in the plumbing and pipefitting.

Marginal Functions:

May paint plant equipment and building; hose down and clean various areas of the plant.

May participate in carpentry and cement work.

Perform related duties as assigned.

MINIMAL QUALIFICATIONS

Knowledge of:

- Principles, methods and tools employed in the general operation and maintenance of engines, pumps and related equipment.
- General maintenance work.
- Modern office equipment including computers and specialized software.

Ability to:

- Learn to operate, repair, and maintain Wastewater treatment plant equipment.
- Learn to perform general maintenance and servicing work in the City's Wastewater Treatment plant facilities.
- Use and maintain respiratory apparatus (safety mask), per annual physical examination.
- Keep logs, records and maintain reports.
- Understand and carry out verbal and written directions.
- Work irregular work shifts.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain cooperative working relationship with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience performing field maintenance duties, including at least one year at a level comparable to the class of Maintenance Worker I in the City of Tehachapi. Work experience within a wastewater collection or treatment system is highly desirable.

Training:

Equivalent to completion of twelfth grade.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of an Operator-in-Training certificate issued by the State of California is required upon successful completion of probationary period

Possession of a Grade I Wastewater Treatment Plan Operator certificate issued by the State of California must be obtained no later than eighteen months from the date of appointment. Failure to obtain the required certificate may result in release from probation or termination.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 25 pounds; occasional lifting up to 100 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery. Positions may require occasional overtime or weekend work and travel is rare. Positions may be required to perform standby on-call duties as scheduled.

Adopted

Revised

FLSA

overtime eligible

City of Tehachapi

WASTEWATER TREATMENT PLANT AND COLLECTIONS OPERATOR II

DEFINITION

To perform semi-skilled and skilled duties in the operation, maintenance and repair function of the City's wastewater collection and treatment systems.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from higher level supervisory and management staff.

May provide functional and/technical direction or leadership to less experienced staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Monitor the operation of wastewater treatment plant pumps, motors, and other equipment; read gauges, dials and other instruments that record data; maintain and update accurate logs of plant operations.

Service and otherwise maintain a variety of plant equipment including pumps, valves, motors, filters, meters, and related plant equipment; grease, lubricate, pack, and change belts on engines and pumps.

Make calculations to determine if plant is operating correctly and effectively; make necessary adjustments to maintain chemical balances and flow requirements; adjust treatment plant equipment to obtain maximum efficiency and treatment results.

Collect various water and sewage samples for laboratory tests; on occasion may perform some of the more routine laboratory analyses; interpret laboratory results and make adjustments as necessary.

Inspect wastewater treatment plant equipment and facilities to locate needed repairs to various plant equipment; may perform general plant maintenance work.

Check equipment such as generators, chemical feed systems, air circulators, screens, and grinders for proper operation.

Perform local and remote facilities maintenance, diagnostics, and repair of all assets using power tools, hand tools and various heavy equipment.

Conduct routine monitoring and maintenance of all storage and/or reclamation areas.

Configure and troubleshoot PLC and SCADA network related issues.

May act as Chief Plant Operator in his/her absence or in the event that the Chief Plant Operator is unable to performed assigned duties.

Change chemical tanks; clean plugged lines.

Keep logs and records on maintenance performed.

Load and unload equipment and materials; use forklift if necessary.

Remove sludge from drying beds; dispose of properly.

Use and maintain respiratory apparatus as required.

Dig trenches for laying conduit, pipe, air lines; assist in the plumbing and pipefitting.

Marginal Functions:

May paint plant equipment and building; hose down and clean various areas of the plant.

May participate in carpentry and cement work.

Perform related duties as assigned.

MINIMAL QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a wastewater treatment plant.
- Operational characteristics of equipment and materials used in a wastewater treatment plant including pumps, valves and motors.
- Principles and practices of wastewater treatment plant operations.
- Wastewater discharge requirements.
- Principles and practices of wastewater treatment processes.
- Safe handling techniques for materials and equipment used in wastewater treatment.
- Grit disposal methods.
- Principles, methods and tools employed in the general operation and maintenance of engines, pumps and related equipment.
- General maintenance work.
- Modern office equipment including computers and specialized software.

Ability to:

- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations.
- Take wastewater and sludge samples and perform routine laboratory tests.
- Operate, repair, and maintain wastewater treatment plant equipment.
- Perform general maintenance and servicing work in the City's wastewater treatment plant facilities.
- Use and maintain self-contained breathing apparatus (safety mask), per annual physical examination.
- Keep logs, records and maintain reports.
- Understand and carry out verbal and written directions.
- Work irregular work shifts.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain cooperative working relationship with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in wastewater treatment plant operations.

Training:

Equivalent to completion of twelfth grade.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Grade II Wastewater Treatment Plant Operator certificate issued by the State of California.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 25 pounds; occasional lifting up to 100 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery. Positions may require occasional overtime or weekend work and travel is rare. Positions may be required to perform standby on-call duties as scheduled.

Physical Conditions:

Adopted

Revised

FLSA overtime eligible

WATER SYSTEM OPERATOR I

DEFINITION

To perform semi-skilled duties in the construction, maintenance, and repair of the City's water production and distribution system and the resolution of customer service issues.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Assist to lay and fit pipelines; make water line taps; install water services, fire hydrants, blow offs, valves, meters, vaults, boxes, and exercise valves; locate and mark services and mains for Underground Service Alerts.

Flush water mains and services to maintain a safe, potable water system.

Respond to emergencies including flood, line breaks and overflows; repair and restore systems as required.

Respond to customer water problems including leaks, low water pressure, meter connects and disconnects, and unusual meter readings.

Collect water samples from wells, mains and services for lab testing.

Read and update water distribution maps and as-built plans and blueprints; analyze projected new routes.

Identify and locate service and main leaks; operate pipe locators and gas-sensing equipment; install and inspect backflow devices; raise and maintain water meters above ground.

Assist to excavate trenches and install shoring; back fill trenches with proper material to achieve correct compaction.

Operate construction equipment and power tools such as dump trucks, front-end loaders, backhoes, tampers, tap machines, pavement saws, cutting torches, welders, and other similar equipment and tools.

Operate hand-held and office computers to enter and retrieve data; prepare written and computerized records and reports; review reports for accuracy.

Install street barricades, cones, flags and standards prior to the performance of construction and repair activities; direct and control traffic around work sites.

Tactfully respond to requests and inquiries from customers of the water utility and from the general public.

Learn to identify equipment needs for each assigned project.

Utilize proper safety precautions related to all work performed.

Perform work in emergency situations as required.

Perform standby/on-call duties as assigned and required.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic methods, tools, and equipment used in construction, maintenance and repair work
- Basic arithmetic principles
- Safe work practices

Ability to:

- Perform skilled and semi-skilled maintenance, construction, and repair work in the area of work assigned
- Handle contaminated materials and equipment
- Identify equipment, tools and materials needed for each project
- Perform heavy manual labor, particularly as it pertains to the construction, maintenance and repair of water distribution systems
- Understand and follow oral and written instructions
- Work in confined areas
- Work in deep trenches and follow trenching and shoring safety standards
- Use and operate hand tools, mechanical equipment, power tools, and other equipment required for the work in a safe and efficient manner
- Read and interpret basic maps and blueprints
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative relationships with those contacted during the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience performing field maintenance duties, including at least one year at a level comparable to the class of Maintenance Worker I in the City of Tehachapi. Work experience within a municipal or private water utility is highly desirable.

Training:

Equivalent to completion of twelfth grade

License and Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

Possession of a Grade I Water Distribution Operator Certificate issued by the State of California, Department of Public Health is required within eighteen (18) months of appointment as a requirement of continued employment. Failure to obtain the required certificate may result in release from probation or termination.

Failure to obtain the required certificate may result in release from probation or termination.

Additional Requirements:

During the course of employment, may be required to attend and successfully complete training courses as needed to perform assigned duties, including First Aid and CPR.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 50 pounds; occasional lifting up to 100 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery Positions may require occasional overtime or weekend work and travel is rare. Positions may be required to perform standby on-call duties as scheduled, report to appropriate agencies and liaison with Police, Fire, and the Environmental Health Department.

Adopted

Revised

FLSA

overtime eligible

WATER SYSTEM OPERATOR II

DEFINITION

To perform skilled duties in the construction, maintenance, and repair of the City's water distribution system and the resolution of customer service issues.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from high level supervisory or management staff.

May provide functional/technical direction or leadership to less experience staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions

Lay and fit pipelines; make water line taps; install water services, fire hydrants, blow offs, valves, meters, vaults, boxes, and exercise valves; locate and mark services and mains for Underground Service Alerts.

Flush water mains and services to maintain a safe, potable water system.

Respond to emergencies including flood, line breaks and overflows; repair and restore systems as required.

Respond to customer water problems including leaks, low water pressure, meter connects and disconnects, and unusual meter readings.

Collect water samples from wells, mains and services for lab testing.

Read and update water distribution maps and as-built plans and blueprints; analyze projected new routes.

Identify and locate service and main leaks for heavy crews; operate pipe locators and gas-sensing equipment; install and inspect backflow devices; raise and maintain water meters above ground.

Excavate trenches and install shoring; back fill trenches with proper material to achieve correct compaction.

Operate construction equipment and power tools such as dump trucks, front-end loaders, backhoes, tampers, tap machines, pavement saws, cutting torches, welders, and other similar equipment and tools.

Operate hand-held and office computers to enter and retrieve data; prepare written and computerized records and reports; review reports for accuracy.

Install street barricades, cones, flags and standards prior to the performance of construction and repair activities; direct and control traffic around work sites.

Tactfully respond to requests and inquiries from customers of the water utility and from the general public.

Identify equipment needs for each assigned project.

Utilize proper safety precautions related to all work performed.

Perform work in emergency situations as required.

Perform standby/on-call duties as assigned and required.

Marginal Functions:

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, tools, and equipment used in water production and treatment construction, maintenance and repair work
- Basic arithmetic principles
- Safe work practices
- Methods and procedures used in monitoring water systems
- Practices for collection of water samples
- Potable water disinfection (chlorination) rules and regulations

Ability to:

- Perform skilled and semi-skilled maintenance, construction, and repair work in the area of work assigned
- Identify equipment, tools and materials needed for each project
- Perform heavy manual labor, particularly as it pertains to the construction, maintenance and repair of water distribution systems
- Understand and follow oral and written instructions
- Work in confined areas
- Work in deep trenches and follow trenching and shoring safety standards
- Use and operate hand tools, mechanical equipment, power tools, and other equipment required for the work in a safe and efficient manner
- Read and interpret basic maps and blueprints
- Fabricate tools and equipment if needed for projects
- Identify possible or potential sources of contamination and how to deal with it to ensure a safe water system
- Disassemble water meters, clean meter parts; reassemble meters; test and adjust meters; install and remove meters; check for proper operation of meters
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative relationships with those contacted during the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of increasingly responsible experience performing construction, maintenance and repair on water distribution facilities at a level comparable to the class of Water Systems Operator I in the City of Tehachapi.

Training:

Equivalent to completion of twelfth grade.

License and Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a Grade II Water Distribution Operator Certificate issued by California Department of Public Health.

Possession of a Grade I Water Treatment Operator Certificate issued by the California Department of Public Health

Possession of a Backflow Tester Certificate is desirable.

During the course of employment, may be required to attend and successfully complete training courses as needed to perform assigned duties, including First Aid and CPR.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: frequent performance of heavy manual labor; frequent standing for long period of time; frequent bending and squatting. **Lifting:** frequent lifting up to 50 pounds; occasional lifting up to 100 pounds. **Vision:** constant use of overall vision. **Dexterity:** frequent grasping, holding, and reaching. **Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions. **Emotional/ Psychological:** frequent coworker contact; occasional working alone. **Environmental:** frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

WORKING CONDITIONS

Work is performed in a typical outdoor environment on a year-round basis subject to typical street or field noise and environment including exposure to loud equipment and machinery. Positions may require occasional overtime or weekend work and travel is rare. Positions may be required to perform standby on-call duties as scheduled, report to appropriate agencies and liaison with Police, Fire, and the Environmental Health Department.

Adopted

Revised

FLSA overtime eligible

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEHACHAPI,
CALIFORNIA ESTABLISHING THE SALARY PLAN FOR EACH
POSITION CLASSIFICATION IN CITY SERVICE AND REPEALING
RESOLUTION NO. 84-14**

WHEREAS, The City Council of the City of Tehachapi may from time to time establish a plan of compensation for all Employees of the City of Tehachapi; and

WHEREAS, The City Council of the City of Tehachapi adopted Resolution No. 84-14 on December 15, 2014 establishing a salary plan; and

WHEREAS, the California Public Employee Retirement System (CalPERS) is requiring the City Council of the City of Tehachapi to repeal Resolution No. 84-14 its entirety by adopting a new resolution when changes are made to the previously adopted salary plan; and

WHEREAS, The City Manager has prepared and recommended an updated "Salary Plan" for City Employee Position Classifications; and

WHEREAS, The City Council of the City of Tehachapi desires to adopt an updated "Salary Plan" for all City Employee Position Classifications.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL FOR THE CITY, AS FOLLOWS:

Section 1 That the Salary Plan set forth in Exhibit "A", which is attached hereto and made a part hereof shall be the Salary Plan for the City of Tehachapi.

Section 2 That the effective date of said Salary Plan shall be July 11, 2015.

Section 3 That Resolution No. 84-14 is hereby repealed in its entirety.

Section 4 The Report and assessment as presented to the City Council and on file in the office of the City Clerk are hereby confirmed as filed.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Tehachapi at a regular meeting this 1st day of June, 2015.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Susan Wiggins, Mayor of
City of Tehachapi, California

ATTEST:

VICTORIA MARSH, City Clerk of the
City of Tehachapi, California

I hereby certify that the foregoing resolution was duly and regularly adopted by the City Council of the City of Tehachapi at a regular meeting thereof held on June 1, 2015.

VICTORIA MARSH, City Clerk of the
City of Tehachapi, California

CITY OF TEHACHAPI
SALARY PLAN FY 2015/2016

1.3% Cost of Living Increase

FULL TIME	MONTHLY																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Development Services Dir	7490	7678	7869	8066	8267	8474	8685	8902	9125	9353	9587	9827	10073	10326	10584	10848	11120	11397	11740
Planning Manager	6255	6411	6571	6735	6904	7076	7253	7434	7620	7810	8006	8206	8412	8623	8838	9059	9286	9518	9804
Senior Planner	5167	5297	5430	5565	5704	5847	5993	6143	6297	6454	6615	6780	6949	7123	7302	7484	7671	7863	8099
Planner	4402	4513	4625	4741	4859	4981	5106	5233	5364	5498	5635	5776	5921	6069	6221	6377	6536	6699	6900
Economic Dev Coordinator	3922	4021	4121	4224	4330	4438	4549	4663	4779	4899	5021	5147	5276	5407	5542	5681	5823	5969	6148
City Engineer	6881	7052	7228	7409	7594	7783	7978	8178	8382	8591	8806	9027	9253	9485	9722	9965	10215	10470	10784
Associate Engineer	5568	5708	5850	5997	6147	6301	6459	6620	6785	6955	7129	7307	7489	7677	7869	8066	8268	8475	8728
Assistant Engineer	4581	4695	4813	4933	5057	5184	5313	5446	5582	5721	5864	6011	6161	6315	6473	6635	6801	6971	7180
Engineering Assistant	3552	3641	3732	3825	3920	4019	4119	4222	4328	4436	4546	4660	4776	4896	5018	5144	5273	5404	5566
Chief Building Official	4402	4513	4625	4741	4859	4981	5106	5233	5364	5498	5635	5776	5921	6069	6221	6377	6536	6699	6900
Building Inspector	3552	3641	3732	3825	3920	4019	4119	4222	4328	4436	4546	4660	4776	4896	5018	5144	5273	5404	5566
Development Services Tech	3506	3594	3684	3776	3871	3968	4067	4168	4273	4379	4489	4601	4717	4834	4955	5078	5205	5334	5495
Finance Director	7490	7678	7869	8066	8267	8474	8685	8902	9125	9353	9587	9827	10073	10326	10584	10848	11120	11397	11740
Financial Services Manager	6255	6411	6571	6735	6904	7076	7253	7434	7620	7810	8006	8206	8412	8623	8838	9059	9286	9518	9804
Accountant II	4710	4828	4949	5072	5199	5328	5462	5599	5739	5882	6029	6180	6335	6493	6655	6822	6992	7167	7382
Accountant I	4117	4220	4326	4434	4544	4658	4774	4894	5016	5142	5271	5402	5537	5676	5818	5964	6112	6265	6454
HR Coordinator	3506	3594	3684	3776	3871	3968	4067	4168	4273	4379	4489	4601	4717	4834	4955	5078	5205	5334	5495
Accounting Technician	3059	3136	3214	3294	3376	3460	3547	3636	3727	3820	3915	4014	4114	4217	4322	4431	4541	4655	4795
Account Clerk	2555	2619	2684	2751	2820	2891	2963	3037	3113	3191	3271	3353	3437	3523	3611	3702	3794	3889	4005
Assistant City Manager	7490	7678	7869	8066	8267	8474	8685	8902	9125	9353	9587	9827	10073	10326	10584	10848	11120	11397	11740
Administrative Manager	5167	5297	5430	5565	5704	5847	5993	6143	6297	6454	6615	6780	6949	7123	7302	7484	7671	7863	8099
Senior Administrative Asst	3187	3267	3349	3433	3519	3607	3697	3790	3885	3982	4081	4184	4288	4395	4505	4617	4733	4851	4997
Administrative Asst II	2555	2619	2684	2751	2820	2891	2963	3037	3113	3191	3271	3353	3437	3523	3611	3702	3794	3889	4005
Administrative Asst I	2329	2387	2447	2508	2571	2636	2701	2769	2838	2909	2982	3057	3134	3212	3292	3375	3459	3546	3652
Public Works Director	7490	7678	7869	8066	8267	8474	8685	8902	9125	9353	9587	9827	10073	10326	10584	10848	11120	11397	11740
Public Works Manager	4843	4964	5088	5215	5345	5479	5616	5756	5900	6047	6199	6354	6513	6676	6843	7015	7189	7369	7589
Public Works Supervisor	4402	4513	4625	4741	4859	4981	5106	5233	5364	5498	5635	5776	5921	6069	6221	6377	6536	6699	6900
Lead Maintenance Worker	3787	3882	3978	4077	4180	4285	4392	4501	4614	4730	4849	4970	5094	5221	5352	5486	5623	5764	5937
Senior Maintenance Worker	3400	3485	3572	3661	3752	3846	3943	4041	4142	4245	4352	4460	4572	4686	4804	4924	5048	5174	5329
Maintenance Worker II	3143	3222	3303	3386	3472	3559	3648	3739	3832	3928	4027	4127	4230	4336	4444	4555	4669	4785	4929
Maintenance Worker I	2866	2938	3012	3087	3165	3244	3326	3409	3494	3582	3671	3763	3857	3953	4052	4153	4257	4363	4494
Utilities Manager	5167	5297	5430	5565	5704	5847	5993	6143	6297	6454	6615	6780	6949	7123	7302	7484	7671	7863	8099

CITY OF TEHACHAPI
SALARY PLAN FY 2015/2016

1.3% **Cost of Living Increase**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Utilities Supervisor	4581	4695	4813	4933	5057	5184	5313	5446	5582	5721	5864	6011	6161	6315	6473	6635	6801	6971	7180
Chief Wastewater Operator	3976	4076	4179	4284	4392	4502	4614	4730	4848	4969	5094	5221	5351	5485	5622	5763	5906	6054	6236
Senior Wastewater Operator	3787	3882	3978	4077	4180	4285	4392	4501	4614	4730	4849	4970	5094	5221	5352	5486	5623	5764	5937
Wastewater Operator II	3400	3485	3572	3661	3752	3846	3943	4041	4142	4245	4352	4460	4572	4686	4804	4924	5048	5174	5329
Wastewater Operator I	3293	3375	3459	3546	3635	3726	3819	3914	4012	4113	4216	4321	4430	4540	4654	4770	4890	5012	5162
Lead Water Systems Operator	3976	4076	4179	4284	4392	4502	4614	4730	4848	4969	5094	5221	5351	5485	5622	5763	5906	6054	6236
Senior Water Systems Operator	3787	3882	3978	4077	4180	4285	4392	4501	4614	4730	4849	4970	5094	5221	5352	5486	5623	5764	5937
Water Systems Operator II	3400	3485	3572	3661	3752	3846	3943	4041	4142	4245	4352	4460	4572	4686	4804	4924	5048	5174	5329
Water Systems Operator I	3293	3375	3459	3546	3635	3726	3819	3914	4012	4113	4216	4321	4430	4540	4654	4770	4890	5012	5162
Lead Landscape Maintenance	3400	3485	3572	3661	3752	3846	3943	4041	4142	4245	4352	4460	4572	4686	4804	4924	5048	5174	5329
Fleet Coordinator	3400	3485	3572	3661	3752	3846	3943	4041	4142	4245	4352	4460	4572	4686	4804	4924	5048	5174	5329
Police Chief	7490	7678	7869	8066	8267	8474	8685	8902	9125	9353	9587	9827	10073	10326	10584	10848	11120	11397	11740
Lieutenant	5167	5297	5430	5565	5704	5847	5993	6143	6297	6454	6615	6780	6949	7123	7302	7484	7671	7863	8099
Sergeant	4117	4220	4326	4434	4544	4658	4774	4894	5016	5142	5271	5402	5537	5676	5818	5964	6112	6265	6454
Senior Officer	3518	3606	3696	3789	3884	3981	4080	4183	4287	4394	4504	4616	4732	4850	4972	5096	5224	5355	5516
Officer	3301	3383	3469	3556	3645	3736	3829	3925	4024	4124	4227	4333	4441	4552	4666	4782	4902	5024	5175
Code Enforcement Officer	3143	3222	3303	3386	3472	3559	3648	3739	3832	3928	4027	4127	4230	4336	4444	4555	4669	4785	4929
Executive Asst to the Chief	3187	3267	3349	3433	3519	3607	3697	3790	3885	3982	4081	4184	4288	4395	4505	4617	4733	4851	4997
Police Clerk	2555	2619	2684	2751	2820	2891	2963	3037	3113	3191	3271	3353	3437	3523	3611	3702	3794	3889	4005
Airport Manager	5167	5297	5430	5565	5704	5847	5993	6143	6297	6454	6615	6780	6949	7123	7302	7484	7671	7863	8099
Airport Operations Coordinator	3400	3485	3572	3661	3752	3846	3943	4041	4142	4245	4352	4460	4572	4686	4804	4924	5048	5174	5329

PART-TIME (HOURLY)

PT Laborer	15.50	15.89	16.29	16.70	17.12	17.55	17.99	18.44	18.90	19.37
PT Office Assistant	14.76	15.13	15.51	15.90	16.30	16.71	17.13	17.56	18.00	18.45

ELECTED / CONTRACT

City Council (Elected)	\$300 per Month
City Clerk (Elected)	\$300 per Month
City Treasurer (Elected)	\$300 per Month

City Manager
City Attorney
Per Contract ~ \$14,313/month as of July 1, 2014
Per Contract ~ \$130/hour as of July 1, 2014

Date Adopted:
Date Effective: