

# REPORT

To the Honorable Mayor and City Council  
From the City Manager

6.2A.1

June 14, 2004

## Subject

Resolution adopting revised job specifications for the classifications of Public Works Maintenance Worker I/II, Public Works Maintenance Worker III, Lead Public Works Maintenance Worker, Tree Maintenance Worker I/II, Tree Maintenance Leader, Fire Prevention Officer and deletion of obsolete classifications of Lead Construction Specialist, Building Inspector I/II, Plan Checker I/II and Police Property Clerk.

## Recommendation

Adopt the resolution which approves revised job specifications for the positions of Public Works Maintenance Worker I/II, Public Works Maintenance Worker III, Lead Public Works Maintenance Worker, Tree Maintenance Worker I/II, Tree Maintenance Leader, Fire Prevention Officer and deletion of obsolete classification of Lead Construction Specialist, Building Inspector I/II, Plan Checker I/II and Police Property Clerk.

## Background

In an effort to maintain job specifications which reflect current duties and job requirements the Human Resources Department is proposing the amendment of job specifications for the positions of Public Works Maintenance Worker I/II, Public Works Maintenance Worker III, Lead Public Works Maintenance Worker, Tree Maintenance Worker I/II and Tree Maintenance Leader to reflect the current requirement of a Class "A" driver's license. The classification of Fire Prevention Officer will be updated in the area of "Supervision Received and Exercised" to correctly reflect the Administrative Chief/Fire Marshall as direct supervisor.

We are also seeking approval to delete the following classifications:

- 1) Police Property Clerk because the duties and functions in this classification are incorporated in current job specifications of Community Service Officer.
- 2) Building Inspector I/II and Plan Checker I/II, had erroneously been approved in January 2001, without the agreement of the designated bargaining group.
- 3) The classification of Lead Construction Specialist is obsolete.

The proposed job specifications and the proposed deletions have been reviewed by Service Employees International Union (SEIU) and an agreement has been reached.

## Alternative

The City could continue to use the outdated job specifications but would not be in compliance with the license requirements as specified in the Department of Transportation Random Drug and Alcohol Testing Administrative Policy.

6.2A.3

**Fiscal Impact**

No change in salary is being proposed; hence, there is no fiscal impact.



Maria Rivera-Peña  
Human Resources Director



Ed Everett  
City Manager

Attachment –Exhibit A - job specifications

0.2A-3

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING THE AMENDED JOB SPECIFICATIONS FOR THE CLASSIFICATIONS OF PUBLIC WORKS MAINTENANCE WORKER I/II, PUBLIC WORKS MAINTENANCE WORKER III, LEAD PUBLIC WORKS MAINTENANCE WORKER, TREE MAINTENANCE WORKER I/II, TREE MAINTENANCE LEADER, FIRE PREVENTION OFFICER AND THE DELETION OF OBSOLETE CLASSIFICATIONS OF LEAD CONSTRUCTION SPECIALIST, BUILDING INSPECTOR I/II, PLAN CHECKER I/II AND POLICE PROPERTY CLERK**

**WHEREAS**, job specifications for the positions of Public Works Maintenance Worker I/II, Public Works Maintenance Worker III, Lead Public Works Maintenance Worker, Tree Maintenance Worker I/II, Tree Maintenance Leader, Fire Prevention Officer have been amended by the Human Resources Department to allow for more flexibility within the classification and updating the job requirements; and

**WHEREAS**, Human Resources Department has determined that the classifications of Lead Construction Specialist, Building Inspector I/II, Plan Checker I/II and Police Property Clerk are now obsolete; and

**WHEREAS**, the proposed job specifications and eliminations have been reviewed and approved by the Service Employees International Union (SEIU); and

**WHEREAS**, the Council has reviewed said specifications and desires to evidence approval thereof.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REDWOOD CITY, AS FOLLOWS:**

# 6.2A-4

1. The job specifications for the positions of Public Works Maintenance Worker I/II, Public Works Maintenance Worker III, Lead Public Works Maintenance Worker, Tree Maintenance Worker I/II, Tree Maintenance Leader, Fire Prevention Officer, which are set forth in Exhibit "A," attached hereto and incorporated herein by reference, are hereby approved. Any and all prior job specifications for said position are superseded by the specifications approved herein.

2. The classifications of Lead Construction Specialist, Building Inspector I/II, Plan Checker I/II and Police Property Clerk are hereby eliminated.

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**CITY OF REDWOOD CITY  
PUBLIC WORKS MAINTENANCE WORKER I  
PUBLIC WORKS MAINTENANCE WORKER II**

**DEFINITION**

To perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of streets, sidewalks, sewers and storm drains; perform a variety of semi-skilled and skilled tasks in the installation, maintenance, repair of water system mains, pipes, and facilities; or to work on a traffic sign and paint crew.

**DISTINGUISHING CHARACTERISTICS**

**Public Works Maintenance Worker I:** This is the entry-level class in the Public Works Maintenance Worker class series. Positions in this class usually perform most of the duties required of the Maintenance Worker II but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits a structured and established pattern. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, positions assigned to the maintenance Worker I class may reasonably expect to progress to the II level with training, experience, and satisfactory job performance.

**Public Works Maintenance Worker II:** This is the journey level in the class series. Position in this class are flexibly staffed and are normally filled by advancement from the Public Works Maintenance Worker I class, or when filled from the outside, require prior experience in the construction and maintenance of streets, sewer, traffic, or water system facilities. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. All positions assigned to this class require the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate a full range of mechanical equipment related to a specific assignment.

**SUPERVISION RECEIVED AND EXERCISED**

**Public Works Maintenance Worker I**

Receives immediate supervision from higher-level staff progressing to general supervision with training and experience.

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**CITY OF REDWOOD CITY**

**PUBLIC WORKS MAINTENANCE WORKER I-II (Continued)**

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**Public Works Maintenance Worker II**

Receives immediate supervision from higher-level maintenance personnel. Technical or functional supervision may also be provided by higher level maintenance personnel.

Assignments may require that II level position provide technical supervision to Maintenance Worker I personnel.

**EXAMPLES OF DUTIES**

**Street and Sewer**

Perform street maintenance duties; operate construction and maintenance equipment such as trucks, tractors, and skip loaders for a variety of construction and maintenance operation involving streets, sidewalks and gutters, sewer lines, and drainage channels.

Spread asphalt in patching and repairing streets.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.

Inspect ditches, drainage areas and roadside shoulders for noxious weeds; remove weeds; identify weeds and apply appropriate herbicides.

Set up traffic safety devices and barricades as necessary.

Maintain storm drains, catch basins and storm drain pipes.

Perform emergency street, sewer, storm drain or other public service maintenance work as required.

Perform sewer maintenance duties; operate maintenance equipment and tools such as power tools, sewer rodder, hydraulic jet cleaner, vac-all, front loader, compressor, power wench, boom truck, main and auxiliary pumps, and related equipment and tools.

Perform routine preventive maintenance on equipment as assigned.

Install and repair underground pipes; remove blockages from sewer and storm lines.

Utilize proper safety precautions related to all work performed.

Read and interpret maps of underground sewer and drainage systems.

Perform related duties as assigned.

### **Water Service**

Independently, or as a member of a crew, perform semi-skilled work in the installation, repair, and maintenance of the City's water system.

Operate backhoe in digging trenches for pipe; operate trencher in digging narrow trenches; operate loader in loading trucks; operate crane in lowering pipe into trench; operate dump truck; set up tapping machines and tap into main lines.

Set up auger machine to make opening under highway and sidewalks.

Measure and cut pipe.

Install mains, copper tubing, hydrants, valves, meters and meter boxes.

When in charge of leak truck, locate main and other lines with T-scope; locate leak by sinking gad holes, excavate and repair leak.

When assigned to valve truck, operate and repair valves as needed.

Read and grade stakes for water service, meter height, and fire hydrants.

Set and read grade for trenching machine.

Perform related duties as assigned.

### **Traffic Sign and Paint**

Paint or stencil such traffic directional markings as crosswalks, safety loading zones, bus stops, parking and center lines and railroad and school crossings.

Paint and stripe barricades and guard rails, brush and spray painting.

Operate striping machine as needed.

Cut and prepare stencils.

Maintain, clean, and repair painting equipment and stencils.

Set up proper pattern of cones and signs to control traffic for safety purposes.

6.2A8

**CITY OF REDWOOD CITY**

**PUBLIC WORKS MAINTENANCE WORKER I-II (Continued)**

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Make inspections to find street signs that need repairing or replacing.

Lay out, fabricate and install regulatory, guide, warning, and construction signs; straighten and reset street name signs and parking meter poles.

Submit reports of work done.

Paint light poles.

Install and repair stop signs, parking signs, speed signs, railroad signs, and police watch signs, fabricate signs.

Install and maintain parking meter poles and electronic parking meter maintenance.

Perform related duties as assigned.

**QUALIFICATIONS**

**Public Works Maintenance Worker I**

**Knowledge of:**

Uses and purposes of general construction tools and equipment.

Safe work practices.

**Ability to:**

Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.

Understand and carry out oral and written directions.

Learn skilled tasks in street and sewer, water service, and traffic sign/paint work.

**Physical Characteristics:**

Must be able to perform heavy manual labor, work outside in varying climatic conditions, lift heavy objects, and be in sufficiently good health to perform job duties.

**Experience and Education:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

**License and Certification:**

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

**Public Works Maintenance Worker II**

In addition to the qualifications for Maintenance Worker I, the II level class requires proficiency in one or more areas: street and sewer, water services, or traffic paint / sign, requiring most of the following:

**Knowledge of:**

Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sewers, sidewalks, storm drains, water facilities, and traffic signs/markings.

Procedures and techniques of concrete and asphalt work.

Hazards associated with the work and proper safety precautions.

Traffic laws, ordinances, and rules involved in truck and heavy equipment operations.

Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.

Standards relating to installation, location and required maintenance of traffic signs and pavement markings.

Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work.

Application of pesticides and herbicides.

Equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of water mains, lines, and related facilities.

Pipefitting and cement work.

6.2 A-10

CITY OF REDWOOD CITY

**PUBLIC WORKS MAINTENANCE WORKER I-II (Continued)**

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Preparation and operation of spray-painting equipment; methods of fabricating and installing street signs.

Operation of light and moderately heavy construction equipment.

Procedures and techniques of maintenance of electronic parking meters and inventory of parking meters.

**Ability to:**

Perform skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicles and equipment in a safe and effective manner.

Work effectively in the absence of close supervision.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Read and interpret basic maps and blueprints.

Assist in the training and supervision of others and in the safe operation of equipment.

Do asphalt and concrete work; do pipe and masonry work; work with paints and prepare surfaces for painting.

Work safely and adhere to principles of safety when working near traffic or in other environments.

Establish cooperative working relationships with others.

**Experience and Education:**

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

**Experience:**

One or two years similar to that of a Public Works Maintenance Worker I in the City of Redwood City.

**CITY OF REDWOOD CITY  
PUBLIC WORKS MAINTENANCE WORKER I-II (Continued)**

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62A-11

**Education:**

Equivalent to completion of the twelfth grade.

**License or Certificate:**

Possession of a valid Class A California Driver's License.

**Effective Date:** May, 2004

**Bargaining Group:** Service Employees' International Union - Local 715

6.2A-12

**CITY OF REDWOOD CITY  
PUBLIC WORKS MAINTENANCE WORKER III**

**DEFINITION**

To operate a full range of heavy equipment in construction and maintenance of streets, sewers, or water service; perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of streets, sidewalks, sewers, and storm drains; perform a variety of semi-skilled and skilled tasks in the installation, maintenance, and repair of water system mains, pipes, and facilities; or to work on a traffic sign and paint crew.

**DISTINGUISHING CHARACTERISTICS**

This is an advanced journey level class in the Public Works Maintenance Worker class series. Positions in this class are characterized by one or more of the following: skillfully operate heavy equipment a predominant portion of the time; regularly lead two or more other Maintenance Workers on a small crew, serving in a lead capacity; regularly perform specialized and complex maintenance work in multiple public works areas.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level maintenance personnel. Technical or functional supervision may also be provided by higher level maintenance personnel.

Assignments may require that III level positions provide technical supervision to lower level personnel.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Operate heavy construction equipment such as backhoe, roller, bulldozer, scraper, grader, gradall, motorized sweepers, and front-end loaders for a variety of construction and maintenance operations involving streets, sidewalks, street trees, curbs, gutters, water and sewer lines.

May direct the work of employees operating equipment on a training basis.

Identify equipment needs for each assigned project.

Perform minor repairs on equipment and report the need for major repairs.

**CITY OF REDWOOD CITY  
PUBLIC WORKS MAINTENANCE WORKER III (Continued)**

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6.2A-13

Operate a motor sweeper and sweep streets and gutters; select effective and efficient method to cover assigned route; adjust gutter and pickup brooms to effectively sweep streets and gutters; dump hopper when full.

Perform general servicing, including cleaning of motor sweeper; check for broom and chain wear; replace brooms; report mechanical or other equipment problems.

**Street and Sewer**

Perform street maintenance duties; operate construction and maintenance equipment such as trucks, tractors, and skip loaders for a variety of construction and maintenance operations involving streets, sidewalks and gutters, sewer lines, and drainage channels.

Spread asphalt in patching and repairing streets.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.

Inspect ditches, drainage areas and roadside shoulders for noxious weeds; remove weeds; identify weeds and apply appropriate herbicides.

Set up traffic safety devices and barricades as necessary.

Maintain storm drains, catch basins and storm drain pipes.

Perform emergency street, sewer, storm drain or other public service maintenance work as required.

Perform sewer maintenance duties; operate maintenance equipment and tools such as power tools, sewer rodder, hydraulic jet cleaner, vac-all, front loader, compressor, power wench, boom truck, main and auxiliary pumps, and related equipment and tools.

Perform routine preventive maintenance on equipment as assigned.

Install and repair underground pipes; remove blockages from sewer and storm drain lines.

Utilize proper safety precautions related to all work performed.

Read and interpret maps of underground sewer and drainage systems.

Perform related duties as assigned.

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**CITY OF REDWOOD CITY**

**PUBLIC WORKS MAINTENANCE WORKER III (Continued)**

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**Water Service**

Independently, or as a member of a crew, perform semi-skilled work in the installation, repair, and maintenance of the City water system.

Operate backhoe in digging trenches for pipe; operate trencher in digging narrow trenches; operate loader in loading truck; operate crane in lowering pipe into trench; operate dump truck; set up tapping machines and tap into main lines.

Set up and operate auger machine to make opening under highway and sidewalks.

Measure and cut pipe.

Install mains, copper tubing, hydrants, valves, meters and meter boxes.

When in charge of leak truck, locate main and other lines with T-scope; locate leak by sinking gad holes; excavate and repair leak.

When assigned to valve truck, operate and repair valves as needed.

Read grade stakes for water service, meter height, and fire hydrants.

Set and read grade for trenching machine.

Perform related duties as assigned.

**Traffic Sign and Paint**

Paint or stencil such traffic directional markings as crosswalks, safety loading zones, bus stops, parking and center lines and railroad and school crossings.

Paint and stripe barricades and guard rails.

Perform brush and spray painting.

Operate striping machine as needed.

Cut and prepare stencils.

Maintain, clean, and repair painting equipment and stencils.

Set up proper pattern of cones and signs to control traffic for safety purposes.

Make inspections to find street signs that need repairing or replacing.

**CITY OF REDWOOD CITY  
PUBLIC WORKS MAINTENANCE WORKER III (Continued)**

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6.2A-15

Lay out, fabricate, and install regulatory, guide, warning, and construction signs; straighten and reset street signs and parking meter poles; submit reports of work done.

Paint light poles.

Install and repair stop signs, parking signs, speed signs, street signs, railroad signs, and police watch signs; fabricate signs.

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Operating characteristics of heavy construction equipment, including backhoe, bulldozers, loaders, cranes, and grades.

Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sewers, sidewalks, storm drains, water service facilities, and traffic signs/markings.

Procedures and techniques of concrete and asphalt work.

Hazards associated with the work and proper safety precautions.

Traffic laws, ordinances, and rules involved in truck and heavy equipment operations.

Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.

Standards relating to installation, location and required maintenance of traffic signs and pavement markings.

City policies and procedures pertaining to street sweeping.

Operation, care, adjustments, and fault diagnosis of motorized street sweeper and auxiliary equipment.

Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work.

Application of pesticides and herbicides.

6.2 A-16

**CITY OF REDWOOD CITY**

**PUBLIC WORKS MAINTENANCE WORKER III (Continued)**

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Equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of water mains, lines, and related facilities.

Pipefitting and cement work.

**Ability to:**

Skillfully operate and service a variety of types of heavy equipment.

Oversee the work of others.

Perform skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicles and equipment in a safe and effective manner.

Work effectively in the absence of close supervision.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Read and interpret basic maps and blueprints.

Assist in the training and supervision of others and in the safe operation of equipment.

Do asphalt and concrete work; do pipe and masonry work; work with paints and prepare surfaces for painting.

Work safely and adhere to principles of safety when working near traffic or in other environments.

Establish cooperative working relationships with others.

**Physical Characteristics:**

Must be able to perform heavy manual labor, work outside in varying climatic conditions, lift heavy objects, and be in sufficiently good health to perform job duties.

**Experience and Training Guidelines:**

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

**CITY OF REDWOOD CITY  
PUBLIC WORKS MAINTENANCE WORKER III (Continued)**

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6.2A-17

**Experience:**

One to two years similar to that of a Public Works Maintenance Worker II in the City of Redwood City.

**Education:**

Equivalent to completion of the twelfth grade.

**License or Certificate:**

Possession of a valid Class A California Driver's License.

**Effective Date:** May, 2004

**Bargaining Group:** Service Employees' International Union - Local 715

62A-18

**CITY OF REDWOOD CITY  
LEAD PUBLIC WORKS MAINTENANCE WORKER**

**DEFINITION**

To serve as a lead worker regularly leading a small crew of Maintenance Workers; operate a variety of heavy equipment in construction and maintenance; assist the Supervisor in scheduling and reviewing work; perform a variety of skilled tasks in the construction, maintenance, and repair of streets, sidewalks, sewers, and storm drains; perform a variety of skilled tasks in the installation, maintenance, and repair of water system mains, pipes, and facilities; or to lead a traffic sign and paint crew.

**DISTINGUISHING CHARACTERISTICS**

This is the lead level in the Public Works Maintenance Worker class series. Lead positions assist the supervisor in scheduling, assigning and reviewing work and regularly lead a field crew of at least two persons. Lead level positions are able to perform skilled tasks in any of the assigned areas: street and sewer, water service, or traffic sign and paint.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Public Works Supervisor.

Exercises functional and technical supervision of subordinates as assigned.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

Lead a field crew in street and sewer, water service, or traffic sign and paint work.

Review job requirements, provide for equipment and supplies, assign job tasks and oversee work on an assigned field job.

Provide technical guidance to less experienced workers.

**ADDITIONAL EXAMPLES OF DUTIES**

**Street and Sewer**

Perform street maintenance duties; operate construction and maintenance equipment such as trucks, tractors and skip loaders for a variety of construction and maintenance operations involving streets, sidewalks and gutters, sewer lines and drainage channels.

Spread asphalt in patching and repairing streets.

**CITY OF REDWOOD CITY**  
**LEAD PUBLIC WORKS MAINTENANCE WORKER (Continued)**

6.2A-19

Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.

Inspect ditches, drainage areas and roadside shoulders for noxious weeds; remove weeds; identify weeds and apply appropriate herbicides.

Set up traffic safety devices and barricades as necessary.

Maintain storm drains, catch basins and storm drain pipes.

Perform emergency street, sewer, storm drain or other public service maintenance work as required.

Perform sewer maintenance duties; operate maintenance equipment and tools such as power tools, sewer rodder, hydraulic jet cleaner, vac-all, front loader compressor, power wench, boom truck, main and auxiliary pumps, and related equipment and tools.

Perform routine preventive maintenance on equipment as assigned.

Install and repair underground pipes; remove blockages from sewer and storm drain lines.

Utilize proper safety precautions related to all work performed.

Read and interpret maps of underground sewer and drainage systems.

Perform related duties as assigned.

**Water Service**

Independently, or as a member of a crew, perform semi-skilled work in the installation, repair and maintenance of the City water system.

Operate backhoe in digging trenches for pipe; operate trencher in digging narrow trenches; operate loader in loading truck; operate crane in lowering pipe into trench; operate dump truck; set up tapping machines and tap into main lines.

Set up and operate auger machine to make opening under highway and sidewalks.

Measure and cut pipe.

Install mains, copper tubing, hydrants, valves, meters and meter boxes.

When in charge of leak truck, locate main and other lines with T-scope; locate leak by sinking gas holes; excavate and repair leak.

When assigned to valve truck, operate and repair valves as needed.

6.2A-20

**CITY OF REDWOOD CITY**

**LEAD PUBLIC WORKS MAINTENANCE WORKER (Continued)**

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Read grade stakes for water service, meter height and fire hydrants.

Set and read grade for trenching machine.

Perform related duties as assigned.

**Traffic Sign and Paint**

Paint or stencil such traffic directional markings as crosswalks, safety loading zones, bus stops, parking and center lines, and railroad and school crossings.

Paint and stripe barricades and guard rails, brush and spray painting.

Operate striping machine as needed.

Cut and prepare stencils.

Maintain, clean and repair painting equipment and stencils.

Set up proper pattern of cones and signs to control traffic for safety purposes.

Make inspections to find street signs that need repairing or replacing.

Lay out, fabricate and install regulatory, guide, warning and construction signs; straighten and reset street signs and parking meter poles.

Submit report of work done.

Paint light poles.

Install and repair stop signs, parking signs, speed signs, street signs, railroad signs and police watch signs; fabricate signs.

Perform related duties as assigned.

**Work Furlough Leader**

Coordinate and work with unskilled labor from San Mateo County Work Furlough Program.

Participate in Weed Abatement Program field activities in public rights-of-way.

Assist in debris clean-up and pick-up City-wide.

Provide logistical support to various social service centers as required.

Support beautification efforts of various public facilities as needed.

Assist culvert and ditch clean-up program activities prior to winter season on a routine basis.

Write staff reports documenting accomplishments of work furlough program on a routine basis.

**QUALIFICATIONS**

**Knowledge of:**

Techniques for scheduling, assigning and reviewing work.

Estimating job requirements.

Record keeping and preparation of work activity reports.

Operating characteristics of heavy construction equipment including backhoes, bulldozers, loaders, cranes and graders.

Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sewers, sidewalks, storm drains, water service facilities and traffic signs/markings.

Procedures and techniques of concrete and asphalt work.

Hazards associated with the work and proper safety precautions.

Traffic laws, ordinances and rules involved in truck and heavy equipment operations.

Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic and hydraulic equipment.

Standards relating to installation, location and required maintenance of traffic signs and pavement markings.

Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints and a variety of other materials used in maintenance work.

Application of pesticides and herbicides.

Equipment, methods, and materials used in the installation, repair, maintenance and cleaning of water mains, lines and related facilities.

Pipefitting and cement work.

6.2A-22

CITY OF REDWOOD CITY

**LEAD PUBLIC WORKS MAINTENANCE WORKER (Continued)**

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**Ability to:**

Direct the work of crew of Public Works Maintenance Workers.

Estimate job requirements.

Keep records and prepare reports.

Skillfully operate and service a variety of types of heavy equipment.

Perform skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicles and equipment in a safe and effective manner.

Work effectively in the absence of close supervision.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Read and interpret basic maps and blueprints.

Assist in the training and supervision of others and in a safe operation of equipment.

Do asphalt and concrete work; do pipe and masonry work; work with paints and prepare surfaces for painting.

Work safely and adhere to principles of safety when working near traffic or in other environments.

Establish cooperative working relationships with others.

**Physical Characteristics:**

Must be able to lift heavy objects, work in varying climatic conditions, do heavy manual labor, and be in sufficiently good health to perform job tasks.

**Experience and Education:**

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

**Experience:**

One to two years similar to that of a Public Works Maintenance Worker II in the City of Redwood City.

**CITY OF REDWOOD CITY  
LEAD PUBLIC WORKS MAINTENANCE WORKER (Continued)**

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6.2A-23

**Education:**

Equivalent to completion of the twelfth grade.

**License or Certificate:**

Possession of a valid Class A California Driver's License.

**Effective Date:** May, 2004

**Bargaining Group:** Service Employees' International Union - Local 715

6.2A-24

**CITY OF REDWOOD CITY  
TREE MAINTENANCE WORKER I  
TREE MAINTENANCE WORKER II**

**DEFINITION**

To perform a variety of semi-skilled work involving the trimming, removal, installation and general maintenance of trees. To operate a variety of park equipment such as brush chipper, chain saw, and tractor for the Park Division and the forestry section.

**DISTINGUISHING CHARACTERISTICS**

**Tree Maintenance Worker I:** This is the entry level class in the Tree Maintenance Worker class series. Positions in this class usually perform most of the duties required of Tree Maintenance Worker II but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits a structured and established pattern. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, positions assigned to the Tree Maintenance Worker I class may reasonably expect to progress to the II level with training, experience, satisfactory job performance, and receipt of the ISA certificate.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Park Supervisor. Lead supervision may also be provided by the Tree Maintenance Leader.

May exercise indirect supervision over part-time equipment operators.

May exercise technical or functional supervision over less experienced personnel.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Perform preventive maintenance on equipment such as changing blades on the brush chipper.

Prune trees and shrubbery to provide clearance of streets, sidewalks, signs, and lights and as necessary to insure continued health of the plant.

Climb trees or operate aerial lift truck.

Remove fallen trees, dead limbs and other debris resulting from storm damage and general condition.

Remove and grind stumps.

**CITY OF REDWOOD CITY  
TREE MAINTENANCE WORKER I-II (Continued)**

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Clean and maintain climbing and trimming equipment.

Plant, stake and spray trees.

Operate chipper and drive trucks.

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Materials, equipment, and methods used in the trimming and removal of trees.

Tree planting and maintenance methods.

Safe work practices.

**Ability to:**

Operate a variety of park maintenance equipment.

Use hand and power tools skillfully and safely.

Check and recognize defects in trimming equipment.

Climb with rope and saddle to perform an aerial rescue and prune small scale trees.

Understand and carry out both oral and written directions.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

**Physical Characteristics:**

Must be able to perform heavy manual labor, work outside in varying climatic conditions and climb trees.

**Experience and Education:**

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

6.2 A 26

**CITY OF REDWOOD CITY**  
**TREE MAINTENANCE WORKER I-II (Continued)**

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**Experience:**

One year of work experience involving tree maintenance work including some tree trimming and some climbing experience.

**Education:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in tree care work.

**License or Certificate:**

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

**ADDITIONAL QUALIFICATIONS**

In addition to the qualifications for Tree Maintenance Worker I, the II level class requires proficiency in the following:

**Knowledge of:**

Tree diseases and pests and proper methods for their eradication.

**Ability to:**

Perform unskilled and semi-skilled tree maintenance work.

Work safely and effectively in trees of all sizes.

Check and recognize defects in tree climbing and trimming equipment.

Assist in the supervision and training of less experienced personnel.

**Experience and Education:**

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

**Experience:**

Three years of work experience involving tree maintenance work and high climbing comparable to that of Tree Maintenance Worker I in the City of Redwood City.

**CITY OF REDWOOD CITY  
TREE MAINTENANCE WORKER I-II (Continued)**

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6.2A-27

**License or Certificate:**

Possession of a valid Class A California Driver's License.

Possession of an ISA tree workers certificate.

**Effective Date:** May, 2004

**Bargaining Group:** Service Employees' International Union - Local 715

6.2A-28

## **CITY OF REDWOOD CITY TREE MAINTENANCE LEADER**

### **DEFINITION**

To perform a variety of skilled work involving the trimming, removal, installation, and general maintenance of trees; operate equipment; and to identify tree species, insects, and diseases.

### **DISTINGUISHING CHARACTERISTICS**

Positions assigned to this class perform the full range of duties normally expected of tree maintenance workers. In addition, a Tree Maintenance Leader is expected to perform the most difficult tree trimming, installation, and removal work, perform lead supervision for a small tree trimming work crew, and assist in the training of less experienced tree maintenance personnel.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Park Supervisor.

Exercises direct and indirect supervision over semi-skilled and skilled tree maintenance personnel.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Inspect trees, identify tree species and disease.

Use ropes, hand saws, and power saws to climb and top trees.

Rig ropes in trees and determine placement of ropes for easiest and safest removal of limbs.

Determine limbs to be removed.

Assign tree maintenance tasks to City and contracted crews.

Check location of power lines, personnel, equipment, pedestrians, and traffic before cutting limbs.

Check ropes for wear and breakage.

Clean and maintain climbing and trimming equipment.

Plant and spray trees.

Operate chipper and drive trucks.

**CITY OF REDWOOD CITY  
TREE MAINTENANCE LEADER (Continued)**

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62A-29

Inspect tree trimming, installation, removal, and other work to be done; determine scope of work required, estimate time and material requirements.

Maintain work records; prepare reports.

Investigate complaints and respond to citizen inquires.

Assist in the training and supervision of less experienced personnel.

Requisition supplies, materials, and equipment.

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Tree diseases and the proper methods for their eradication.

Chemicals and sprays commonly used for tree and shrub care and their proper application.

Tools, methods, and techniques for accomplishing difficult tree trimming, removal, and installation work.

Safe work practices and hazards associated with the work.

Principles of supervision and training.

**Ability to:**

Detect tree diseases and hazardous conditions and effectively control and/or resolve the problem.

Perform the most complex and hazardous tree climbing, trimming, and general maintenance work in a safe and effective way.

Maintain routine records.

Operate a variety of park maintenance equipment.

Supervise and train less experienced personnel.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Maintain effective public relations.

6.2A-30

**CITY OF REDWOOD CITY  
TREE MAINTENANCE LEADER (Continued)**

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**Physical Characteristics:**

Must be able to perform heavy manual labor, work outside in varying climatic conditions, and climb trees.

**Experience and Training Guidelines:**

*Any combination of experience and education 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 experience performing journey level tree maintenance work.

**Education:**

Equivalent to completion of the twelfth grade supplemented by specialized training in tree maintenance and arboriculture.

**License or Certificate:**

Possession of a valid Class A California Driver's License.

Desirable to possess an Arborist Certification.

**Effective Date:** May 2004

**Bargaining Group:** Service Employees' International Union - Local 715

**CITY OF REDWOOD CITY  
FIRE PREVENTION OFFICER**

**DEFINITION**

To perform technical inspection and investigative work in enforcing compliance with laws, ordinances, and regulations pertaining to the prevention and control of fires.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the ~~Fire Prevention Supervisor~~ Administrative Chief/Fire Marshall.

Exercises technical supervision over fire department personnel.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Interpret and enforce provisions of fire prevention and fire safety laws, ordinances and other regulations.

Perform periodic and follow-up inspections of new and existing buildings, structures and installations requiring fire clearances.

Investigate complaints pertaining to violation of fire prevention laws and give correction orders as necessary, including weed abatement.

Investigate causes of fire and collect, prepare and present evidence in court when required.

Provide information to the public concerning fire prevention practices and procedures.

Develop and conduct training programs and group presentations relative to fire prevention and fire investigation.

Prepare records and reports.

Perform related duties as assigned.

6.2A.32

**CITY OF REDWOOD CITY  
FIRE PREVENTION OFFICER (Continued)**

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**QUALIFICATIONS**

**Knowledge of:**

Principles, practices, and techniques of fire prevention.

Federal, State and Local fire prevention codes and ordinances.

Principles and techniques of building inspection work.

City Fire Department policies and procedures.

Practices, procedures, and equipment used in fire investigations, including the ability to recognize and collect evidence.

Procedures and techniques and equipment such as fire extinguishers, sprinkler systems, and alarm systems.

**Ability to:**

Apply technical knowledge and follow proper inspection techniques and detect deviations from plans, regulations and standard safety practices.

Interpret and enforce federal, state and local fire prevention codes and ordinances.

Identify fire hazards and recommend corrective actions.

Identify types and determine causes of fires.

Recognize, identify and preserve evidence.

Effectively interview witnesses and suspects.

Maintain records and prepare reports.

Establish and maintain effective work relationship with those contacted during the performance of required duties.

**Physical Characteristics:**

Must be in sufficiently good health to perform job duties and heavy manual labor.

**CITY OF REDWOOD CITY  
FIRE PREVENTION OFFICER (Continued)**

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6.2A.33

**Experience and Education:**

*Any combination of experience and education 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 comparable to that of a Fire Prevention Officer for the City of Redwood City.

**Education:**

Equivalent to completion of the twelfth grade, supplemented by college level fire science or prevention classes.

**License or Certificates:**

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

**Effective Date:** May 2004

**Bargaining Group:** Service Employees' International Union - Local 715

6.2A-34

**~~CITY OF REDWOOD CITY  
LEAD CONSTRUCTION SPECIALIST~~**

**DEFINITION**

~~To serve as a lead worker and to assume significant responsibility for general maintenance of City of Redwood City parks, facilities and swimming pools, including mechanical maintenance of pumps and motors and maintenance of water quality; and to perform a variety of maintenance tasks involving carpentry, plumbing, electrical; welding, metal fabrication, renovation and repair; irrigation repair, construction and repair skills.~~

**DISTINGUISHING CHARACTERISTICS**

~~Lead Construction Specialist is a lead worker who assists in scheduling, assigning and reviewing the work of subordinate personnel. The Lead worker performs the most complex and skilled maintenance work and provides technical guidance to other personnel in a variety of skill areas.~~

**SUPERVISION RECEIVED AND EXERCISED**

~~Receives general supervision from a Park or Recreation Supervisor.~~

~~May assist in direct supervision of Landscape Gardeners and seasonal employees.~~

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

~~Perform daily periodic checks of pool water quality; add chemicals as necessary.~~

~~Perform daily periodic checks of pool equipment, including pumps, motors, chlorinators, boilers, pipes, and valves; perform preventive maintenance and order parts and supplies as needed.~~

~~Repair pumps, motors, boilers, chlorinators, pipes, and valves; coordinate major repairs of equipment.~~

~~Backwash filters, pull and replace pumps, replace valves and gauges, repipe pumps and unplug pipes.~~

~~Install, inspect, repair, remove, and maintain wooden and metal playground and park maintenance equipment, including swings, slides, platforms, rollerslides, spring riders, climbing apparatus, barbecues, benches and bleachers, etc., and order parts and supplies as necessary.~~

~~Install and maintain all types of fencing.~~

**CITY OF REDWOOD CITY**  
**LEAD CONTRUCTION SPECIALIST (Continued)**

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Repair and maintain drinking fountains; install, repair and replace plumbing fixtures and order parts as needed.

Mix concrete, prepare forms, pour foundations, walkways, sidewalks, handicapped ramps, steps, floors and driveways.

Paint surfaces as required.

Install and maintain drainage systems.

Maintain, operate, fabricate, renovate and modify equipment and vehicles (such as dump truck backhoe, water truck, trailers, crane trucks, etc.) as necessary in the performance of duties.

— **Knowledge of:**

Proper water balance in pools; chemicals used to maintain water quality.

Principles and procedures of mechanical maintenance and plumbing; function and components of pool equipment such as chlorinators.

Procedures for the required maintenance of pools.

Tools, equipment and procedures used in the construction, repair and maintenance of grounds, and buildings.

Carpentry, welding, plumbing, electrical, masonry, and concrete work and mechanical equipment.

Safe work practices.

— **Ability to:**

Operate a variety of equipment used in building and park construction, maintenance, repair, and general grounds maintenance.

Maintain, operate and modify as necessary heavy equipment needed to perform tasks.

Read and interpret blue prints.

Review or inspect blueprints and equipment and implement appropriate changes to minimize liability and comply with appropriate regulations.

Trace broken underground wiring with sophisticated electronic equipment.

6.2A-36

**CITY OF REDWOOD CITY**  
**LEAD CONSTRUCTION SPECIALIST (Continued)**

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~~Perform a variety of mechanical and plumbing maintenance procedures.~~

~~Maintain water quality in pools.~~

~~Identify and correct safety hazards in a pool area.~~

~~Understand and carry out both oral and written directions in an independent manner.~~

~~Oversee and monitor the work of others.~~

~~Establish and maintain effective work relationships with those contacted in the performance of required duties.~~

~~Work independently and without supervision.~~

**Physical Characteristics:**

~~Must be able to perform heavy manual labor, assume bodily positions required in pool maintenance work, work outside in varying climatic conditions, and possess acceptable manual dexterity.~~

~~**Experience and Education:**~~

~~*Any combination of experience and education 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 experience in the maintenance of pools and pool equipment and two years of park maintenance experience involving a broad range of construction and mechanical skills, activities and equipment.~~

~~**Education:**~~

~~Equivalent to the completion of twelfth grade, and supplemented by specialized technical training in park maintenance and pool maintenance.~~

~~**License or Certificate:**~~

~~Possession of, or ability to obtain, an appropriate, valid California Driver's License and a satisfactory driving record is desirable. A Class "A" License must be obtained within 3 (three) months of appointment to the position.~~

**Effective Date:** June, 1991

**Bargaining Group:** Service Employees' International Union Local 715

CITY OF REDWOOD CITY  
BUILDING INSPECTOR

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**CITY OF REDWOOD CITY  
BUILDING INSPECTOR I, II**

**DEFINITION**

~~To inspect routine and complex structures and building systems at various stages of construction, alteration and repair; to assist in the review of building plans and specifications; and to investigate and secure compliance with zoning standards.~~

**DISTINGUISHING CHARACTERISTICS**

**Building Inspector I:**

~~This is the entry level class in the Building Inspector series. This class is distinguished from the Building Inspector II series by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited directly related work experience.~~

**Building Inspector II:**

~~This is the full journey level class within the Building Inspector series. This class is distinguished from the Building Inspector I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level or by recruitment of experienced Building Inspectors.~~

**SUPERVISION RECEIVED AND EXERCISED**

**Building Inspector I:**

~~Employees work under general supervision while learning job tasks. Receives general supervision from Senior Building Inspector. May receive indirect supervision from other department staff.~~

**Building Inspector II:**

~~Receives direction from Senior Building Inspector. May receive indirect supervision from other department staff. May exercise technical supervision over less experienced staff.~~

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- ~~1. Make field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, State and Federal agencies.~~
- ~~2. Perform complex inspection duties in several trade specialties such as plumbing, electrical and mechanical, structural and finish trade areas.~~
- ~~3. Issue permits for work to be performed; ensure that all necessary permits are obtained.~~
- ~~4. Inspect foundation, concrete, steel, wood framing, plastering, plumbing, heating, and electrical installations, and a large variety of other complex and routine building system elements.~~
- ~~5. Assist in the checking of building plans.~~
- ~~6. Check stud, joist, rafter spacing and other structural member factors.~~
- ~~7. Examine grade, quality, and treatment of lumber, concrete, lath, wire, and composition.~~
- ~~8. Assure proper and safe installation of routine and complex building systems.~~
- ~~9. Coordinate inspection activities with other City departments.~~
- ~~10. Conduct field review of plans and specifications.~~
- ~~11. Assist in the conduct of zoning, general land use, and code enforcement inspection work as assigned.~~
- ~~12. Ascertain conformance to Building, Plumbing, Mechanical, and Electrical Codes, and pertinent provisions of State and County health and environmental ordinances.~~
- ~~13. Confer with architects, contractors, builders and the general public in the field and office.~~
- ~~14. Explain and interpret requirements and restrictions.~~
- ~~15. Respond to and investigate citizen complaints.~~
- ~~16. Keep records and prepare reports.~~

**OTHER JOB RELATED DUTIES**

- ~~1. Perform related duties and responsibilities as assigned.~~

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

~~— **Knowledge of:**~~

~~**Building Inspector I:**~~

- ~~— Approved and modern methods, materials, tools and safety used in building construction.~~
- ~~— Basic building code requirements.~~
- ~~— Building construction standards.~~

~~**Building Inspector II:**~~

- ~~— In addition to Building Inspector I knowledge:~~
- ~~— Building and related codes and ordinances enforceable by the City.~~

~~— **Ability to:**~~

~~**Building Inspector I:**~~

- ~~— Increase knowledge of building and related codes and ordinances enforceable by the City.~~
- ~~— Learn to read, understand and interpret construction blueprints, plans and specifications.~~
- ~~— Learn to inspect and analyze standard building construction and identify code violations.~~
- ~~— Prepare accurate and precise reports and records.~~
- ~~— Perform assigned duties on construction sites.~~
- ~~— Communicate clearly and concisely, both orally and in writing.~~

6.2A-40

EXHIBIT A

CITY OF REDWOOD CITY  
BUILDING INSPECTOR

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- ~~— Use safe work practices.~~
- ~~— Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.~~
- ~~— Work effectively within a team setting and contribute toward the team's overall success.~~

**Building Inspector II:**

- ~~— In addition to Building Inspector I abilities:~~
- ~~— Read, understand and interpret construction blueprints, plans and specifications.  
Inspect and analyze standard building construction and identify code violations.~~

**Skill to:**

- ~~— Operate a motor vehicle safely.~~
- ~~— Effectively organize schedules, files, projects, inspections, and technical data.~~
- ~~— Proficiently operate personal computer and building permit computer systems.~~

**Experience and Training Guidelines:**

- ~~— Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:~~

**Experience:**

**Inspector I**

~~Three years of experience in the building construction field as a journey level plumber, electrician, carpenter or related craftsman.~~

**Inspector II**

~~Three years of inspection and enforcement experience for residential and nonresidential buildings including the evaluation of structural, plumbing, electrical, & mechanical installations.~~

CITY OF REDWOOD CITY  
BUILDING INSPECTOR

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Training:

Inspector I, II

~~Equivalent to completion of the twelfth grade supplemented by the completion of a certified apprenticeship program in a major trade or an associate degree in building inspection technology.~~

License or Certificate:

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

Inspector I

~~Obtain certification as an ICBO Building Inspector within two years of employment. Associate Degree in Building Inspection Technology is highly desirable.~~

Inspector II

~~A valid ICBO Combination Inspector (Building, Electrical, Plumbing, Mechanical) Certificate. An Associate Degree in Building Inspection Technology may be substituted for either the Plumbing or Mechanical Certification.~~

Special Requirements:

~~Essential duties require the following physical abilities and work environment:~~

~~Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 lbs.; exposure to outdoors, dust, electrical hazards, and mechanical hazards; ability to travel to different sites.~~

Effective Date:

6.2 A-42

EXHIBIT A

CITY OF REDWOOD CITY  
BUILDING INSPECTOR

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ADA  
DOCUMENTATION OF ESSENTIAL DUTIES

- ~~1. SDE~~
- ~~2. SDE~~
- ~~3. SDE~~
- ~~4. SDE~~
- ~~5. MAE~~
- ~~6. SDE~~
- ~~7. SDE~~
- ~~8. SDE~~
- ~~9. OAE~~
- ~~10. MAE~~
- ~~11. OAE~~
- ~~12. SDE~~
- ~~13. SDE~~
- ~~14. SDE~~
- ~~15. OAE~~
- ~~16. SDE~~

~~Effective Date:~~

Deleted: May 2004

EXHIBIT A

CITY OF REDWOOD CITY  
PLAN CHECKER

7.3-C13  
6.2A-43

~~CITY OF REDWOOD CITY  
PLAN CHECKER I, II~~

~~DEFINITION~~

~~To assist in the review of building plans and specifications for compliance with City, State, and model code requirements; to provide advice and interpretations to clients; and to process building permit applications.~~

~~SUPERVISION RECEIVED AND EXERCISED~~

~~General supervision is provided by the Plan Check Engineer.~~

~~Exercises no supervision.~~

~~EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES~~

- ~~1. Review construction plans for compliance with building, plumbing, mechanical, electrical, disabled access, and energy codes, and other City and State requirements.~~
- ~~2. Coordinate the plan review with the other City personnel, outside agencies, and professional consultants.~~
- ~~3. Calculate fees and issue permits for work to be performed.~~
- ~~4. Provide technical information regarding codes and compliance methods to clients, other City staff, and the general public.~~
- ~~5. Prepare and maintain a variety of statistics, reports, memos, and correspondence on plan review and permit matters.~~

~~OTHER JOB RELATED DUTIES~~

- ~~1. Make field inspections to assure compliance with applicable codes and regulations.~~
- ~~2. Perform related duties and responsibilities as assigned.~~

7.3-C14 0.2A44

EXHIBIT A

~~CITY OF REDWOOD CITY  
PLAN CHECKER~~

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~~JOB RELATED AND ESSENTIAL QUALIFICATIONS~~

~~Knowledge of:~~

- ~~— Principles of building, plumbing, mechanical, electrical, disabled access, and energy design, and plan review.~~
- ~~— Building construction methods and materials.~~
- ~~— City, State, and model code requirements and regulations.~~

~~Ability to:~~

- ~~— Analyze and accurately check building construction plans, energy calculations, and specifications.~~
- ~~— Communicate clearly and concisely, both orally and in writing.~~
- ~~— Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.~~
- ~~— Work effectively within a team setting and contribute toward the team's overall success.~~

~~Skill to:~~

- ~~— Operate a motor vehicle safely.~~
- ~~— Effectively organize schedules, files, projects, and technical data.~~
- ~~— Proficiently operate personal computer and building permit computer systems.~~
- ~~— Operate modern office equipment.~~

~~Experience and Training Guidelines:~~

~~Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:~~

EXHIBIT A

7.3-C15  
6.2A.45

~~CITY OF REDWOOD CITY  
PLAN CHECKER~~

~~**Experience:**~~

~~Three years of increasingly responsible experience in the design, review, or inspection of buildings.~~

~~**Training:**~~

~~Equivalent to a Bachelors degree from an accredited college or university with major course work in structural, mechanical, or civil engineering, architecture, or a closely related field.~~

~~**License or Certificate:**~~

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

~~**Plan Checker I**~~

~~Obtain certification as a plans examiner by I.C.B.O. within two years of employment.~~

~~**Plan Checker II**~~

~~Possession of a certificate of registration as an architect or engineer in the State of California.~~

~~**Special Requirements:**~~

~~*Essential duties require the following physical abilities and work environment:*~~

~~Ability to work in a standard office environment.~~

~~**Effective Date:**~~

7.3-C16 6.2A46

EXHIBIT A

~~CITY OF REDWOOD CITY~~  
~~PLAN CHECKER~~

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EXHIBIT A

CITY OF REDWOOD CITY  
PLAN CHECKER

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~~— ADA —~~  
~~DOCUMENTATION OF ESSENTIAL DUTIES~~

- ~~1. SDE~~
- ~~2. SDE~~
- ~~3. SDE~~
- ~~4. SDE~~
- ~~5. SDE~~

~~DOCUMENTATION SCALES AND CODES FOR ESSENTIAL DUTIES~~

~~TIME SPENT:~~

- ~~S Significant 10% of day, week, or month~~
- ~~M Moderate 5-9%~~
- ~~O Occasional Less than 5%~~

~~FREQUENCY:~~

- ~~D Daily~~
- ~~W Weekly~~
- ~~M Monthly~~
- ~~A As Needed~~

~~SUPERVISOR/MANAGER REVIEW:~~

- ~~E Major focus of job/position~~
- ~~NE Minor (can easily be assigned to another position)~~

Effective Date:

6.2A-48

**CITY OF REDWOOD CITY  
POLICE PROPERTY CLERK**

**DEFINITION**

~~To perform administrative and technical duties associated with the maintenance and control of police property, evidence, and supplies; to protect the integrity of evidence throughout the judicial process; to perform evidence-related procedures.~~

**SUPERVISION RECEIVED AND EXERCISED**

~~Receives general supervision from the Police Records Supervisor.~~

**EXAMPLES OF DUTIES** ~~Duties may include, but are not limited to, the following:~~

~~Book, process, store, and maintain police property and evidence; enter evidence and property data into computer.~~

~~Transport evidence for criminalistic examination and court presentation.~~

~~Release property and evidence to proper owners.~~

~~Provide and return crime reports from basement.~~

~~Keep inventory of Department office supplies; replenish supplies when necessary; maintain supply of spare tires for patrol cars.~~

~~Work with superiors to develop, maintain, and modify inventory and security procedures of police property, evidence, and supplies.~~

~~Inventory and auction bicycles.~~

~~Periodically dispose of weapons and narcotics; prepare associated reports.~~

~~Inventory unclaimed property to be auctioned.~~

~~Schedule to have fire extinguishers recharged and photo equipment repaired.~~

~~Prepare, package, and mail arrest tapes to Sacramento.~~

~~Communicate with courts on case status and evidence needed; perform other court liaison functions.~~

~~Perform related duties as assigned.~~

**QUALIFICATIONS**

**Knowledge of:**

~~Legal guidelines pertaining to the maintenance and control of evidence.~~

~~General knowledge of police science and the California Penal and Health and Safety Codes.~~

~~Records management techniques; inventory control techniques.~~

**Ability to:**

~~Effectively account for police property and evidence; organize and maintain control systems.~~

~~Work independently in disposing of property according to defined guidelines.~~

~~Communicate effectively, both orally and in writing.~~

~~Establish and maintain effective work relationships with those contacted in the performance of required duties.~~

**Physical Characteristics:**

~~Must be in sufficiently good health to perform job duties and heavy manual labor.~~

**Experience and Training Guidelines:**

~~Any combination of experience and education 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 in a clerical or para-professional position related to law enforcement or criminal justice.~~

**Education:**

~~Completion of high school or its equivalent supplemented by college level courses in criminology or related subjects.~~

6.2A-50

**CITY OF REDWOOD CITY  
POLICE PROPERTY CLERK (Continued)**

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**License or Certificate:**

~~Possession of, or ability to obtain, an appropriate, valid California Driver's License.~~

**Special Requirements:**

~~Bilingual ability may be required.~~

~~Effective Date: February, 1985~~

~~Bargaining Group: Service Employees' International Union - Local 715~~

~~Deleted: May 2004~~