



TOWN OF YOUNTVILLE JOB DESCRIPTION

Accounting Assistant

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

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POSITION SUMMARY

Under general supervision, performs a variety of routine to difficult accounting and financial work including accounts receivable, accounts payable, utility billing and general administrative support functions.

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DISTINGUISHING CHARACTERISTICS

This is an entry level clerical accounting classification. It is distinguished from the next higher level class of Accounting Technician I/II in that the latter performs paraprofessional accounting duties requiring greater training and experience and requiring less supervision.

DUTIES AND RESPONSIBILITIES

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

- Responsible for maintaining utility accounts; from initiating a new account, receipting payments, billing periodic usage, applying late penalties to closing the account.
- Produce routine and accurate billings to utility customers; issue late and shut-off notices as needed to customers; contact customers to discuss unpaid bills, negotiate payment plans, and perform collections on delinquent accounts.
- Coordinate with Public Works for meter readings and related activities, verify accuracy of meter readings, identify discrepancies and make corrections.
- Prepare, maintain and reconcile various financial, accounting, billing statistical and numerical records.
- Respond to customer inquiries by telephone, e-mail and in person, requests for information, complaints regarding water service and billing rates; troubleshoot and resolve routine customer problems, and assist customers with on-line bill pay.
- Proof data and makes corrections, enters financial data into computer systems; responds to inquiries regarding financial transactions, researches and resolves discrepancies, initiates adjustments as appropriate.
- Create and understand detailed computer generated reports and build query reports to extract specific information.
- Perform other related duties and responsibilities as requested by [Administrative Services](#) Finance Director.
- May prepare daily deposit.
- May generate or assist with generating invoices for accounts receivable.
- May process or assist with processing invoices for accounts payable.
- Performs a variety of clerical support duties such as maintaining files, preparing written correspondence, sorting and distributing mail, ordering supplies, processing building permits and work orders, assisting and informing the public and processing payments for various other Town collections as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic bookkeeping and computerized financial record keeping principles and procedures.
- Word processing and spreadsheet software.
- Accurate mathematical skills.
- Proper English usage and correct spelling, grammar and punctuation.
- General office practices and procedures.

Ability to:

- Make accurate and rapid mathematical calculations and maintain accurate records and files.
- Understand and carry out oral and written instruction.
- Communicate effectively with the public.
- Maintain effective working relationships with those contacted in the course of work.
- Operate a variety of office equipment including a multi-line telephone system copier, scanning device, fax machine and computer.
- Use initiative and sound independent judgment within established procedural guidelines.
- Type accurately at a minimum rate of 40 net wpm.
- Input data accurately into spreadsheets and various computer programs.
- Organize and prioritize a high volume of work in order to meet recurring deadlines.
- Learn and utilize new technology and software.

MINIMUM QUALIFICATIONS

Education and Experience:

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

High School graduate diploma or equivalent and two (2) years of experience equivalent to that of an account clerk or bookkeeper, including use of computerized systems. Previous experience working for a public agency is desired.

AA/AS degree in business or accounting is desired.

SUPERVISION GIVEN AND RECEIVED

Works under the supervision of the Finance-Administrative Services Director and may receive project supervision from the Accounting Technician I/II. The incumbent does not exercise supervisory control over other employees.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, web-site maintenance, PowerPoint presentation software, database, and project scheduling; motor vehicle; phone; cell phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

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The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is usually quiet to moderate, but can be noisy due to existing office configuration. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: /s/ Steve Rogers Resolution No. 3157-14
Town Manager

Effective Date: 03-04-14

Revised: _____ Resolution No. _____
Town Manager

Effective Date: _____

Exhibit B



TOWN OF YOUNTVILLE JOB DESCRIPTION

ACCOUNTING TECHNICIAN I/II

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

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GENERAL PURPOSE POSITION SUMMARY

Under direct supervision of the Finance-Administrative Services Director, this individual will perform a wide variety of difficult and detailed accounting work, financial reporting, bookkeeping, cash management, accounts payable, accounts receivable including utility billing and other customer accounts such as Planning, Engineering, and Town Facility rental accounts, tracking fixed assets, processing of Town's business licenses, and assisting in normal day-to-day accounting and finance functions as required.

DISTINGUISHING CHARACTERISTICS

This is the technical level in the accounting series and is characterized by the responsibility to perform para-professional accounting/bookkeeping and statistical record-keeping duties. This includes the performance of complex and difficult accounting work requiring the use of independent judgment and the application of technical or related skills.

Accounting Technician II is the more advanced classification of this job series, and is distinguished by a more comprehensive, broader range of duties, ability to work more independently on technical assignments, and providing direction to other employees in areas of expertise.

Because of the diversity of the position in providing a wide variety of accounting/clerical support to all Town departments, the incumbent must possess a high degree of tact, initiative, and flexibility.

DUTIES AND RESPONSIBILITIES

- Oversight responsibilities regarding daily cashiering duties including collecting cash, processing payments, and balancing the daily deposit.
- Responsible for all aspects of utility billings and collections, coordinate with water department staff to complete water readings and other related projects. Prepare statistical usage, and historical reports. Primary public contact for utility customer inquiries and issues.
- Responsible for accounts payable including processing invoices, generating payments, performing account reconciliations, and producing vendor 1099s. Report any necessary data to the IRS.
- Responsible for accounts receivable including creating and monitoring accounts, invoicing and collections. Works with other departments to maintain customer accounts for facility rentals, annual billings, and other related billings as needed.
- Assist customers and other Town staff by providing fiscal information and reports, explaining procedures and answering questions, and offering accounting support.

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- Assist in monitoring current year budget for departments and projects, track and prepare an analysis of consultant and contractor progress billings.
- Process approved requisitions to produce purchase orders and encumber budgeted and available funds.
- Provide assistance during annual audit, and other special audits.
- Assist in design and implementation of changes in accounting system and procedures. Key point person for training Town staff to effectively utilize financial software for basic accounting functions.
- Assist with preparation and production of annual Budget and Comprehensive Annual Financial Report (CAFR) including development of documents.
- Accounting for and reconciling fixed assets and depreciation.
- ~~Responsible for~~ Assist with processing applications, renewals and payments for business licenses.
- Assist in the development and documentation of policies and procedures of the ~~Finance Administrative Services~~ Department.
- Assist in monitoring, tracking, and reporting Transient Occupancy Tax revenue and statistics.
- May exercise oversight responsibilities in training others in work procedures, or directing the work of others on a project basis.
- Backup for customer service including responding to front counter customers, phone calls and email inquiries as necessary. ~~Assist with building permit processing.~~
- Prepare and posts journal entries to the general ledger. Perform various routine monthly accounting duties and other special tasks as assigned by the ~~Finance Administrative Services~~ Director.
- Track and prepare an analysis of all consultants and contractor progress billings to assist departments in budget management.
- Reconcile bank statements on a monthly basis.
- Monitor cash flow needs for the Town and initiate monetary transfers as needed.
- ~~Process~~ Assist in processing payroll and completion of annual reconciliation of payroll information, production of Forms W-2 and W-3.
- Provide backup for basic Human Resources functions such as setup of direct deposits, employee wages, deductions, taxes and benefits.

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- Preparation and payments of all required monthly, quarterly and annual State and Federal tax reports; ensures accuracy and completeness.

MINIMUM QUALIFICATIONS

Education and Experience:

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

Accounting Technician I

Requires combination of A.A./A.S. degree in business or accounting is desired and minimum two years increasingly responsible accounting experience is required.

Accounting Technician II

Requires combination of A.A./A.S. degree in business or accounting is desired and A minimum four years increasingly responsible accounting experience is required, preferably two years in a municipal government setting.

Note:NOTE: Consistent with the Town's flexible staffing concept, incumbents assigned to the Accounting Technician I classification may reasonably expect to progress to the II level with additional training, experience, and a minimum of one year of continued demonstration of adequate job performance at the I level.

Knowledge, Skills, and Abilities:

Knowledge of: basic principles and practices of municipal finance, fund accounting and budgeting, payroll, standard accounting, bookkeeping and financial reporting processes and procedures; automated financial software and equipment related to the maintenance and processing of financial records and accounting transactions including Microsoft Excel and Word; business math and basic statistical techniques.

Ability to: Prepare detailed and accurate financial and statistical reports; maintain and reconcile financial transaction records, ledger and journal entries; understand relationships among accounting documents. Work efficiently to detect record keeping errors and recommend or perform corrective action in a timely manner; design and implement new accounting and finance procedures; operation of a variety of office machines related to accounting and financial record maintenance including computers and calculators. Organize, prioritize and follow up on work assignments to meet deadlines; perform detailed calculations with speed and accuracy; work with minimal supervision; communicate effectively, both orally and in writing; establish and maintain effective work relationships with members of the public and the Town staff.

WORK ENVIRONMENT

Position requires sitting, standing, walking on level surfaces, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily activities. The position also requires grasping, repetitive hand motion and fine coordination in writing and typing correspondence and reports and in data and ledger entering using the computer for extended periods of time. The need for accurate near vision is used in filing and completing forms and reports. Additionally, the incumbent relies on acute hearing in providing customer services at the counter and by phone. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant

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interruptions and, at times, impatient and irate customers.

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SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

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Town Manager

Effective Date: _____

Revised: _____ Resolution No. _____
Town Manager

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Exhibit C



TOWN OF YOUNTVILLE
JOB DESCRIPTION

Administrative Assistant I/II

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

POSITION SUMMARY

Under general supervision, performs a variety of routine to difficult administrative office support work which may include receptionist duties, permit coordination, word processing, recordkeeping and filing; cash receipting/cash management and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Administrative Assistant I is the entry level class of this general office support series. Initially, under close supervision, incumbents learn office and Town procedures. As experience is gained there is a greater independence of action within established guidelines. This class is alternately staffed with Administrative Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Administrative Assistant II is the journey-level class of the Administrative Assistant series, fully competent to independently perform a variety of administrative office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in on-routine circumstances. Specific duties, including the amount use of personal computers will vary with the organizational unit to which assigned.

Typical Tasks: DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to the following:

- Serves as an initial customer service representative; acts as receptionist, receiving visitors and the public in reception or general office areas; responds to inquiries with factual information regarding Town services and directs visitors to appropriate areas for scheduled appointments or meetings.
- Screens phone calls, takes messages and provides factual information regarding Town activities and services which may require the use of tact and judgment.
- Uses a personal computer to compile a wide variety of reports forms and specialized documents related to the particular area of assignment.
- Produces a variety of letters, forms, permits promotional and public relations information using a word processor and or other computer software applications.
- Proofreads and checks documents and other materials for accuracy, completeness and compliance with Town policies and correct English usage including grammar, punctuation and spelling.
- Enters and retrieves data and prepares reports from a personal computer system following

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established formats; prepares a variety of reports which may involve arithmetic calculations; produces and reviews computer-produced reports for accuracy and makes corrections as required utilizing the Town's integrated financial software system.

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- Provides assistance maintaining the Town's website. Processes forms, such as purchase requisitions work orders, permits and other tasks specific to the area assigned; may compile, review for accuracy and forward payroll documentation; establish and maintains designated files. May be assigned to handle cash receipting duties, posting and compiling transaction reports in an accurate manner.
- Operates standard office equipment; performs such office support activities as opening and distributing mail, processes outgoing mail and orders and maintain an inventory of office supplies.
- Provides back up relief for other support staff.

QUALIFICATION GUIDELINES: MINIMUM QUALIFICATIONS

MINIMUM REQUIREMENTS: Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: A typical way of gaining the knowledge and skills required for this classification is:

ADMINISTRATIVE ASSISTANT I: Administrative Assistant I

Equivalent to one year of general office clerical experience.

Administrative Assistant II

ADMINISTRATIVE ASSISTANT II:

In addition to the above, one additional year of general office experience equivalent to the Town's Administrative Assistant I class.

NOTE: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge, Skills and Abilities:

Knowledge of: Office practices and procedures, including filing and the operation of standard office equipment; correct English usage, including spelling, grammar and punctuation; business letter writing and the standard format for typed materials; basic business data processing principles and the use of word processing or personal computing equipment; basic business arithmetic.

Skills in: Performing detailed administrative support work accurately; organizing and maintaining accurate office files; composing routine correspondence from brief instructions; making accurate arithmetic calculations; using initiative and sound independent judgment within established guidelines; operating standard office equipment, including a word processor and centralized telephone equipment; prioritizing work and coordinating several activities; understanding and carrying out oral and written instructions; establishing and maintaining effective working relationships with those contacted in the course of the work; typing accurately at a rate of 40 net words per minutes from printed copy.

Special Requirements: Specified positions may require possession of a valid California Driver's License.

Approval: _____
Town Manager

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TOWN OF YOUNTVILLE
JOB DESCRIPTION

**Assistant Planner
Associate Planner**

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

General Purpose

To perform professional level work in the field of current or advanced planning; to conduct special projects and research as assigned; and to prepare reports and recommendations relative to assigned areas of responsibility.

Distinguishing Characteristics

Assistant Planner - This is the entry level class in the Planning series. This class is distinguished from the Associate Planner by the performance of the more routine professional tasks and duties assigned to positions within this series.

Employees at this level are not expected to perform with the same level of independence of direction and judgment on matters related to established procedures and guidelines as are tasks assigned to the Associate level. As this is an entry level or training class, employees may only have limited or no directly related work experience. Employees work under immediate supervision while learning tasks. This is a Fair Labor Standards Act (FLSA) exempt position.

Associate Planner - This is the full journey level class within the Planning series. This class is distinguished from the Assistant Planner by the assignment of the full range of professional duties in the planning field. 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 functional work area. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant Planner level. When filled from the outside, the applicant should possess three (3) years of previous professional experience. Attainment of A.I.C.P. designation is desirable. This is a Fair Labor Standards Act (FLSA) exempt position.

Supervision Received

Assistant Planner - Receives general supervision from Planning and Building Director. May receive specific project or task assignment direction from other Town staff such as Town Manager or Town Attorney.

Associate Planner - Receives general direction from the Planning and Building Director. May receive specific project or task assignment direction from other Town staff such as Town Manager or Town Attorney.

Supervision Exercised

Assistant Planner - generally none. May provide specific project or task direction to other planning

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staff.

Associate Planner - May provide technical supervision to clerical support staff. May provide specific project or task direction to other planning staff.

Essential Duties and Responsibilities - (Illustrative only)

Perform professional level work in the field of current or advanced planning, zoning, design review..

Gather and maintain demographic data and other related statistics.

Research, analyze, and interpret social, population and land use data and trends.

Compile information and make recommendations on special studies; prepare technical and complex reports; perform technical research and give reliable advice on planning and related issues.

Make presentations to the Town Council, Zoning Design Review Board (ZDRB), development community, citizen and community groups, outside agencies and other town boards, commissions or staff.

Review development proposals and other requests made to the department for conformance with appropriate regulations; prepare reports of recommendations.

Check commercial, and residential development plans for issuance of zoning conformity; process permit applications; visit development sites as appropriate.

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

Reviews business license applications for compliance with zoning, sign and related regulations.

Assists in designs for parks, streetscapes, landscapes and other municipal projects.

Perform code enforcement duties; perform inspections and related field work. Prepare staff reports and graphic displays.

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Research and draft various ZDRB documents and Town Council resolutions and ordinances.

Maintains regular contact with planning consultants, Town, County, State and Federal agencies, professional and technical groups and the general public regarding planning and activities and services.

Assists in maintaining the data base of information for planning and zoning purposes.

Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.

Assists town staff in the enforcement of local ordinances and in interpreting town codes and master plans.

Prepares and administers grant applications.

Performs other related duties as assigned.

Peripheral Duties

Monitors inter-governmental actions affecting planning and economic development activities.

Assists in the training of other town personnel in planning related activities.

May serve on and/or provide technical and support staff assistance to various Town commissions and task forces.

May serve on various employee related committees.

Minimum Qualifications:

Education and Experience:

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

Assistant Planner:

No previous professional planning experience. Intern or other volunteer related work experience is highly desirable.

For Associate Planner:

Three (3) to five (5) years of previous professional planning or related work experience. Attainment of A.I.C.P. designation highly desirable. A Master's degree in a planning or related field may substitute for two (2) years of previous work experience.

For both Assistant and Associate Planner:

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

Necessary Knowledge, Skills and Abilities:

Knowledge of: Principles and practices of urban planning; research and investigation procedures and techniques; zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; planning programs and processes; personal computers and GIS

applications; drafting and graphic presentations; statistical and research methods as applied to the collection, analysis and presentation of planning and data and information.

Skill in: the area of drafting and designing; the operation of the listed tools and equipment.

Ability to: Demonstrate tact and diplomacy with public; prepare reports and graphic presentations; prepare accurate maps, plans, charts and tables; learn applicable environmental, and other appropriate laws and regulations; analyze and compile technical and statistical information and prepare appropriate reports; use word processing, data base, and other related software applications; establish and maintain effective working relationships with those contacted in course of work; communicate in English clearly and concisely, both orally and in writing.

Special Requirements

~~Possession of, or ability to obtain and maintain a valid California driver's license.~~

Tools and Equipment Used

Personal computer, including word processing, spread sheet and data base applications; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

▲ The employee must occasionally lift and/or move up to 10 pounds.

▲ Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

▲ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, but can be moderately noisy at times, and is generally moderate in the field.

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Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Town Manager

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TOWN OF YOUNTVILLE JOB DESCRIPTION

CODE COMPLIANCE OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

The Code Compliance Officer performs a variety of professional, technical, and administrative work in the development, coordination, and execution of a Code Compliance Program for the Town of Yountville including investigating, processing, and resolving violations of ordinance, rules, and regulations administered by the Town of Yountville such as zoning, nuisance, and municipal code violations. Responsibilities include responding and investigating complaints, educating residents on the relative codes and policies, proactive property inspection, encouraging good neighbor practices to achieve sustainable compliance through cooperation and support, and utilizing legal enforcement when necessary. Assists businesses and residents with enforcement of laws, regulations and code designated to abate nuisances, protect zoning, support public safety, preserve property maintenance, sanitation, and health on both private and public property.

DISTINGUISHING CHARACTERISTICS

- Enforces all applicable codes relating to health, safety, welfare, and community preservation; resolves complex and sensitive code violation issues, using tact and diplomacy to encourage voluntary compliance.
- Receives complaints of code violations from the public, Town staff, and others. Performs on-site inspection of property and construction (private and public), investigates, and conducts research to determine compliance with codes and locate unlicensed activities.
- Coordinate Special Event, Amplified Sound and Film permit applications.
- Tracks case information and prepares inspection reports.
- Evaluates information pertaining to applicable codes and ordinances and recommends appropriate course of action.
- Contacts responsible parties and prepares compliance letters; issues notices and citations; initiates other corrective action as necessary; performs follow-up to ensure compliance and cost recovery as directed.
- Maintains and updates computerized record of all inspection activity in a shared location; maintains case files and calendar system to track case activity; maintains time accounting records for purposes of cost recovery.
- Prepares periodic activity reports for the Town Manager's office or specific Department and Town Council.
- Responds to inquiries from the public, Town staff, and others, interpreting and explaining Town codes, ordinances, policies, and procedures pertaining to code compliance.
- Prepares case information for legal proceedings with appropriate functional Director, Town Manager and Town Attorney; may act as Town representative and present evidence.
- Develops educational material and public awareness campaigns for the Code Compliance Program.

- Represents the Town of Yountville responding to the public and others in a prompt, professional and courteous manner while continuously maintaining a positive customer service demeanor.
- Establishes and maintains positive working relations with coworkers, other agency partners including the Napa County Sheriff's Department and the public.
- Enforces municipal code regulations concerning the use of the public right-of-way including the parking of recreational vehicles on Town property and/or in the right-of-way.
- Support the Public Works department in a variety of functions.
- The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

QUALIFICATIONS

Mandatory Requirements:

High school diploma or equivalent; and at least two years of experience in code enforcement, community development, law enforcement, criminal justice administration, or related field; or any equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities to perform the essential job duties. A two or four-year college degree may take the place of one year of experience.

Knowledge/Skills/Abilities

Knowledge

- Knowledge of Town government and the impact of enforcement actions.
- Knowledge of applicable laws, code, and zoning ordinances.
- Knowledge of general office procedures, including spelling, grammar, punctuation, and math.
- Knowledge of operation of standard office equipment, including data entry equipment; telephone etiquette; and word processing software.

Skills

- Organized and able to maintain good record keeping.
- Ability to write effective emails, letters, and memorandums.
- Skill in investigation and observation.
- Skill in communicating with others, conflict resolution, and dispute mediation.
- Skill in accurately checking data.
- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.
- Skill in interpreting the governing documents such as the Municipal Code.
- Able to prioritize job duties and balance multiple needs and inquiries in a busy work environment.

Abilities

- Ability to communicate effectively with the public, members of the outside agencies, and employees.
- Ability to follow through on multiple compliance cases in a deadline-intensive environment. Ability to work with public in resolving problems.
- Ability to safely operate motorized vehicles.
- Ability to remain calm and professional with potentially angry people.

Work independently; understand and execute complex oral and written instructions and apply guidelines to

varied situations; meet and deal with the public in a pleasant, courteous manner and, at times, in intense situations; independently investigate and respond to problems, interpret and explain local codes and ordinances; prioritize and successfully complete multiple work assignments simultaneously; initiate, plan, organize and carry through projects; work quickly and accurately with numeric calculations.

Special Requirements/Licenses:

~~Possession of a valid California drivers. Must have a safe driving record.~~

SUPERVISION RECEIVED

Works under the direction of the Direction of the Town Managers Office who holds the employee accountable for achieving code enforcement goals and objectives in alignment with the Town's Code Compliance Program.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position.

PHYSICAL DEMANDS:

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach, and manipulate objects, tools or controls. The position requires mobility. The Code Compliance Officer must be able to push, pull, lift, and carry up to 40 pounds. Manual dexterity and coordination are required over 50% of the work period while operating computers, motorized vehicles, and other standard office equipment.

TOOLS AND EQUIPMENT USED:

Computer, including word processing, outlook, data base, Internet, and spreadsheet programs; calculator, online software programs such as Springbrook, Primegov, and OpenGov; telephone, copy machine, and postage machine. The position requires the use of Town Vehicles.

WORK ENVIRONMENT:

The work period occurs mainly in outdoor environments with exposure to all weather conditions. The noise level in the work environment is typical of most office environments. Driving a vehicle to work locations in the local area, responsible for the safety of others with traffic control responsibilities and experiencing vibration from driving a motor vehicle are part of this position. Reasonable accommodation will be made to meet the known limitations of qualified disabled individuals in performing the essential job functions of this position.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: /s/ Steve Rogers

Resolution No. 22-4135

Town Manager

Effective Date: 07/19/2022

Revised:

Resolution No.

Town Manager

Effective Date:



TOWN OF YOUNTVILLE JOB DESCRIPTION

COMMUNITY FACILITIES SUPERVISOR/MANAGER

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

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DEFINITION

To plan, organize and supervise the management and utilization of Yountville Community Hall, Community Center, and other assigned Town Facilities. In accordance with Town policies coordinates the promotion and marketing of Parks and Recreation facilities and programming at facilities.

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DISTINGUISHING CHARACTERISTICS

The Community Facilities Supervisor/Manager is responsible for planning, budgeting, scheduling and marketing off Town of Yountville facilities. Incumbent is responsible for supervision and scheduling of facility staff, events, programs, activities and activities. The incumbent, within policy guidelines, exercises considerable discretion and independence in the management of the operation of Parks and Recreation Facilities. The position differs from other recreation positions; Recreation Coordinators, Recreation Specialists, Recreation Assistants, and Building Attendants by having responsibility for overall program and facility supervision.

Deleted: Recreation Aides,

Deleted: and Pool Staff

SUPERVISION RECEIVED/EXERCISED

The Parks and Recreation Director provides general supervision and Town Manager may provide indirect supervision. Community Facilities Supervisor/Manager exercises direct supervision over Building Attendants, and Leisure Class Contract employees. Indirect supervision is exercised over maintenance staff of general department facilities maintenance, and may act as Parks and Recreation Director in his/her absence.

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ESSENTIAL DUTIES

Facility operations, maintenance and marketing of the Yountville Community Hall, Community Center and other assigned Town Facilities including facility rentals, leisure classes, and programs. Select, train, supervise, and evaluate assigned staff. Handle contract administration, assuring compliance with insurance requirements, collection of fees and deposits and ensures timely payment of refunds. Work with maintenance staff and contractors to ensure facilities are clean, orderly and well maintained. Maintain cleaning supply inventories and assists with equipment purchasing. Ensure that appropriate standards of operation, decorum and housekeeping of the facilities are carried out at all times. Work with other Town staff in developing policy recommendations for improving operation of the facilities and changes to facilities fee structure as appropriate. Establish and maintain positive relationships with individuals, businesses, community organizations, and school officials to assess that Parks and Recreation Department facilities programs are meeting the changing needs of the community. Respond to inquiries or requests for service from interested community groups and citizens. Prepare and monitor the budget for assigned programs. Assist in development of short and long term planning. Enforce department policies regarding program operations. Attend various after hour meetings and community events. Provide leadership to assigned staff, and serve as Town's representative in addressing patron disciplinary or behavioral issues as related to program participation or facility use. Perform related duties as assigned

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MINIMUM QUALIFICATIONS

Education and Experience:

Community Facilities Supervisor

Any combination of education, training and experience that would provide the required knowledge and abilities is qualifying: graduation from a four-year college or university with major coursework in recreation, leisure services, business, physical education or a related field and *two* years of professional experience which has included recreation program and facility planning/administration.

Community Facilities Manager

Graduation from a four-year college or university with major coursework in recreation, business, leisure services, physical education or a related field and *four* years of professional experience which has included recreation program and facility planning/administration. Master's degree in public or business administration or related field is desirable.

Note: Consistent with the Town's succession planning objectives and flexible staffing approach, incumbents in this position will be classified at the Supervisor level if they do not possess the formal four year college education and can progress to the Manager level by obtaining the related formal education or professional certification as applicable.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License

A negative tuberculin test taken within the past two years may be required. Evidence of possession of Standard First Aid and Cardiopulmonary Resuscitation (CPR) certificates are required within 90 days of appointment.

This position requires incumbent to go through Livescan fingerprint process.

Knowledge/Ability

Possess general knowledge of safe facility operations, facility marketing, rental and scheduling. General knowledge of contract administration, insurance requirements and collection of fees and deposits; general building maintenance requirements; principles of supervision including hiring, training and evaluating part-time employees, volunteers, and contractors. Assure an appropriate level of facility maintenance; make recommendations for modifications to fee structure; Communicate clearly and concisely, both orally and in writing; establish and maintain effective relationships with public groups, agencies, non-profit organizations, and others contacted in the course of the work; use computer and other office equipment.

Working Conditions

Position requires sitting, standing, walking on level and slippery surfaces, climbing, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching in the performance of daily activities. The position also requires near, far and color vision while performing duties related to observance of activities in Town Facilities and maintenance needs. Requires precision when writing and typing reports and other documents. The need to lift, carry and push tables, chairs and boxes weighing up to 40 pounds is also required. The incumbent must also be available to work irregular or extended hours, with constant interruptions and at times with impatient and irritated patrons.

As assigned and or required must be able to work weekends and off shift hours.

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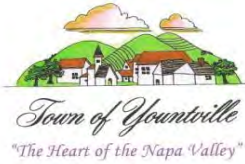
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Approval: _____ Resolution No. _____
Town Manager

Effective Date: _____

Revision History: Version: _____ Effective Date: _____

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TOWN OF YOUNTVILLE JOB DESCRIPTION

Management Analyst I/II – Deputy Town Clerk/Records Coordinator

GENERAL PURPOSE

Under direction of the Town Clerk/Records Manager or Town Manager, learn and perform a wide variety of moderate to highly complex professional, analytical and administrative support activities within an assigned department including but not limited to developing and/or administering departmental programs and budgets, conducting organizational and/or operational analysis, and managing a complex program or project.

DISTINGUISHING CHARACTERISTICS

The Management Analyst I is the entry-level classification in the Management Analyst series. Incumbents in this class perform the more routine administrative analysis and research on new and current program activities while learning Town policies and procedures and gaining specialized knowledge related to area of assignment.

The Management Analyst II is the journey-level class in the Management Analyst series. Incumbents in this class are expected to work independently in administering departmental programs and identifying the need for and developing changes to operating practices, systems, programs and policies. Incumbents may be assigned to specific department(s) such as Town Clerk/Records Management, Planning/Building, Human Resources, Public Works/Engineering, Parks and Recreation, or Information Technology. The incumbent performs the full array of duties within the area of assignment, including engaging in complex analytical projects, providing staff support to department administration and town officials, demonstrating a high degree of independence in interacting with all levels of town employees, managers, elected officials, community groups, other governmental agencies, and the public. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are expected to be fully aware of the operating procedures and policies within the work unit. Incumbents may supervise assigned staff and/or provide functional lead supervision on specialized projects, as assigned.

Management Analyst I and II is flexibly staffed, as authorized vacancies exist and depending upon Department need. Management Analyst I incumbents may advance to the higher level upon attainment of the required training, education and/or experience, including demonstrated proficiency in the areas of assignment.

DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Depending on departmental assignment, duties **may** include but are not limited to, the following:

1. Administer the Records and Information Management Program (RIM) and all aspects associated with the Town's Electronic Document Management System (EDMS) to ensure high level of quality control for Town records.

Management Analyst I/II – Deputy Town Clerk/Records Coordinator

2. Perform functions in support of the Town Clerk/Records Manager including but not limited to preparation and distribution of Town Council Agendas and Packets, attend Town Council meetings and prepare minutes; prepare proclamations, process ordinances, resolutions and staff reports; and post public hearing notices.
3. Work with Town departments and records management software to develop and maintain forms, and workflows.
4. Review and update department webpages; coordinate codification of the Town's Municipal Code; research and respond to Public Records Act requests;
5. Perform tasks mandated by the State of California (i.e. Filings required by the Fair Political Practices Commission) and the Town's Municipal Code.
6. Assist with Public Information Officer (PIO) functions including media releases, social media postings, and website maintenance.
7. Perform professional and administrative work for special projects in support of the Town Manager when directed.
8. Perform research and/or data gathering activities; analyze and interpret data collected and prepare periodic or special reports based on conclusions in assigned areas of responsibility; make recommendations on the formulation of operating policies and procedures, development and implementation of new program initiatives, workflow systems, staffing and/or organizational changes.
9. Administer on-going activities within a designated program area, including initiation, development and implementation of projects; coordinate project planning and/or program development activities; manage outside consultant contracts; and oversee projects through to successful completion.
10. Conduct surveys and perform research and statistical analyses on administrative, fiscal/budgetary, personnel and operational, and/or assist in departmental budget preparation.
11. Oversee the day-to-day administrative functions of the assigned department including budget monitoring, purchasing, supervision of clerical staff and related activities.
12. Respond to citizen requests and complaints for specialized information, as required.
13. Act as project coordinator or liaison as assigned duties may require; represent assigned work unit in interdepartmental, community and/or professional meetings as assigned.
14. Develop written recommendations; make oral presentations to Town Council, Boards and Commissions, higher level management, public and/or outside agencies.
15. Keep informed of current trends and technology in areas of responsibility and apply knowledge to functional area of responsibility.
16. Communicate and coordinate directly with Town Council on behalf of Town Manager as needed. Communicate and coordinate with Town Attorney on a regular basis.
17. Assist in the full range of professional duties in the Town Clerk/Records Management field.

Management Analyst I/II – Deputy Town Clerk/Records Coordinator

MINIMUM QUALIFICATIONS

Knowledge of: Applicable Federal, State and local laws and ordinances related to assigned program area, research and report writing techniques; principles of math and statistical analyses; basic principles and practices of municipal operations and its administration and organization; sources and availability of information; methods of report presentation as it relates to assigned work unit; effective methods for planning, coordinating and implementing program initiatives; principles of governmental financial administration, including public budgeting and reporting; principles and practices of organizational analysis and human resource planning; and modern office methods, procedures and practices including computer applications related to the work. (Specific areas of required knowledge will vary based on assignment.)

Ability to: Analyze a variety of moderate to complex administrative/operational problems and make effective operational and/or procedural recommendations; prepare effective and complete staff reports and make presentations to large and diverse audiences; exercise sound judgment and discretion; manage diverse and complex programs and/or projects as assigned; conduct research, perform statistical, content and/or cost-benefit analyses, and evaluate options based on findings; work with outside consultants to ensure timely submittal of project requirements; coordinate program initiatives across departmental lines; perform the full range of the assigned duties under minimal supervision; learn the Federal, State and local regulations and guidelines related to assigned duties; communicate effectively, both orally and in writing; understand and follow oral and written instructions; perform mathematical calculations accurately; manage and prioritize multiple tasks and shifting priorities; and establish and maintain effective work relationships with those contacted in the course of work.

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

Experience:

Management Analyst I – Two to three years of progressively responsible public sector administrative support experience, at least two of which were at the professional level performing administrative, analytical and/or program management duties, preferably in a municipal government setting. Experience in a City Clerk's Department is desirable but not required.

Management Analyst II – Two to three years of experience performing increasingly responsible professional administrative, analytical and/or program management duties directly related to the area of assignment, preferably in a municipal government setting. Experience in a City Clerk's Department is required. California Certified Municipal Clerk or Master Municipal Clerk is desirable.

Education: At either level, a Bachelor's degree or equivalent from an accredited college or university in political science, business or public administration, public policy, urban planning, liberal studies or other field applicable to the responsibilities and requirements of the position.

License or Certificate/Other Requirements: ~~Possession of a valid California Driver's License and a satisfactory driving record; w~~Willingness to travel to various locations within and outside the Town limits; and willingness to work flexible hours in order to administer programs, conduct research and make presentations.

WORKING TITLES

The Town of Yountville's classification structure provides Town employees with classification titles that are descriptive of the work performed. However, when a more specific title would serve the departments operational interests, a working title may be used to describe the function of the position in even greater detail or more easily recognized terms in both internal and external communications. An illustrative

Management Analyst I/II – Deputy Town Clerk/Records Coordinator

example may include, Deputy Town Clerk/Records Manager, Planning Manager, Human Resource Manager, and Budget Manager. All working titles are approved at the discretion of the Town Manager.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, web-site maintenance, PowerPoint presentation software, database, and project scheduling; motor vehicle; phone; cell phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is usually quiet to moderate, but can be noisy due to existing office configuration. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

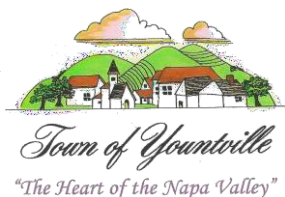
This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: _____ Resolution No. _____
Town Manager

Effective Date: _____

Revision History: _____

Version: _____ Effective Date: _____



TOWN OF YOUNTVILLE JOB DESCRIPTION

FACILITY AND GROUNDS WORKER

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of Town buildings, parks, open spaces, and related facilities. Performs other related duties as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Supervisor/Manager and may also be more immediately supervised by Public Works Maintenance Worker 1 or II or other Lead type worker.

SUPERVISION EXERCISED

Generally no direct supervision.

DISTINGUISHING CHARACTERISTICS

This is the entry level position in the Town maintenance services. Duties and responsibilities are generally unskilled and routine. Assignments differ from the Maintenance Worker I/II assignments by the emphasis on cleaning, building, and landscape maintenance activities in contrast to the Maintenance Worker I/II where the emphasis is on repair and maintenance.

EXAMPLES OF DUTIES

Duties can include but are not limited to the following:

Mows and maintains park and open space areas; mows lawns; weeds; cleans and maintains Tennis, Pickleball, Bocce and Basketball courts, exercise equipment and playground equipment and surfaces; assists in the repair and installation of irrigation lines and heads; Inspects, washes, and performs routine maintenance of drinking fountains and restrooms; Sweeps, washes, paints, and repairs outdoor tables and BBQ pits; Performs minor unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, and maintenance sheds. Performs custodial, maintenance, mopping, washing walls, sanitizing toilets, and other unskilled and semi-skilled trades work; Plants and maintains lawns, trees, shrubs, and flowers; Collects and disposes of solid waste from buildings and grounds; removes and picks up litter from premises; Opens and closes, locks and unlocks facilities as needed; Assists in setting up and taking down equipment for various functions and programs, prepares facilities for program use; Assists in the construction of new open space, parks, path and other town facilities, including clearing, grading, drainage, and foundation work; Keeps records of work completed using both paper and/or other technology as required.

PERIPHERAL DUTIES

Establishes and maintains a cooperative working relationship with citizens, businesses, outside agencies and other employees; Cleans and maintains all equipment and tools related to work on both the job site, equipment and cooperation yard; Performs all duties in conformance to appropriate safety and security standards; Operates a personal

computer, smart phone, or smart device, utilizing related software, email, calendars and other related equipment such as printers, scanners, and copy machines; May perform related custodial duties for Town facilities; In accordance with California state law, shall serve as designated emergency worker in the event of an emergency; may be required to work on weekends and/or evenings in support of special events and activities; May serve on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

(A) Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

Some knowledge of equipment, materials and supplies used in building and grounds maintenance; some knowledge of equipment and supplies used to do minor maintenance and repairs; some knowledge of first aid and applicable safety precautions.

Skill in operation of listed tools and equipment.

Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects up to 50 pounds independently, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

LICENSES/CERTIFICATES

A Valid California Class C driver's license.

All required licenses and certificates must be current and valid as a condition of employment.

TOOLS AND EQUIPMENT USED

Pickup truck; lawn and landscaping equipment including tractors, mowers, aerator, chainsaw, edger, weed trimmers, leaf blower, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; while performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear; the employee must frequently lift and/or move up to 50 pounds independently and occasionally lift and/or move more than 100 pounds with team lift or mechanical lift. Specific vision abilities required by

this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; while performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions that can be adverse at times. The employee frequently works in high, precarious places and is frequently exposed to wet and/or hot, and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock; the noise level in the work environment can occasionally be loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; the duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position; The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval:
Town Manager /s/ Steven R Rogers

Revision History:
Version1

Effective Date:
5/7/19

Revision History: Version: Effective Date:



TOWN OF YOUNTVILLE
JOB DESCRIPTION

Financial Analyst/Accountant I/II

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

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GENERAL PURPOSE

Under direction of the Finance-Administrative Services Director or Town Manager, and in accordance with accepted accounting principles and procedures, performs a wide variety of professional level financial analysis, administrative and technical support relative to the planning, organization and coordination of assigned activities in the Finance-Administrative Services Department. Provides high level and complex accounting and analytical assistance to Town Staff. Exercises functional direction over and provides training to less experienced staff.

DISTINGUISHING CHARACTERISTICS

Analyst/Accountant I

This is the entry-level class in the professional accounting series. Initially, under direct supervision, incumbents exercise limited discretion and independent judgement in performing accounting and financial activities and may specialize in one or more routine departmental accounting programs. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. Successful performance of the work requires knowledge of governmental accounting practices and procedures, fund accounting and fiscal management. This class is alternately staffed with Financial Analyst/Accountant II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for demonstrating the ability to perform the work of the higher-level class.

Analyst/Accountant II

This is the journey-level in the professional accounting series. Incumbents exercise a high level of discretion and independent judgment in performing the full range of routine and complex departmental accounting and record-keeping programs. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting and fiscal management. This class is distinguished from the Financial Analyst/Accountant I in that the latter has overall responsibility for all financial and accounting functions and for developing, implementing and interpreting public policy.

DUTIES AND RESPONSIBILITIES

- Provides responsible professional and technical assistance in the administration and implementation of the Town's financial, auditing, and accounting programs. Oversight of day to day operations such as accounts payable, accounts receivable, cashiering, utility billing and business licensing functions.
- Provides lead direction, training and work review to Accounting and Utility division, and Clerical Support Staff.
- Prepares and analyzes monthly financial statements, including distributing revenue and expenditure reports to departments. Prepares journal entries and reconciles general ledger and subsidiary accounts.

- Analyzes and reconciles expenditure and revenue accounts, including bond accounts and reconciliation of bond statements to the general ledger, and reconciliation of bank statements to the general ledger. Monitors budget allocations to determine the Town's financial status and prepares custom reports, graphs and schedules as needed.
- Operates financial software system; Identifies, develops and implements new automated applications as needed to facilitate effectiveness and efficiency.
- Assumes responsibility for various departmental programs including financial statements, general ledger, monthly statements, payroll, and special districts accounting.
- Conducts and prepares special studies and reports.
- Processes payroll, reconciles postings from payroll; Completes quarterly reporting and annual reconciliation of payroll information, and produces forms W2, W3, and 1099; Preparation and payments of all required monthly, quarterly and annual State and Federal Tax Reports.
- Assists with preparation of financial and statistical reports including year-end reporting, budgetary, CAFR and other legal documents, and management analysis.
- Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws and regulations affecting the financial operations of municipal government.
- Assists in the coordination of audits and assumes a lead role as needed. Records and maintains appropriate controls for fixed assets.
- Manages the Town's purchase orders and accounts payable system, auditing and financial analysis, grant accounting and special reports.
- Assists with investments, portfolio management, expense projections and actuarial practices.
- Assists in development of short and long term financial forecast.
- Participates in the compilation and preparation of the annual budget, including assisting departments with budget preparation, forecasting revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget.
- Attends meetings, conferences, workshops, training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting.
- Develop written recommendations; make presentations to Town Council, Boards and Commissions, higher level management, public and/or outside agencies.
- Respond to citizen requests and complaints for specialized information, as required.
- May provide backup to Human Resources department as necessary.
- May serve as the [Finance-Administrative Services](#) Director's designee as appropriate.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations. General principles and practices of data processing and its applicability to accounting and municipal operations. Applicable Federal, State, and local ordinances, resolutions and laws affecting municipal financial operations. Basic principles and practices of supervision and training. Principles and practices of business organization and public administration. Record keeping principles and procedures. Modern office practices, methods and computer equipment. Computer applications related to work. English usage, grammar, spelling, vocabulary, and punctuation. Techniques for providing a high level of customer services to public and Town staff, in person and over the telephone. Specific areas of required knowledge will vary based on assignment.

Ability to:

- Analyze financial data and draw sound conclusions and recommendations.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
- Evaluate and develop improvements in operations, procedures, policies or methods relating to any fiscal or financial aspect up to and including asset management depreciation cashiering.
- Analyze situations accurately and develop effective course of action.

- Understand and carry out a variety of complex instructions in a responsible and independent manner. Prepare clear, complete and concise financial statements and reports.
- Establish and maintain a variety of files and records.
- Organize own work, set priorities and meet critical deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgement within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

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

Experience:

Financial Analyst/Accountant I – One (1) year of progressively responsible public sector accounting experience.

Financial Analyst/Accountant II – Two (2) to three (3) years of experience performing increasingly responsible professional administrative, analytical and/or program management duties directly related to the area of assignment, preferably in a municipal government setting.

Education: Equivalent to a Bachelor's degree from an accredited college or university in accounting, political science, business or public administration, public policy, urban planning, liberal studies or other field applicable to the responsibilities and requirements of the position. Possession of a Master's degree in public or business administration is desirable. CPA is desirable.

License or Certificate~~Other Requirements:~~ ~~Possession of a valid California Driver's License and a satisfactory driving record;~~ ~~W~~illingness to travel to various locations within and outside the Town limits; and willingness to work flexible hours in order to administer programs, conduct research and make presentations.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, web-site maintenance, PowerPoint presentation software, database, and project scheduling; motor vehicle; phone; cell phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is usually quiet to moderate, but can be noisy due to existing office configuration. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

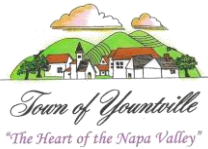
This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: _____
Resolution No. _____

Town Manager

Effective Date:

Revision History: Version: _____ Effective Date: _____



TOWN OF YOUNTVILLE
JOB DESCRIPTION

**INFORMATION TECHNOLOGY SYSTEMS
ADMINISTRATOR**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

CLASS SUMMARY

Under general supervision, the Information Technology (IT) Systems Administrator is responsible for administering and supporting all technology. IT System Administrator responsibilities include setting priorities; managing schedules; coordinating and interfacing with vendors and Town staff; developing, installing, configuring, maintaining, supporting, and troubleshooting personal computer, server and network hardware, software, and related infrastructure and technology; and assisting users of personal computers to resolve daily operation and/or technical problems. The IT Systems Administrator position will be assigned to support all Town Departments (General Administration).

DISTINGUISHING CHARACTERISTICS

Performance of the work requires the use of considerable independence, initiative, judgment, and discretion within established guidelines.

SUPERVISION RECEIVED AND EXPECTED

The IT Systems Administrator exercises no direct supervision over staff but may provide technical and functional direction to staff. The IT Systems Administrator assigned to General Administration is a member of the Management Team and receives general supervision from the Department Head.

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EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

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

- Tracks IT projects and communicates project progress to stakeholders; tracks deliverables; reviews work performed by vendors to ensure compliance with standards, specifications, and project goals
- Manages user accounts and user security, Office 365 administration, network printing, and WiFi.
- Receives requests for assistance related to the use and selection of Department and/or program systems and software applications; determines severity of problem and resolves or refers to appropriate personnel or vendor for resolution.

- Assists with Help Desk calls and emails for support.
- Coordinates the purchase of PC and network hardware and software; leads or participates in the installation and upgrade of network servers. Maintains, modifies, and assists in network configurations and interfacing.
- Coordinates and directs the work of IT vendors to identify and resolve programming and other operational problems; coordinates the scheduling of corrective patches and upgrades between vendors and staff; interacts with vendors, external agencies, auditors, or other staff to obtain requested data or special reports.
- Participates in the modification of existing systems and/or the implementation of new systems by developing, writing, and disseminating procedures that utilize new or changed system applications and by evaluating system modifications in response to operational, program, and/or regulatory changes.
- Serves as lead over some or all aspects of assigned information systems implementation and/or enhancement projects.
- Serves as lead in Telecommunications/Phone System Management.
- Analyzes end-user technical requirements and recommends specific hardware, operating system, and/or software application solutions to meet identified needs.
- Assists with consultant and vendor selection; develops, monitors, and administers a variety of contracts and agreements; process vendor invoices; tracks department expenditures, software licenses, and purchase orders.
- Manages performance of contractors and vendors by establishing and monitoring service level agreement and quality of service standards.
- Maintains knowledge of industry developments and technologies; Town standard software products; and advances in technology as they relate to Town needs and objectives.
- Increases knowledge base and learns new skills in a continuous effort to become a more productive team participant and subject matter expert.
- Celebrates the achievements and success of the organization.
- May be assigned as a Disaster Service Worker, as required.
- Performs other duties as assigned.
- IT Systems Administrator assigned to General Administration:
 - Maintains and oversees Town applications and systems, including but not limited to; web sites, media streaming, agenda management, geographical information, land development and

permitting, finance, human resources, enterprise resource planning (ERP), and other technology systems.

- Provides support to the Parks and Recreation and Public Work Departments as needed to supplement technological expertise within those Departments.
- Works cross-functionally among Town Departments to determine needs; maintains and implements content and design improvements to the Town's internet and intranet web sites; coordinates information gathering from Town Departments; collects input on web page design from user Departments; researches and makes recommendations on website usage, policies, standards, design, management, maintenance and security issues.
- Ensures the clear, comprehensive, easy to navigate, consistent and accurate presentation of the Town's online communications presence on the internet and intranet; conducts routine staff training as necessary.
- Provides a leadership role in any website conversion or update including helping to develop website philosophy, design, architecture and content.
- Serves on the Town's Communications Team.
- As a member of the Emergency Operations Center (EOC) team, ensures the proper functioning and best-practices improvements of the EOC's communications and technology infrastructure. Serves in the Communications/IT Coordinator position within the Logistics Section of the EOC. Responsible for developing, installing, configuring, maintaining, supporting, and troubleshooting all aspects of EOC technology.

QUALIFICATIONS

Knowledge of:

- Principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Microsoft Windows Server technology, Hyper-V management concepts, Active Directory, Azure, System Center Suite, Office 365 admin and use, Cisco networking, VPNs, Wireless systems, Active Directory, IIS, MS SQL, Autodesk Applications, EsriGIS, Laserfiche, Springbrook, SCADA, AWS, Primegov, video equipment, OpenGov, networked antivirus and intrusion detection systems.
- Hosted Voice over IP phone system management.
- Project budget and contract administration principles and techniques.
- Operating characteristics, capabilities, limitations, and service requirement of personal computers and related peripheral equipment.
- Hardware and software used in computer network systems including switches, routers, hubs,

firewalls, servers, and personal computers.

- Principles and practices of information technology applications, systems, and infrastructure analysis, design, and management.
- Principles and practices of vendor relationship management.
- The organization, operation, and functions of the department as necessary to assume assigned responsibilities and to determine appropriate point of escalation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work.
- Professional level writing techniques, including proper grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with vendors and Town staff.
- Conflict resolution skills.

Ability to:

- Plan, organize, assign, direct, review, evaluate, and manage information systems and projects related to the Town's website, network administration, software applications and systems.
- Explain technical concepts in non-technical terminology and train internal customers in the use of web applications, personal computer systems, and operating procedures.
- Learn more complex principles, practices, techniques, and regulations pertaining to assigned duties.
- Perform analysis of informational requirements and needs; identify, evaluate, and solve systems problems; design and implement new or revised systems and procedures; provide technical advice and consultation, and ensure efficient computer system utilization.
- Lead design sessions and process improvement sessions to identify business and user needs and discuss application capabilities and design modifications needed for improvement.
- Communicate with department personnel to identify and translate information needs into system requirements.
- Communicate business information system needs to system vendors for the design, development,

and/or enhancement of system applications.

- Conduct research projects on a wide variety of software and systems issues, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare and maintain clear, concise, and accurate administrative, technical and program documentation, user procedures, reports of work performed, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Work independently and in a team setting.
- Effectively communicate in person, over the telephone, and in writing.
- Builds and maintains positive working relationships with co-workers, other Town employees, organizations and their representatives, and the general public, exhibiting exceptional customer service, communication skills, and ethical integrity.

Education and Experience:

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

Any combination of training and experience that demonstrates possession and competency in the requisite knowledge, skills, and abilities; ten (10) years of progressively responsible professional level work in technology closely related to the listed essential functions and duties illustrated above.

An Associate's Degree from an accredited post-secondary institution in management information systems, computer science, business, or public administration or a related field is desirable.

A Bachelor's Degree is highly desirable and may be substituted for one year of professional experience.

License and Certification:

At the option of the Town, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment.

PHYSICAL DEMANDS

This is a moderately sedentary office classification although standing and walking between work areas is required. Employees in this classification must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Town and meeting sites; visual acuity to read printed materials and a computer screen; and hearing and speech abilities to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate

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California Class C Driver's License¶

standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Climbing	Occasionally	Balancing	Occasionally	Stooping	Occasionally
Kneeling	Occasionally	Lifting	50 lbs.	Finger	Frequently
Crawling	Occasionally	Reaching	Occasionally	Dexterity	
Talking	Frequently	Grasping	Frequently	Standing	Occasionally
Hearing	Frequently	Feeling	Frequently	Walking	Occasionally
Crouching	Occasionally	Running	Rarely	Pushing	50 lbs.
Pulling	50 lbs.	Seeing	Frequently	Carry	50 lbs.

ENVIRONMENTAL ELEMENTS

Employee works indoors in an office environment and in computer equipment storage rooms, with moderate noise levels, controlled temperature conditions, no direct exposure to hazardous physical substances and in direct contact with other Town staff and the public. May work in confined spaces (e.g. installing or repairing computer equipment in vehicles). May work outdoors on occasion (e.g. technology related to vehicles, or wireless antennas).

WORKING CONDITIONS

Predominantly inside work. Some outside work. May be required to work a varied schedule of hours, that may include early mornings and weekends.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

The Town of Yountville is an Equal Opportunity Employer.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

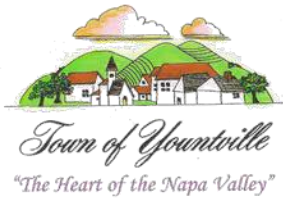
The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Resolution No. _____
 _____ Town Manager

Effective Date: _____

Revision History: Version: _____ Effective Date: _____

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TOWN OF YOUNTVILLE JOB DESCRIPTION

PUBLIC WORKS MAINTENANCE ASSISTANT

DEFINITION

To perform a wide variety of unskilled or semi-skilled maintenance and related support activities in support of Town parks and landscaped grounds, streets, streets, water distribution system and Town buildings and facilities.

DISTINGUISHING CHARACTERISTICS

This is the part-time, seasonal position class in the maintenance series. Positions in this class perform physical labor in custodial, litter removal, building maintenance, and landscaping and grounds maintenance assignments. Work is closely supervised and performed according to established procedures or specific oral or written instruction. Generally, work is observed and reviewed both during its performance and upon completion. Changes in procedures or exceptions to rules are explained in detail as they arise. Maintenance Assistants may be assigned to any one of the field maintenance divisions.

This classification is distinguished from that of Maintenance Worker job series in that the latter is the journey-level class in the maintenance series and performs work assignments of greater complexity and with more independence.

SUPERVISION RECEIVED

Depending upon nature of assignment and location of work, supervision may be provided by the Public Works Manager/Supervisor, Maintenance Worker I/II, or Parks & Recreation Director or Recreation Manager or other designated supervisor.

ESSENTIAL DUTIES

Performs a variety of unskilled or semi-skilled maintenance activities related to parks, streets, water distribution and Town facilities ~~such as~~ including, but not limited to:-

- Landscape and grounds maintenance activities including weeding and general park care;
- Picking up litter from grounds and emptying trash containers throughout assigned areas;
- Performs minor building maintenance such as replacing light bulbs; paints and touches-up community buildings, benches and equipment;
- Performs a variety of basic building cleaning and custodial tasks, including scrubbing, mopping, sealing and waxing floors, vacuuming rugs, and cleaning ceilings, walls, windows, and light fixtures; cleans restrooms and removes garbage;

- Mows, trims and fertilizes lawns in parks; trims bushes; plants and prunes trees; operates and maintains hand tools, such as shovels, loppers, rakes, etc., operates power tools such mowers, edgers, weed cutters, etc.;
- Performs minor building maintenance such as repairing doors, locks, windows, and fixtures;
- Assures security of facilities;
- Assists maintenance staff with construction and maintenance tasks related to water and sewage systems, streets, sidewalks, gutters and storm drains;
- Reads water meters;
- Inspects and maintains park playground equipment; removes possible hazards to ensure safety;
- Maintains and repairs sprinklers and playground equipment; paints traffic markings on streets and curbs; installs and removes traffic cones and barricades; spreads asphalt to patch and repair streets
- Paints traffic markings on streets and curbs;
- Wears proper safety equipment and follows safety procedures in the course of performing tasks.

OTHER DUTIES

Responds to public inquiries in a courteous manner and performs related duties and responsibilities as required.

QUALIFICATIONS

Experience and Education: Any combination equivalent to experience and education that could provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience - Six months of experience in landscape maintenance, custodial, manual labor, or construction trades work; Education - Equivalent to completion of high school graduation or equivalent or GED.

Knowledge/Skill/Ability

Knowledge of: Basic equipment and tools used in landscape maintenance; general knowledge of landscape and plant maintenance techniques and methods; basic equipment, supplies, tools, methods and materials used in custodial maintenance functions; knowledge of tools used to perform light carpentry and minor maintenance.

Ability to: Perform heavy manual labor under adverse conditions; learn to use standard manual, power and custodial equipment; perform general building maintenance and repairs requiring the ability to climb ladders and reach for objects; repeatedly dig and lift shovels of earth or debris weighing at least 40 pounds; work with various fluids and chemicals using normal protective wear; set up and remove barricades, traffic cones or similar objects; learn job-related

material through oral instruction, observation and reading; understand and carry out oral and written directions in order to accomplish assigned tasks in a timely manner; take basic measurements of boards or spaces; fill out work orders, daily logs of work performed and perform physical inventories; learn to use computer technology as necessary to complete job tasks, e.g., complete online timecard, send/read email, complete online training; maintain good working relationships with co-workers and volunteers; work around visitors and others in the course of work in a tactful, courteous, sensitive, and amiable manner; communicate with the public and co-workers in a tactful and effective manner; work in a safety conscious manner; work various work schedules including weekend shifts and possibly called out for emergency work at night, on weekends or holidays.

Working Conditions

Position requires standing, walking on level, unlevel, and slippery surfaces, reaching, twisting, turning, kneeling, bending, and stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting and repairing playground equipment and buildings. The ability to lift, carry, and push mowers, bags of fertilizer, and other equipment and supplies weighing up to 4050 pounds independently or more is also required. Additionally, the incumbent often works in the outdoors in all weather conditions including wet, hot, and cold. The incumbent uses cleaning chemicals exposing the employee to fumes which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb 30 to 40 feet heights on ladders, walk on scaffolds, use power and noise producing tools and equipment, may drive motorized vehicles, and may work in heavy vehicle traffic conditions.

OTHER REQUIREMENTS

License

Possession of an appropriate and valid California Class C driver's license is required.

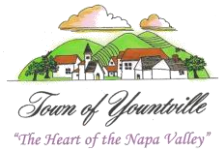
Age

Must be at least 18 years old at date of appointment.

Approval: Steve Rogers
Town Manager

Resolution No. 3157-14

Effective Date: 03/04/14



TOWN OF YOUNTVILLE
JOB DESCRIPTION

MAINTENANCE WORKER I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under general supervision, learns to perform and performs a variety of building and street maintenance, park maintenance and construction work; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I

This is the entry level class in the Public Works Maintenance series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including a wide variety of maintenance and construction tasks. This classification is alternatively staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

Maintenance Worker II

This is the journey level class in the Public Works Maintenance series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of maintenance and construction tasks.

SUPERVISION RECEIVED/EXERCISED

Maintenance Worker I

Receives immediate supervision from a Public Works Superintendent. Incumbents may receive lead direction from a Maintenance Worker II or a Lead Maintenance Worker. Incumbents in this class do not routinely exercise supervision.

Maintenance Worker II

Receives general supervision from a Public Works Supervisor/Manager. May exercise functional or technical supervision over lower-level workers.

ESSENTIAL FUNCTIONS:

- Performs a variety of maintenance, repair, construction, and installation work in streets and building and grounds maintenance.
- Performs street maintenance duties including breaking, removing, crack sealing, hydro patching, and repairing surfaces, rolls and irons asphalt.
- Assists in the installation and maintenance of Town signs, road markings, striping, and delineators, paints street lines and crosswalks.
- Performs concrete sidewalk, curb, gutter, and ramp installation and repair; installs bricks and pavers; sweeps streets and sidewalks.
- Installs and maintains and repairs street lights.
- Performs skilled and semi-skilled work in building and facility maintenance including carpentry, plumbing, mechanical, electrical, and painting; performs general cleaning of buildings, facilities, and grounds; repairs and installs electrical outlets, fixtures, switches, and wiring; performs interior and exterior painting and staining; stocks paper, supplies, and other supplies as needed; inspects facilities, elevators, and grounds for conditions needing repair and maintenance.
- Digs, shovels, hauls, loads, and unloads materials.
- Conducts traffic control during maintenance and construction projects; sets up traffic control signs and direct and control traffic around worksites; communicates with the public during flagging duties.
- Operates a variety of hand and power tools including jack hammers, tampers, pavement breakers, and other hand and power tools; operates trucks, backhoes, rollers, street sweepers, aerial lifts, and other construction vehicles and equipment; maintains, repairs, and cleans assigned vehicles and equipment; inspects tools and equipment for safety and mechanical defects.
- Assists with Town sponsored functions and special events; responds to after hours callouts as assigned.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Assists other Public Works maintenance units when required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, Town management and staff and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling,

bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position requires near and far vision when inspecting work and operating assigned equipment. The ability to lift, carry and push tools, equipment and supplies weighing up to 50 pounds independently, 25 pounds or more. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after-hours emergency callouts and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Maintenance Worker I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

Maintenance Worker I

Six months of work experience as a laborer in construction, maintenance or landscape work, and a high school diploma or equivalent.

In order to promote to a Maintenance Worker II, incumbent must obtain Qualified Applicators Certification and Playground Safety Inspection Certificate within 18 months of hire.

Maintenance Worker II

In addition to the above, one year of experience in construction and maintenance of streets, parks, or buildings and grounds equivalent to that of a Maintenance Worker I with the Town of Yountville

License/Certificate

Maintenance Worker I

Possession of, or the ability to obtain, a valid class C California driver's license. Incumbent is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.

Maintenance Worker II

Possession of, or the ability to obtain, a valid class C California driver's license. Incumbent is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Practices, techniques, and materials used in maintenance, construction, mechanics, and repair of streets, lighting, traffic signs and markings and buildings and facilities, maintenance of Town parks and trees; basic

plumbing, electrical, and handtools; operational characteristics of standard construction and maintenance tools and equipment; practice and procedure used in weed abatement; rules and regulations regarding pesticide application; safety requirements for operation of trucks and other equipment; methods and techniques of scheduling work assignments; methods and techniques for record keeping; occupational hazards and standard safety practices; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform maintenance, repair, and installation of asphalt, signs, lighting, concrete, and buildings and facilities; operate a variety of tools and equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; respond to after-hours call-outs as assigned; reside within a reasonable response time of the downtown Town area within three months of employment; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Skill to:

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; safely and effectively operate a variety of maintenance equipment, tools, and materials.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Resolution No. _____
 Town Manager,

Effective Date: _____

Revision History: Version: _____ Effective Date: _____

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TOWN OF YOUNTVILLE
JOB DESCRIPTION

Management Analyst I/II

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

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GENERAL PURPOSE

Under direction of a department head or Town Manager, learn and perform a wide variety of moderate to highly complex professional, analytical and administrative support activities within an assigned department including but not limited to developing and/or administering departmental programs and budgets, conducting organizational and/or operational analysis, managing a complex program or project and/or conducting human resource functions.

DISTINGUISHING CHARACTERISTICS

The Management Analyst I is the entry-level classification in the Management Analyst series. Incumbents in this class perform the more routine administrative analysis and research on new and current program activities while learning Town policies and procedures and gaining specialized knowledge related to area of assignment.

The Management Analyst II is the journey-level class in the Management Analyst series. Incumbents in this class are expected to work independently in administering departmental programs and identifying the need for and developing changes to operating practices, systems, programs and policies. Incumbents may be assigned to specific department(s) such as Planning/Building, Human Resources, Public Works/Engineering, Parks and Recreation, or Information Technology. The incumbent performs the full array of duties within the area of assignment, including engaging in complex analytical projects, providing staff support to department administration and town officials, demonstrating a high degree of independence in interacting with all levels of town employees, managers, elected officials, community groups, other governmental agencies, and the public. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are expected to be fully aware of the operating procedures and policies within the work unit. Incumbents may supervise assigned staff and/or provide functional lead supervision on specialized projects, as assigned.

Management Analyst I and II is flexibly staffed, as authorized vacancies exist and depending upon Department need. Management Analyst I incumbents may advance to the higher level upon attainment of the required training, education and/or experience, including demonstrated proficiency in the areas of assignment.

DUTIES AND RESPONSIBILITIES

Depending on departmental assignment, duties **may** include but are not limited to, the following:

1. Perform research and/or data gathering activities; analyze and interpret data collected and prepare periodic or special reports based on conclusions in assigned areas of responsibility; make recommendations on the formulation of operating policies and procedures, development and implementation of new program initiatives, work flow systems, staffing and/or organizational changes.
2. Administer on-going activities within a designated program area, including initiation, development and implementation of projects; coordinate project planning and/or program development activities; manage outside consultant contracts; and oversee projects through to successful completion.

3. Conduct surveys and perform research and statistical analyses on administrative, fiscal/budgetary, personnel and operational, and/or land-use and sustainability issues; assist in departmental budget preparation.
4. Participate in and/or coordinate the full range of human resource activities including recruitment and selection, employee relations, etc., consistent with the Town's personnel policies and administrative procedures.
5. Conduct statistical analyses and research and prepare proposals in support of labor negotiations; may participate and/or assist in Town negotiating sessions with organized employee groups.
6. Confer and coordinate with Town staff on a wide variety of project management, administrative analyses, land-use and sustainability, and/or human resource issues and programs.
7. Oversee the day-to-day administrative functions of the assigned department including budget monitoring, purchasing, supervision of clerical staff and related activities.
8. Respond to citizen requests and complaints for specialized information, as required.
9. Act as project coordinator or liaison as assigned duties may require; represent assigned work unit in interdepartmental, community and/or professional meetings as assigned.
10. Develop written recommendations; make oral presentations to Town Council, Boards and Commissions, higher level management, public and/or outside agencies.
11. Keep informed of current trends and technology in areas of responsibility and apply knowledge to functional area of responsibility.
12. Communicate and coordinate directly with Town Council on behalf of Town Manager as needed. Communicate and coordinate with Town Attorney on a regular basis.
13. Assist in the full range of professional duties in the land use planning and development field.
14. Serve as a point-of-contact with the public; confer with and advise property owners, business owners, architects, engineers, contractors, builders, and attorneys on development policies and standards, provide information and documents on specific properties and project histories, and answer land use related questions.
15. Serve as code enforcement officer; perform inspections and conduct regular field research to identify violations of Town ordinances; follow up with enforcement activity and monitor projects for ongoing compliance.

MINIMUM QUALIFICATIONS

Knowledge of: Applicable Federal, State and local laws and ordinances related to assigned program area, e.g., CEQA; CDBG; Title VI; FEHA; Myers, Millias, Brown (MMB); etc.; research and report writing techniques; principles of math and statistical analyses; basic principles and practices of municipal operations and its administration and organization; sources and availability of information; methods of report presentation as it relates to assigned work unit; effective methods for planning, coordinating and implementing program initiatives; principles of governmental financial administration, including public budgeting and reporting; principles and practices of organizational analysis and human resource planning; modern principles and practices of urban planning and development; sustainability elements, practices and methods; and; modern office methods, procedures and practices including computer applications related to the work. (Specific areas of required knowledge will vary based on assignment.)

Ability to: Analyze a variety of moderate to complex administrative/operational problems and make effective operational and/or procedural recommendations; prepare effective and complete staff reports and make presentations to large and diverse audiences; exercise sound judgment and discretion; manage diverse and complex programs and/or projects as assigned; conduct research, perform statistical, content and/or cost-benefit analyses, and evaluate options based on findings; work with outside consultants to ensure timely submittal of project requirements; coordinate program initiatives across departmental lines; perform the full range of the assigned duties under minimal supervision; learn the Federal, State and local regulations and guidelines related to assigned duties; communicate effectively, both orally and in writing; perform mathematical calculations accurately; manage and prioritize multiple tasks and shifting priorities; establish and maintain effective work relationships with those contacted in the course of work.

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

Experience:

Management Analyst I – Four years of progressively responsible public sector administrative support experience, at least two of which were at the professional level performing administrative, analytical and/or program management duties, preferably in a municipal government setting.

Management Analyst II – Two to three years of experience performing increasingly responsible professional administrative, analytical and/or program management duties directly related to the area of assignment, preferably in a municipal government setting.

Education: Equivalent to a Bachelor's degree from an accredited college or university in political science, business or public administration, public policy, urban planning, liberal studies or other field applicable to the responsibilities and requirements of the position. Possession of a Master's degree in public or business administration is desirable.

Note: Consistent with the Town's succession planning objectives and flexible staffing approach, incumbents in this position will be classified at the Management Analyst I level if they do not possess the formal four year college education or professional certification as applicable.

License or Certificate: Possession of a valid California Driver's License and a satisfactory driving record may be required; willingness to travel to various locations within and outside the Town limits; and willingness to work flexible hours in order to administer programs, conduct research and make presentations.

WORKING TITLES

The Town of Yountville's classification structure provides Town employees with classification titles that are descriptive of the work performed. However, when a more specific title would serve the departments operational interests, a working title may be used to describe the function of the position in even greater detail or more easily recognized terms in both internal and external communications. An illustrative example may include, Planning Manager, Human Resource Manager, and Budget Manager. All working titles are approved at the discretion of the Town Manager.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, web-site maintenance, PowerPoint presentation software, database, and project scheduling; motor vehicle; phone; cell phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met for any an employee to successfully perform the essential functions of this job in compliance with the Americans s with Disabilities

Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is usually quiet to moderate, but can be noisy due to existing office configuration. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: _____ Resolution No. _____

Town Manager

Effective Date:

Revision History: Version: _____ Effective Date: _____



TOWN OF YOUNTVILLE JOB DESCRIPTION

MANAGEMENT FELLOW (TWO YEAR LIMITED TERM INTERNSHIP)

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

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DEFINITION

Under the direction of the Town Manager, the Management Fellow performs entry-level, professional work for the Town Manager's office and supports, participates in and/or leads a variety of projects contributing to the continued success of various organization-wide initiatives. Duties and responsibilities are designed to further prepare the incumbent for a successful career in local government.

DISTINGUISHING CHARACTERISTICS

This is a two year limited duration professional internship. This position is FLSA Exempt and is an "At-Will" position.

SUPERVISION RECEIVED

Supervision is provided by the Town Manager and/or designated Department Head or Management Team member based on project assignment. This position generally does not supervise other Town employees.

ESSENTIAL DUTIES

The Management Fellow will perform a variety of entry-level, professional administrative work, research, and analysis in support of the various operations in Town Manager's office or other departments. The work performed by the Management Fellow will be highly visible and have a direct impact on the organization. Typical assignments/projects will involve public relations, civic education programs, website and social media coordination, serving on internal/external committees, assisting with the operating and capital budgets, policy and procedure review and development, and a good balance of administrative, support and operational responsibilities.

Routine Job Duties/Responsibilities

- Perform entry level professional administrative work, research, and analysis in support of the Town Manager's office.
- Provides staff support to Town Council and selected committees on assignment. Assists the Town Manager through the preparation of letters, responding to Town Council member inquiries, memorandums, research reports, legislative analysis, and handling of special projects.
- Interact regularly with personnel from each department to ensure effective interdepartmental communication and maximize operational effectiveness.

- Performs entry level program analysis, organizational and administrative field studies, and statistical analysis of research data.
- Report's findings of research or study to Town Manager or other Management Team staff and elected officials in writing and in person.
- Responds to citizen inquiries/requests and resolves all issues within assigned scope of responsibility in a timely manner. Refers more complex issues to the appropriate Department Head, other Management Team staff or Town Manager for resolution.
- Acts as project manager on town wide projects on assignment.
- Assist Town Manager in determining work procedures and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations.
- Assist with developing and implementing projects and/or programs impacting one or more Town departments.
- Assist Town Manager in public information functions including creation and editing of press releases, coordination of town-wide newsletter articles, and town website content management. and other informational efforts.
- Assist with the annual budgetary process by inputting data, performing appropriate analysis, and preparing necessary reports.
- Attend and participate in various organizational meetings and meetings of the Town Council and Council Ad-Hoc committees as directed.
- Provides administrative support work as necessary given lean staffing structure of the Town.
- Performs work of a confidential nature.
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS

Requires a Master of Public Administration (or student who has completed all MPA coursework) or equivalent degree by July 1 and at least 6 months of related work experience. Applicable Internships (paid or non-paid) will satisfy the experience requirement. The ideal candidate will have a general knowledge of municipal government operations and be proficient with Microsoft Word, Excel, Power Point and related applications. Applicants must have demonstrated interest in working in a small local government agency.

Knowledge/Skill/Ability

Knowledge of:

- Principles, methods, and practices of public administration, municipal finance, budgeting, research techniques, planning, or other closely associated disciplines.
- Communicate in English language by phone, or in person in one-to-one or group setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

- General knowledge of municipal governments, Town regulations/codes and ordinances.
- Proficiency with PC's, computer software and applications including spreadsheets, presentation, and publishing.
- General knowledge of office equipment, including photo copier, telephone, facsimile, calculator, shredder, etc.

Ability to:

- Organize, direct and coordinate projects and meetings.
- Handle confidential information in a sensitive manner.
- Handle multiple demands and competing priorities.
- Work independently after receiving initial guidance.
- Perform Basic mathematical skills (adding, subtracting, multiplying.
- Meet and deal tactfully with the general public, elected officials, vendors, employees and citizens.
- Learn job-related material primarily through oral instruction and observation which takes place mainly in an on-the-job training setting.
- To define problems, collect data, establish facts, and draw valid conclusions.

Working Conditions

Work is performed primarily in an office environment, which includes exposure to computer screens. Primary functions require:

- Sufficient physical ability and mobility to work in an office setting.
- Sit and answer phones/use computer equipment on a continuous basis.
- On a frequent basis must be able to stand, walk, sit, talk and reach with hands and arms.
- Occasionally lift, bend, stoop and retrieve files and boxes weighing up to 25 pounds.
- Operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard.
- Work with the public that may be angry or upset.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER REQUIREMENTS

License

~~Ability to obtain and maintain a valid California Driver's License~~

Approval: _____
Town Manager

Resolution No. _____

Effective Date:

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TOWN OF YOUNTVILLE
JOB DESCRIPTION

PUBLIC WORKS DIRECTOR

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

GENERAL PURPOSE

Performs complex supervisory, administrative and professional work in planning, organizing and directing the various operations of the Public Works Department, including environmental, water, wastewater, traffic control, equipment maintenance facility, engineering operations and permit process, development review and other public works projects and programs; to coordinate assigned activities with Town departments, outside consultants and outside agencies; to provide highly responsible and complex administrative support to the Town Manager's Office; and to act as a member of the Town's management team.

If a licensed Professional Engineer in the State of California, may be designated as Town Engineer.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Town Manager.

SUPERVISION EXERCISED

Exercises administrative direction over the Public Works department staff including Public Works Supervisor/Manager, Wastewater Treatment Plant Supervisor/Manager, contracted engineering operations and indirect supervision over clerical, administrative, Public Works maintenance and professional staff as assigned. Provides management direction and support to contracted Town Engineer consultant or firm. This is a Fair Labor Standards Act (FLSA) exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only)

Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the Public Works Department.

Supervises department managers, public works staff, and consultant providers, either directly or through subordinate staff.

Establishes goals and objectives for departmental operations and implements appropriate strategies to achieve departmental goals consistent with Town purposes.

Determines work procedure, schedules, and expedites workflow.

Issues written and oral instructions. Maintains regular and effective communications with departmental employees and contracted consultants and vendors.

Assigns duties and reviews employee performance for conformance to established work performance standards and policies and procedures.

Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations. Manages the department's operations consistent with Town policies and procedures, and applicable State and Federal regulations.

Maintains harmony among workers and resolves grievances as is appropriate.

Leads, motivates, counsels, or otherwise guides individual employees to understand the role they play within the overall organization as compared to their own personal agenda. "Sets the example".

Responsible for oversight of preparation and documentation of departmental budget requests; administers adopted budget in assigned area of responsibility.

Evaluates public works needs and formulates short and long range plans in all areas of responsibility, including water, wastewater, environmental issues, engineering operations and permits processing, and development review when involving the Town.

Responsible for the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Responsible for the development (and update) and implementation of the Comprehensive Wastewater Plan, Comprehensive Water Plan, the Capital Improvement Program (CIP), the Town's Fleet Maintenance Operations and other operational plans involving the Town's infrastructure systems.

Responsible for the oversight and/or the preparation of engineering plans and specifications, contract bidding, evaluation of competency of contractors and vendors, determination of the selection criteria for public contracts and the management of the contractor/vendor relationship.

Provides direct and oversees project management for the construction of the municipal public works projects and other assigned projects to ensure contractor compliance with time and budget parameters for the project.

Manages contracts and performance of contracted consultants and/or firms contracted to the Town to work on public works projects including but not limited to the quality of work, meeting terms and conditions of contract, performance and timeline targets, budget compliance, and overall effectiveness of the consultant or firm.

Responsible for the maintenance of infrastructure and other records.

Responds to public and other inquiries related to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.

Maintains regular contact with other consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding the Town's Public Works related activities and services.

Monitors inter-governmental actions which may affect Town public works related operations.

PERIPHERAL DUTIES

Assists in and supports the training and development of personnel in the Public Works Department.

Represents the Town at various meetings and conferences.

Performs general management duties for the Town Manager as assigned and may serve as Acting Town Manager when directed or in the absence of the Town Manager.

Serves as a member of various Town employee committees, and may serve as management liaison to Town committees and other groups as assigned.

May serve as Town designee to regional and County bodies, task forces, joint powers authorities, etc.

MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from a four-year college or university with a degree in civil engineering, public administration or closely related field, Master's Degree highly desirable; and

- B. Minimum of six (6) years public works experience including at least two (2) years experience with utility operations at a supervisory level or greater highly desirable; or
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

- A. Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable municipal policies, laws and regulations affecting Public Works and Utility operations activities;
- B. Skill in operating the listed tools and equipment.
- C. Ability to communicate effectively, orally and in writing with employees, consultants, other governmental agency representatives, municipal officials and the general public; Ability to conduct necessary research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- A. Ability to obtain and maintain a valid California driver's license;
- B. Possession of a State of California Water Treatment Plant Operator Grade III certification and a Water Distribution Operator Grade II certification or ability to obtain within eighteen (18) months of hire.
- C. To be eligible for Professional Engineer Certification Pay, must possess registration as a Professional Engineer (P.E.) in California.

TOOLS AND EQUIPMENT USED

Personal computer, including work processing, spreadsheet, and data base; motor vehicle; phone, cell phone, radio, fax, and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Some outdoor work is required in the inspection of various land use development, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee may be required to sit and stand for prolonged periods of time.

While performing the duties of this job, the employee is occasionally required to walk, use hands to finger, handle, feel or operate object, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, talk or hear, and smell.

The employee must occasionally lift and/or move ~~between 30 — 60~~ up to 50 pounds independently.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet, humid, and/or freezing conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate, however, while performing the duties of this job, the employee occasionally works near equipment and machinery with exposure to high levels of noise of varying frequency and amplitude.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check and job related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Effective Date: _____
Town Manager

Revision History:

Version: _____ Effective Date: _____

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TOWN OF YOUNTVILLE
JOB DESCRIPTION

Records Coordinator

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

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GENERAL PURPOSE

Under general direction of the Town Clerk, the Records Coordinator plans and coordinates the conduct of the Town's centralized records management program, including the receipt, storage, retrieval, and disposition of official Town records; works with records representatives from all departments; provides training; performs related duties as required. Provides administrative support to the Town Clerk.

DISTINGUISHING CHARACTERISTICS

This position is the records management position within the Town Clerk's office. It is distinguished from the next higher level class of Town Clerk as the Clerk is responsible for all functions and operations of the Town Clerk's Office, including the recording, preparation and maintenance of all Council legislative actions and proceedings; responsible for regulations pertaining to elections and campaign financing, Statements of Economic Interests; Public Records Act, Political Reform Act; Open Meeting law (Brown Act); and Records Management Guidelines.

The incumbent in this position provides staff support to the Town Clerk and Town Manager and must possess a high degree of initiative, independent judgment, understanding, organizational ability, and be responsible for handling sensitive information with diplomacy and discretion.

DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Maintain Laserfiche configuration details (e.g., update list values, user groups, etc.)
- Coordinate with Town Laserfiche users and with ECS to address and resolve issues, ensure software updates are tested and installed, and submit enhancement requests
- Assist Town staff with Laserfiche searching and help them learn how to search for themselves
- Work with Town departments, and with ECS, to develop and maintain Laserfiche forms, and related workflows, for staff processes (example: requesting time off) and public service processes (example: public record requests)
- Work with Town departments, and with ECS, to develop and maintain business process workflows (example: contract approvals)
- Monitor use of Laserfiche, following up to resolve any issues or need for additional training
- Coordinate records review and disposal events for Town staff and officials
- Generate record disposition eligibility reports from Laserfiche and coordinate disposal of records that have met retention in accordance with requirements
- Train new hires, contractors, part-time temporary employees and officials on Town's RIM program requirements
- Manage records of departing Town officials to they are transitioned to others or retained in accordance with requirements
- Develop standards for scanning projects to ensure consistent quality and capture of key metadata, and monitor scanning projects while in process
- Prepare and maintain instructions and documented guidelines for RIM program processes (example: properly disposing of Town documents)

May assist Town Clerk / Records Manager with one or more of the following functions, as assigned:

- Preparation and distribution of Town Council agenda packets; maintenance of official files and records of Council proceedings and actions; preparation, processing, distribution and posting of public notices, bulletins, and contracts; preparation of proclamations; ordinances, and resolutions.
- Coordination of Fair Political Practices Commission filing obligations required of Town Council members, commissioners, and designated employees.
- Coordination of the codification of the Municipal Code.
- May attend Town Council meetings and oversee follow-up pertaining to Town Council action taken at meetings.
- Receive, review, code and verify a variety of documents and records; determine appropriate categories of action to be initiated based upon the content of the documents and applicable laws and regulations; process documents through imaging software; maintain and ensure schedules and deadlines are met.
- Answer questions from Town staff regarding actions needing to be taken to organize and implement departmental document retention activities; assist operating departments in accordance with regulations specifying actions to be taken as a result of the information in documents, assist departments in updating departmental records retention schedules.
- Enter information into a computer system to initiate actions based on documents received and analyzed; apply proper codes or transactions resulting from the documents reviewed.
- Organize and schedule the purging of documents at Town Hall and located off-site in the cargo container.
- Copy, import, and verify documents from electronic or other media into the imaging software as necessary.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of records management, including records retention laws and implementation of electronic document management and imaging systems; principles and practices of manual and computerized records and information management systems.

Modern office procedures, methods and computer equipment, including word processing, spreadsheet and records management software programs.

Ability to:

- Communicate clearly, concisely, and effectively with others, both orally and in writing; understand and follow oral and written instructions.
- Ability to operate a scanner and barcode equipment.
- Assist in preparing and distributing Town Council agenda and agenda packets via agenda management software. *-(good for Clerk back up)*
- Procedures associated with the adoption of resolutions and ordinances and similar Council actions.
- Paraphrase Town Council minute actions and input into computerized records system; maintain a Town-wide computerized document library and subject file index.
- Index Council actions, contracts, agreements, deeds, easements, correspondence, and other official documents.
- Type, proofread and word process a variety of documents and forms including general correspondence, reports and memoranda; finalize resolutions, ordinances, and contracts approved by Council
- Administer the Municipal Code update process.
- Assist in preparing and distributing Town Council agenda and agenda packets via agenda management software.

- Become familiar with pertinent state, federal and local laws, codes and regulations, including the California Public Records Act, Brown Act and related legislation, practices and terminology associated with local codes and ordinances.

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

Experience:

A minimum of two (2) years of increasingly responsible experience performing specialized clerical duties. Formal training in records management is preferred. Public sector experience which includes working with Public Records Act requests and the Brown Act is desired.

Education:

High School graduate or equivalent and two (2) years of experience. Previous experience working for a public agency is desired.

AA/AS degree is desirable but not required.

License or Certificate: ~~Possession of a valid California Driver's License and a satisfactory driving record;~~ ~~Willingness to travel to various locations within and outside the Town limits; and willingness to work flexible hours in order to administer programs, conduct research and make presentations.~~

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, web-site maintenance, PowerPoint presentation software, database, and project scheduling; motor vehicle; phone; cell phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is usually quiet to moderate, but can be noisy due to existing office configuration. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: _____
Resolution No. _____

Town Manager

Effective Date:

Revision History: Version: _____ Effective Date: _____



TOWN OF YOUNTVILLE

JOB DESCRIPTION

RECREATION COORDINATOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Performs responsible recreation and facility management by planning, coordinating, scheduling, and supervising a variety of Town recreational programs, activities, and facilities.

DISTINGUISHING CHARACTERISTICS

The Recreation Coordinator is responsible for planning, budgeting, scheduling, and carrying out a variety of community recreation programs, activities, and facilities. The incumbent, within policy guidelines, exercises considerable discretion and independence in coordinating and managing the Town's recreation programs, activities and facilities. The position differs from the Recreation Assistant, Recreation Specialist, or Building Attendant by having responsibility for overall program and facility supervision.

SUPERVISION RECEIVED/EXERCISED

General supervision is provided by the Parks and Recreation Director. Supervisory responsibilities entail program and facility supervision and direct supervision of the subordinate staff as assigned and other part-time or seasonal employees and volunteers.

ESSENTIAL DUTIES

Plans, develops, schedules, coordinates, and conducts recreation classes and programs; oversees and coordinates facilities assigned, including scheduling, marketing, coordinating and addressing maintenance needs, and staffing; promotes assigned programs and facilities, including writing and distributing promotional materials; schedules and supervises assigned staff for programs and facilities; sets up and coordinates special events as assigned; obtains volunteers and schedules hours; decorates, oversees, and cleans up after events, activities and programs, as assigned; directs work of assigned staff; purchases supplies; responsible for contract administration for activities and facilities assigned; collects money and records payments; oversees rental of facilities; tracks attendance and participation in recreation programs; assists in the hiring and training of staff. Coordinate and schedule events at assigned facilities, including contract administration, assuring compliance with insurance requirements, collection of fees, and timely payments from and to facility users. Train, supervise and schedule assigned staff. Develop policies for the more efficient or safe or profitable use and operation of community facilities assigned.

OTHER DUTIES

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RECREATION COORDINATOR¶
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Provides leadership to assigned staff, and serve as Town's representative in addressing patron disciplinary or behavioral issues as related to program participation or facility use; resolves fee disputes; assists in developing annual budget; plans, coordinates, and oversees field trips; may be responsible for scheduling and management of assigned Town facilities, and parks. Performs related duties and responsibilities as required.

QUALIFICATIONS

Experience/Education/Training

Any combination of experience, education, and training that would provide the required knowledge and abilities to establish and maintain an effective Town recreation program is qualifying. A typical way of obtaining the required qualification is to:

- Possess four years of increasingly responsible supervisory experience in implementing recreation activities and managing community facilities, and have the equivalency of two years of college education.
- Possess two years of increasingly responsible supervisory experience in implementing recreation activities and managing community facilities, and have the equivalency of four years of college education, preferably in a recreation-related field.

Recreation supervisory experience is highly desirable.

Knowledge/Ability

General knowledge of developing, implementing, and conducting a variety of recreation activities and programs through community participation; program content for specialized community recreation activities, including marketing themes, practices and principles as they apply to a wide variety of leisure services; personnel principles and practices, including recruitment of part-time employees and volunteers, supervision, program and employee evaluation, training, and safety practices; common recreational, cultural, and social needs of a community. Ability to coordinate, organize, conduct, and implement recreation activities and manage community facilities; prepare and distribute publicity concerning new and on-going recreation programs/activities; interpret and apply Town policies, laws, rules, and procedures; train, supervise, and evaluate part-time employees, volunteers, and contractors; understand community needs in a variety of recreation areas and evaluate activities according to those needs; ability to research, analyze and evaluate new service delivery methods, procedures and techniques; communicate clearly and concisely, both orally and in writing; establish and maintain effective relationships with public groups, agencies, school officials, and others contacted in the course of the work; use computer and other office equipment.

Working Conditions

Position requires sitting, standing, walking on level and slippery surfaces, climbing, reaching, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily activities. The position also requires near, far, and color vision. Additionally, the position requires grasping, repetitive hand movement, and fine coordination when writing and typing lesson plans and reports, and when teaching classes. The need to move and push large cement chairs and special events boxes, and the need to lift and carry items weighing up to 50 pounds

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independently is required. The nature of the work also requires the incumbent to work outdoors in all weather conditions including wet, hot, and cold, including climbing ladders, walking on scaffolds, working in confined spaces, and working at unusual heights. The incumbent uses chemicals and solvents exposing the employee to fumes, dust, and air contaminants that may cause eye and skin irritation. The incumbent also must be available to provide life-saving techniques, work irregular or extended hours, in fatiguing conditions, with constant interruptions, and, at times, with impatient and irritated patrons.

Other Requirements: Possess or ability to obtain a valid California driver's license within 12 months of hire. Must be willing to work weekends and off-shift hours as required.

Certificates:

May require evidence of a negative tuberculin test taken within the past two years. Possession and submittal of Standard First Aid and Cardiopulmonary Resuscitation (CPR) certificates are required within 90 days of appointment.

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Town Manager

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Town Manager

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TOWN OF YOUNTVILLE
JOB DESCRIPTION

UTILITIES OPERATOR I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under supervision, operates, inspects, and maintains a variety of wastewater collection, treatment, and recycled water as well as a variety of water well production, treatment and storage equipment used in connection with the continuous operation of the Town's water utilities. Operates a variety of equipment and tools in the construction, operation, repair, maintenance, and replacement of Town's water utilities. Utilities Operator I/II perform a variety of technical activities that will be assigned to a functional area (water or wastewater) within the operation of the wastewater reclamation facility, wastewater collection system, floodwall pump system, municipal well, and water distribution system.

DISTINGUISHING CHARACTERISTICS

Utilities Operator I

This is the entry level position of the Utility Operator series. Duties and responsibilities range from operation and maintenance of water and wastewater treatment plants, conducting routine sampling to maintaining the wastewater collection and water distribution systems. Assignments differ from the Utility Operator II assignments by having a lesser degree of responsibility in the overall duties as listed above.

Utilities Operator II

This is the journey level- advanced level position in the Town Utilities Operator series. Duties and responsibilities range from performing laboratory tests, sampling, and interpreting the results to optimize water and wastewater treatment, cleaning sanitary sewer collections system and performing various operation, maintenance and sampling pertaining to the domestic water distribution system, and operating the municipal well. Assignments differ from the Utilities Operator I assignments by the extent of the technical knowledge and responsibility exercised by the Utilities Operator II in the overall functioning of the duties outlined above.

SUPERVISION RECEIVED

The Public Works Director and/or Utilities Supervisor/Manager provide supervision.

ESSENTIAL DUTIES

Utilities Operator I

When assigned to Wastewater:

Performs all duties of OIT and installs pumps and valves; assists with collection system maintenance; reads gauges and enters readings; prepares equipment for sampling wastewater; conducts routine laboratory tests and sampling; provides general maintenance and operation of pump station and wastewater treatment plant.

Maintains air, electrical and mechanical systems; maintains and cleans buildings and grounds; Operates and maintains recycled water distribution system and floodwall facilities and checks sewers for potential issues; Reads meters utilizing using a variety of manual methods and/or using technology including but not limited to, smart phone, smart devices laptops or desktop computers; establishes and maintains a cooperative working relationship with citizens, businesses, outside agencies and other employees; Cleans and maintains all equipment and tools related to work the job site, equipment and Corporation yard; Performs all duties in conformance with appropriate safety and security standards; Sets up traffic control, reads and understands traffic control plans, and can safely direct and route traffic around and through work sites; . Operates and maintains a variety of equipment, and tools including Heavy Equipment including, but not limited to, backhoes, dump trucks, compactors, etc. Provides twenty-four-hour standby assistance. Performs all duties in conformance with appropriate safety and security standards; Sets up traffic control, reads and understands traffic control plans, and can safely direct and route traffic around and through work sites.

When assigned to Water:

Performs and assists in a wide variety of routine, sometimes heavy, skilled and semi- skilled duties related to the installation, inspection, operation, and maintenance of water mains, valves, services, meters, hydrants, and other water supply and distribution system facilities and associated appurtenances at frequent intervals to insure that all aspects of the systems are functioning properly and in conformance with all Federal and State requirements and operating permit conditions and Town Municipal Codes, Standards, Specifications and policy ; Assists in maintaining water quality by taking water samples and compiling information and record keeping, maintaining proper operation of water treatment/distribution equipment; Maintains a variety of records relating to inspections, maintenance activities, water supply, treatment, distribution, and consumption; Reads and interprets water system maps, blueprints, and USA marking requests, and marks all underground service alert requests; Responds to service calls regarding water quality, pressure and leaks. Operates leak detection devices and pipe locating equipment. Inspects and repairs water meters and cross-connection control devices for proper installation and operations; Reads water meters utilizing using a variety of manual methods and/or using technology including but not limited to, smart phone, smart devices laptops or desktop computers; establishes and maintains a cooperative working relationship with citizens, businesses, outside agencies and other employees; Cleans and maintains all equipment and tools related to work the job site, equipment and Corporation yard; Performs all duties in conformance with appropriate safety and security standards; Sets up traffic control, reads and understands traffic control plans, and can safely direct and route traffic around and through work sites; Operates and maintains a variety of equipment, and tools including Heavy Equipment including but not limited to backhoes, dump trucks, compactors.

Incumbent is responsible for the operation and maintenance of the Town's Municipal Well No.1, including observing groundwater elevation readings, pressure and flow settings, backwashing and maintenance on the well filter, proper chemical dosing, water sampling and regulatory reporting.

Utilities Operator II

When assigned to Wastewater:

Performs all duties of Utility Operator I; cleans sanitary sewer collection system; operates the Hydro Truck; conducts routine wastewater laboratory tests and interprets results; diagnoses problems with wastewater equipment and makes recommendations; greases and cleans equipment including adjusting and repacking pump valves; operates and checks operation of wastewater equipment; repairs small tools and equipment; reads gauges and adjust wastewater system operating control; maintains records of completed work; takes charge of wastewater operations in absence of supervisor.

Monitors sanitary sewer collections system; maintains air, electrical and mechanical systems; maintains and cleans buildings and grounds; Operates and maintains recycled water distribution system and floodwall facilities; checks sewers for back-up or other problems; provides general plant maintenance. Could be assigned to assist with the Town's Cross Connection Control Program including testing Town owned backflow prevention devices and/or conducting cross connection surveys. AWWA Backflow General Tester Certification and AWWA Cross Connection Control Specialist Certification is highly desirable. Provides twenty-four-hour standby assistance.

Utilities Operators designation between I & II is dependent upon passing State examinations and receiving appropriate certifications and job performance in associated duties.

When assigned to Water:

Performs and assists in a wide variety of routine, sometimes heavy, skilled and semi- skilled duties related to the installation, inspection, operation, and maintenance of water mains, valves, services, meters, hydrants, and other water supply and distribution system facilities and associated appurtenances at frequent intervals to insure that all aspects of the systems are functioning properly and in conformance with all Federal and State requirements and operating permit conditions and Town Municipal Codes, Standards, Specifications and policy ; Assists in maintaining water quality by taking water samples and compiling information and record keeping, maintaining proper operation of water treatment/distribution equipment; Maintains a variety of records relating to inspections, maintenance activities, water supply, treatment, distribution, and consumption; Reads and interprets water system maps, blueprints, and USA marking requests, and marks all underground service alert requests; Responds to service calls regarding water quality, pressure and leaks. Operates leak detection devices and pipe locating equipment. Inspects and repairs water meters and cross-connection control devices for proper installation and operations; Reads water meters utilizing using a variety of manual methods and/or using technology including but not limited to, smart phone, smart devices laptops or desktop computers; establishes and maintains a cooperative working relationship with citizens, businesses, outside agencies and other employees; Cleans and maintains all equipment and tools related to work the job site, equipment and Corporation yard; Performs all duties in conformance with appropriate safety and security standards; Sets up traffic control, reads and understands traffic control plans, and can safely direct and route traffic around and through work sites; Assists with all regulatory reporting; Provides inspection services for water related construction projects; Provides input and oversight of cross-connection control program. Operates and maintains a variety of equipment, and tools including Heavy Equipment including, but not limited to, backhoes, dump trucks, compactors.

PERIPHERAL DUTIES

Establishes, and maintains a cooperative working relationship with citizens, businesses, outside agencies, and other employees; Cleans and maintains all equipment and tools related to work on

both the job site, equipment and corporation yard; Performs all duties in conformance to appropriate safety and security standards; Operates a variety of technology software and hardware including but not limited to; personal computer utilizing related software, email, calendars and other related equipment such as printers, scanners, and copy machines, GIS devices, smartphone, or smart device related applications. Technology related to, pumps, motors, controllers, Emergency Generators and associated systems, SCADA systems, lighting systems, and communications related technology. May perform related custodial duties for Town facilities; In accordance with California state law, serves as designated emergency worker in the event of an emergency; May be required to work on weekends and/or evenings in support of special events and activities; May serve on various employee or other committees as assigned.

Utilities Operator I/II

QUALIFICATIONS

Experience/Education

Sufficient experience and education to read understand and record a variety of pumps, motors, meters, analyzers, and detectors used in a water and wastewater treatment system. A typical way of obtaining the required qualifications is to possess the equivalent to one year of experience working with mechanical equipment and tools. Incumbent must have equivalent to a twelfth-grade education.

KNOWLEDGE/SKILL/ABILITY

Utilities Operator I – Knowledge of the basic tools, equipment, methods, safe work practices in the operation and routine maintenance used in maintaining pumping and electrical systems. Knowledge of basic water and wastewater treatment process and laboratory tests is highly desirable. Proficient skill in the safe use of various mechanical hand and power tools and equipment also are required. Additionally, the ability to learn and become proficient in reading and interpreting meters, gauges, and other recording devices; conducting laboratory tests; and in adjusting controls and treatment processes located in a wastewater treatment facility are required. Grade I water or wastewater certification issued by the State Water Resources Control Board upon being hired. Both water and wastewater certifications are highly desirable. Collections System Maintenance Certification is required within 2 years of hire.

Utilities Operator II – In addition to the knowledge, skill and abilities expected to a Utilities Operator I, the incumbent in the Utilities Operator II position is expected to possess demonstrated knowledge of the principles and methods of water & wastewater treatment systems; the mechanics of pumps and motors; the purposes and safe use of tools and equipment in the repair and adjustment of plant equipment; chemical and biological tests used in the monitoring of water & wastewater treatment plants and collection system processes; the operation and maintenance of a variety of light and heavy power driven equipment. Demonstrates skill in performing technical procedures in water & wastewater operations, performing and interpreting laboratory tests in water & wastewater treatment monitoring, operating a variety of heavy and light power-driven gas and diesel equipment, performing complex mechanical maintenance, and troubleshooting mechanical problems are required. Additionally, the skill in inspecting the overall operations of a water & wastewater treatment system, including detecting problems, maintaining, and repairing plant facilities and equipment; maintaining accurate and readable records, exercising good judgment in response to operational problems, communicating orally and in writing clearly and

concisely, establishing and maintaining effective working relationships with others are also required. Grade II water or wastewater certification issued by the State Water Resources Control Board upon being hired and obtaining both Water Treatment and Distribution Certification and wastewater certifications highly desirable. CWEA Grade II Collections System Maintenance Certification required within 2 years of hire.

Working Conditions

Position requires standing, walking on level and slippery surfaces, reaching, kneeling, bending, stooping, crawling, squatting, crouching, and grasping in the performance of daily duties. The use of an acute sense of smell and hearing is needed in detecting treatment plant and bearing problems. The position also requires both near and far vision while making visual checks of the treatment process and working on equipment. The need to independently lift, carry and push motors, pipes, valves, fittings, pumps, and other equipment and supplies weighing up to 50 pounds is also required. Additionally, the incumbent works in all weather conditions including wet, hot, and cold. The use of lubricating ingredients and working around sewer gases exposes the employee to fumes, dust and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb ladders and walk on scaffolds, to handle noise producing tools and equipment, to drive a motorized vehicle and to work with power tools in wet conditions that expose the employee to possible electrical hazards.

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License/Certificate

Utilities Operator I

When assigned to Wastewater:

- Must possess Grade I Wastewater Treatment Plant or T1 Water Treatment Operator certification upon hire. If hired with the T1 Water Treatment Operator certificate, incumbent must obtain Grade I Wastewater Treatment Plant certification within 18 months of hire.
- Must possess Grade I CWEA Collection System Maintenance certification as mandated by Town within 18 months of hire.
- Possession of CWEA Mechanical Technologist certification is desirable.
- Must possess a Class C California motor vehicle operator's license.
- Incumbent is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.

When assigned to Water Operations:

- Incumbent must obtain a State Water Resources Control Board, Division of Drinking Water (DDW) Water Distribution Operator Grade 1 certificate within 18 months from hire date.

Utilities Operator II

When assigned to Wastewater:

- Must possess California Grade II Wastewater Treatment Plant or T2 Water Treatment Operator certificate upon hire. If hired with the T2 Water Treatment Operator certificate, incumbent must obtain Grade II Wastewater Treatment Plant certification within 18 months of hire.
- Grade II CWEA Collection System Maintenance certification within 18 months from the

date of hire or promotion.

- Possession of Mechanical Technologist certification is mandatory.
- Must possess a Class C California motor vehicle operator's license.
- Incumbent is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.

When assigned to Water Operations:

- Must possess a SWRCB, DDW Water Distribution Operator Grade 2 certificate and a SWRCF, DDW Water Treatment Operator Grade 2 certificate.
- Obtain an American Water Works Association Backflow Prevention Assembly Tester, and Cross-Connection Control Program Specialist or Water Use Efficiency Practitioner certification is highly desirable.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Town Manager

Resolution No.

Effective Date:

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TOWN OF YOUNTVILLE
JOB DESCRIPTION

UTILITY OPERATIONS SUPERVISOR/MANAGER

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

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GENERAL PURPOSE

The Utility Operations Supervisor/Manager will plan, organize, and review the activities of the water treatment, wastewater collection, wastewater treatment, and recycled water operations in the Public Works Department. Manage, supervise and participate in a wide range of maintenance and repair related projects involving public infrastructure for water and sanitary sewage. May, at the determination of the Town Manager or Public Works Director, be assigned to other potential utility operations such as photovoltaic systems. Will coordinate Town fleet and equipment maintenance in compliance with all applicable regulatory operational, procedural and budget guidelines.

DISTINGUISHING CHARACTERISTICS

When filled at the Utility Operations Supervisor level this is the entry level supervisory management position, and when filled at the Manager level it is the journey level supervisory management position with significant field and administrative responsibilities for planning and delivering program services, responding to emergency situations, and supervising personnel. Requirements include evening and weekend hours and response to emergency situations. If filled at the Supervisor or Manager level, this position is classified as Fair Labor Standards Act (FLSA) Exempt.

The Utility Operations Supervisor/Manager will develop and implement Town programs, including but not limited to: job and safety training; infiltration/Inflow prevention; OSHA compliance; wastewater treatment plant operation; water well production and water treatment operation; annual budget preparation; representation of the Town to outside agencies and customers; prepare routine reports and perform cost analysis; employee development; and project prioritization and recommendations.

SUPERVISION RECEIVED

Receives administrative direction from the Public Works Director / Town Engineer and may receive project specific direction from the Town Manager.

SUPERVISION EXERCISED

Supervises the Utilities Operator-in-Training, Utilities Operator I and Utilities Operator II assigned to the Utility Operations Division and/or provides indirect or direct supervision other Public Works Department Maintenance Workers, mechanics, custodial support staff, clerical support staff, temporary and/or contract personnel, as assigned.

DUTIES AND RESPONSIBILITIES (Illustrative Only)

Serves as a member of the Town and Public Works Department's management team and participate in the development and implementation of Town goals, objectives, priorities, policies and procedures, project prioritization, and problem resolution.

Plan, direct, coordinate, supervise and review the work of assigned crews in scattered locations

engaged in water and/or wastewater maintenance, repair, installation, construction, and vehicle maintenance.

Review, approve and may prepare requisitions for necessary equipment, material and supplies within purchasing authority. Prepare equipment and bid specification documents for review and approval by the Public Works Director / Town Engineer.

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Complete and maintain a variety of records and reports including time and materials records, work reports, annual storm water management program reports, annual recycled water reports, and cost records.

Supervise, train, instruct, and motivate employees.

Recommend and enforce safety requirements, update hazardous materials handling procedures, and inspect against those standards; and assist in maintaining Material Safety Data Sheets (M.S.D.S.) records. Maintains safety records for Utilities Division.

Represent the Town in resolution of citizen inquiries and complaints and suggest corrective actions; study maintenance functions and recommend improvements; and process and resolve employee grievances.

Review and advise staff at various phases of work and give them specific support as needed; and discuss work progress and ascertain the amount of materials, supplies and staffing level needed.

Prepare budget estimates and other staff reports.

Evaluate staff's performance and prepare performance evaluation reports in a timely manner.

Monitor maintenance, repair, and capital improvement budgets of project sites to evaluate work progress, process, and quality; resolve work problems; determine additional needs; assure continuous support and follow-up.

Schedule, plan and coordinate staffing levels, equipment and supplies to complete designated tasks within established budget parameters. Assign, review, and evaluate the work of staff for accuracy, suitability, and completeness.

Keep informed of current trends and technology in areas of responsibility and apply to assigned functional area of responsibility.

Provide oversight and evaluation of contractor's work and verify work performed and billing for payment of work performed.

Estimate time and cost of projects to make the most economical use of Town labor and materials.

Participates in the development of capital improvement projects for utility operations which are in compliance with Town, State and Federal specifications, regulations, and procedures.

Recommends Town policies and implements programs and actions to maintain compliance with local, regional, state and federal laws and programs related to water, wastewater, solid waste, and worker and public health and safety. Responsible for compliance with National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Plant, NPDES Storm water Permit, and Recycled Water Permit including preparing forms and reports.

Coordinates projects with other departments, agencies, or teams, consultants, developers, and/or property owners; gives presentations to elected and appointed officials; responds to citizen inquiries and complaints, and takes appropriate action. Provides backup and emergency

support to other Departments. Develop notification letters and other public information documents as appropriate.

ADDITIONAL EXAMPLES OF ESSENTIAL DUTIES

Develop and manage a preventative maintenance program for the water treatment, floodwall pumps, recycled water, and wastewater systems operations.

Knowledge of testing, repair, and maintenance of all emergency water well delivery system components.

Provide quality control/quality assurance for water system operation and wastewater system operation including supervising laboratory testing, analyzing results and taking action to correct problems.

Requires an understanding of the Underground Service Alert process, coordinating and providing service to other Town operations in the identification of underground utilities.

PERIPHERAL DUTIES

Monitors inter-governmental actions affecting Water and Wastewater Operations.

Exhibits and practices support for management decisions. Exhibits a personal commitment to creating and sustaining a pleasant, cooperative, and productive work environment.

Serves as member of various employee committees or other assigned groups; assures inter-departmental coordination and cooperation.

Represent the Town in related professional organizations as appropriate.

Serves as liaison with other agencies, public entities, and other Town departments.

Provide 24 hour standby assisted by an auto-dialer.

Performs other duties as assigned.

May serve as Acting Department Head in absence of the Public Works Director

MINIMUM QUALIFICATIONS

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

Four (4) years of increasingly responsible experience in Utility Operations maintenance and repair:

- A. At the Supervisor level, four (4) years of increasingly responsible experience in Public Works/Utility Operations maintenance and repair at a journey or lead level. Two (2) years of administrative and supervisory responsibility is desired
- B. At the Manager level, graduation from an accredited four-year college or university is desired. Four (4) years experience in supervisory/management position/ and experience in the Public Works/Utility Operations industry is also desired.

Necessary Knowledge, Skills, and Abilities:

- A. Materials, methods, practices, and equipment used in water production, wastewater, and fleet maintenance operations; types and level of maintenance and repair activities generally performed in a water, wastewater, vehicle maintenance program; occupational hazards and standard safety precautions necessary in the work as outlined in the Town's Injury and Illness Prevention Plan as required by SB198; principles of supervision, training, and performance evaluation; principles and practices of administration, budget and personnel management; hazards and accepted safety precautions in the construction trades and/or garage operations; and safe driving principles and practices.
- B. Ability to plan, organize, direct, review and supervise the work of semi-skilled and skilled maintenance personnel; evaluate maintenance needs and problems; identify materials and resources required to solve problems; read and interpret plans and specifications, work from sketches, penciled layouts and blueprints, prepare plans for minor projects; prepare and maintain a variety of records and reports; supervise, train, develop, motivate and evaluate employees; communicate clearly and concisely, both orally and in writing; hold subordinates accountable for performance and behavior; build trust and create a positive atmosphere within the department between subordinates and supervisors; follow through on assigned tasks and promises made; establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; estimate time, materials, and equipment needed to perform maintenance and repair work; make decisions and communicate the decision process and outcomes with subordinates and management team; establish a monitoring system for work accomplished, plans, goals and objectives; and remain calm in difficult situations, respond politely and courteously to citizen inquiries and complaints.
- C. Skill in operation of listed tools and equipment and basic First Aid; mechanics of pumps and motors; and developing and implementing improvements to systems and operations, which can improve the operational effectiveness of the Department.
- D. Skill in basic computer knowledge including use of word processing, spreadsheet software, and Microsoft Outlook (e-mail).

Additional Knowledge, Skills, and Abilities:

Geography of the Town, including location of pump stations, major utility systems, water production, distribution and storage systems, and wastewater system and facilities.

Understanding of the basic elements of microbiology, chemistry, hydraulics, and civil engineering as they relate to water production, storage and distribution, wastewater treatment, and recycled water distribution.

Other types of utilities located within the public right of ways such as electrical, gas, telephone, cable, telephone and data communications.

SPECIAL REQUIREMENTS

- A. Must possess a valid California driver's license with driving record satisfactory to the Town and the Town's insurance carrier.
- B. Must be physically able to move about on construction work sites and under adverse field conditions.
- C. Must possess a valid Wastewater Treatment Grade III Certificate issued by the California State Water Resources Control Board, Grade 1 Collection System Certificate, T2 Water Treatment Operator Certificate and a D2 Water Distribution

- Operator Certificate, or be able to obtain within twelve months from the date of hire, and;
- D. Any of the following are desirable: 1) Collection System Maintenance Technologist, 2) Cross-Connection Control Specialist, 3) Mechanical Technologist, 4) Backflow Prevention Assembly Tester, and 5) Sewer Treatment Plant Operator.
 - E. This employee is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, database, and project scheduling, and familiar with asset management or similar software for system information database; motor vehicle; phone; cell phone; and mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Some outdoor work is required in the inspections of various land use developments, construction sites, or Town facilities. Hand-eye coordination is necessary to operate computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 50 pounds independently. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts, and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: _____
Town Manager

Effective Date: 10/1/2024

Revision History:

Version: _____ Effective Date: _____



TOWN OF YOUNTVILLE JOB DESCRIPTION

UTILITIES OPERATOR IN TRAINING (OIT)

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under supervision, operates, inspects, and maintains a variety of wastewater collection, treatment, recycled water, and disposal equipment as well as a variety of emergency water well production, treatment and storage equipment used in connection with the continuous operation of the Town's wastewater and water utilities.

DISTINGUISHING CHARACTERISTICS

Operator in Training (OIT)

This is an entry-level utility operator position performing various operational tasks related to the operation and maintenance of the Town's wastewater and water utilities. Initially, under direct supervision, incumbents learn and perform a variety of duties in the routine operation and maintenance of the Town's wastewater treatment and recycling utilities. The amount of supervision required is expected to decrease as experience and certifications are obtained, to the point where limited direct supervision from a certified operator is required after 24 to 36 months of employment after the operator has gained the necessary wastewater certification issued by the State Water Resources Control Board.

Incumbents are required to meet the minimum qualifications for the position of Utilities Operator I-II, in no more than 36 months of employment and may then be advanced to the level of Utilities Operator I-II after gaining the required experience, demonstrating adequate proficiency, and obtaining all certifications, which are required to meet the qualifications of Utilities Operator I-II. This position is flexibly staffed, and assignment is determined by demonstrated job performance and required Wastewater Treatment and Water Treatment/Distribution Operator certifications at the appropriate grade level.

ESSENTIAL DUTIES

OIT

Under direct supervision, trains to perform duties of Utilities Operator I-II; monitors the operation of water and wastewater treatment plant pumps, motors, valves and other equipment; reads gauges, dials, and other instruments that record data; oils, greases, and cleans equipment; services and otherwise maintains a variety of plant equipment including pumps, valves, motors, filters, meters, and related plant equipment; collects water and sewage samples for laboratory tests; observes water/wastewater treatment equipment and facilities to locate needed repairs and needed maintenance; report's findings to supervisory personnel; makes

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repairs to plant equipment; performs general plant preventive maintenance work; keeps logs, and records of daily treatment plant activities; conducts and assists in conducting a variety of chemical and bacteriological tests on plant influent, effluent, and receiving waters; assists in keeping laboratory records and inventory; maintains, cleans, and cares for laboratory equipment and materials; Logs data from a variety of tests and samples; assists in work necessary to keep the treatment plant and wastewater collection system in a clean and orderly condition; operates a variety of equipment; and performs related duties as required all under direct supervision.

PERIPHERAL DUTIES

Establishes, and maintains a cooperative working relationship with citizens, businesses, outside agencies, and other employees; Cleans and maintains all equipment and tools related to work on both the job site, equipment and corporation yard; Performs all duties in conformance to appropriate safety and security standards; Operates a variety of technology software and hardware including but not limited to; personal computer utilizing related software, email, calendars and other related equipment such as printers, scanners, and copy machines, GIS devices, smartphone, or smart device related applications. Technology related to, pumps, motors, controllers, Emergency Generators and associated systems, SCADA systems, lighting systems, and communications related technology. May perform related custodial duties for Town facilities; In accordance with California state law, serves as designated emergency worker in the event of an emergency; May be required to work on weekends and/or evenings in support of special events and activities; May serve on various employee or other committees as assigned.

OTHER DUTIES

OIT -Under direct supervision assists certified operators with operation and maintenance of recycled water distribution system; monitors sanitary sewers collection system; checks sewers for back-up or other problems; cleans digester box including hosing down and removing blockages; assists with general plant maintenance, including cleaning up building and grounds, painting equipment, etc.

QUALIFICATIONS

Experience/Education

Sufficient experience and education to read understand and record a variety of pumps, motors, meters, analyzers, and detectors used in a water and wastewater treatment system. A typical way of obtaining the required qualifications is to possess the equivalent to one year of experience working with mechanical equipment and tools. Incumbent must have equivalent to a twelfth-grade education.

Knowledge/Skill/Ability

OIT - General knowledge of the basic tools, equipment, methods, safe work practices in the operation and routine maintenance used in maintaining pumping and electrical systems. Some knowledge of basic wastewater treatment process and laboratory tests is highly desirable. Basic skill in the safe use of various mechanical hand and power tools and equipment also are required. Additionally, the ability to learn and become proficient in reading and interpreting meters, gauges, and other recording devices; conducting basic laboratory tests; and in adjusting controls and treatment processes located in a wastewater treatment facility are highly desirable.

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Working Conditions

Position requires standing, walking on level and slippery surfaces, reaching, kneeling, bending, stooping, crawling, squatting, crouching, and grasping in the performance of daily duties. The use of an acute sense of smell and hearing is needed in detecting digester and bearing problems. The position also requires both near and far vision while making visual checks of the treatment process and working on equipment. The need to independently lift, carry, and push motors, pipes, valves, fittings, pumps, and other equipment and supplies weighing up to 50 pounds, is also required. Additionally, the incumbent works in all weather conditions including wet, hot, and cold. The use of lubricating ingredients and working around sewer gases exposes the employee to fumes, dust and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb ladders and walk on scaffolds, to handle noise producing tools and equipment, to drive a motorized vehicle and to work with power tools in wet conditions that expose the employee to possible electrical hazards.

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License/Certificate

OIT

Prior to employment:

Possess a valid California Class C motor vehicle operator's license and maintain during the course of employment.

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Within two months of employment:

Acquire a valid State of California Wastewater Plant Operator's Grade I Operator in Training certificate.

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Within two years of employment:

Obtain either a Grade I Water Treatment or Grade I Wastewater Treatment Operator Certificate issued by the CA State Water Resources Control Board.

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Within four years of employment:

Acquire a valid State of California Wastewater Plant Operator's Grade II certificate, a Water Treatment Plant Operator Grade I certificate. CWEA Collection System Maintenance certification issued by the State of California Department of Health Services is desirable.

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Approval:

Town Manager

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Effective Date:

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Revised:

Resolution No.

Town Manager

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Effective Date: