

RESOLUTION NO. 2021-13-CC

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) UPDATING THE JOB SPECIFICATIONS OF THE LEAD ELECTRICIAN AND ELECTRICAL FOREMAN POSITIONS IN THE PUBLIC WORKS DEPARTMENT, CHANGING THE TITLE OF THE ELECTRICAL FOREMAN POSITION TO ELECTRICAL SUPERVISOR AND UPDATING THE SALARY PAY TABLE TO ADD THE ELECTRICAL SUPERVISOR POSITION

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments;

WHEREAS, the City desires to update the job specifications of the Lead Electrician and Electrical Foreman positions in the Public Works Department and change the title of the Electrical Foreman position to Electrical Supervisor;

WHEREAS, the City, based on evaluation, has determined that changes are necessary to the job specification of the Lead Electrician position and to the job specification and title of the Electrical Foreman position, as detailed in the proposed Class Specifications & Attributes, attached hereto as Exhibits "A" and "B," respectively;

WHEREAS, the City desires to update the salary pay table to add the Electrical Supervisor position, as attached hereto as Exhibit "C;" and

WHEREAS, the City, in consultation with the Human Resources Division and the Public Works Department, has determined that it is proper to update the job specifications of the Lead Electrician and Electrical Foreman positions and to change the title of the Electrical Foreman position to Electrical Supervisor.

[Remainder of page left blank intentionally]

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council does hereby declare that the above recitals are true and correct and incorporated herein by reference.

SECTION 2. The City Council does hereby approve and adopt the proposed amendments to the City's Salary Resolution and Position Classification Plan updating the job specifications of the Lead Electrician and Electrical Foreman positions in the Public Works Department, changing the title of the Electrical Foreman position to Electrical Supervisor and updating the salary pay table to add the Electrical Supervisor position.


SECTION 3. The City Council does hereby approve and adopt the proposed job specifications for the Lead Electrician and Electrical Supervisor positions, attached hereto as Exhibits "A" and "B."

SECTION 4. The City Council does hereby approve and adopt the updated salary pay table, attached hereto as Exhibits "C."

SECTION 5. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

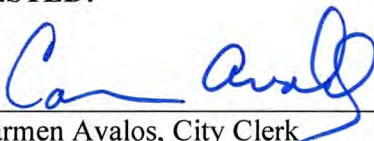
PASSED, APPROVED and ADOPTED this 23rd day of **March 2021**.

CITY OF SOUTH GATE:

By: 


Maria Davila, Mayor

ATTESTED:

By: 

Carmen Avalos, City Clerk
(SEAL)

APPROVED AS TO FORM:

By: 

Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

LEAD ELECTRICIAN

DESCRIPTION

Under general supervision, leads, oversees and participates in the more complex and difficult work of staff responsibility for performing a variety of semi – skilled and skilled duties associated with the operation, maintenance and installation of the City's building electrical systems including but not limited to heating and air conditioning, water production electrical systems, standby generator systems, street lighting systems, traffic signal systems; operates and maintains a variety of heavy equipment, aerial boom lift equipment and power equipment; provides technical direction to subordinate electrical staff; performs related duties as required.

CLASS CHARACTERISTICS

The Lead Electrician is a single position classification which is distinguished from the Journey Electrician classification by its responsibility to perform more technical and specialized electrical functions, provide leadership and technical direction to electrical staff and assist supervisors and management with scheduling, oversight of work and other support work.

SUPERVISION RECEIVED

Works under the general supervision of the Electrical Supervisor or Superintendent.

SUPERVISION EXERCISED

Exercises technical supervision over Journey and Maintenance Electricians.

ESSENTIAL FUNCTIONS

The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Organizes and provides technical supervision to work crews; instructs assigned staff in proper procedures and operations; provides training on work tasks.

Installs and repairs conduits, lighting circuits, panels, regulators, generators, relays, circuit breakers, switch boxes and electrical fixtures according to codes; inspects wiring and equipment for safe condition and need for replacement.

Installs and repairs public address and intercommunications systems, instrumentations systems, electronic supervisory systems, control apparatus for electrical installations and associated electrical equipment.

Installs, repairs and maintains street lighting systems, flood lighting systems and traffic control equipment; replaces light poles; uses high lift equipment to repair and replace components.

Installs, repairs, maintains and operates traffic signal systems and associated equipment; installs, repairs, maintains telemetry systems for Traffic Management System.

Tests circuits for shorts, grounds, open conditions and proper insulation; operates electrical test equipment such as meggers, voltmeters, ammeters and ohmmeters.

Maintains and repairs heating and air conditioning systems; installs and maintains thermostat controls, ducts, compressors and electric furnaces.

LEAD ELECTRICIAN (cont.)

Maintains and repairs electric devices, motors, small generators, controls and panels; repairs portable electrical tools and other small or portable electric equipment.

Operates and maintains a variety of heavy equipment, aerial boom lift equipment and power equipment.

Prepares work estimates for time, materials and labor; reads and interprets wiring diagrams, plans and sketches; prepares schedules, service requests, work orders and related activities as part of the Maintenance Management System; completes related records on work performed.

Takes care of paperwork as required.

Assist with necessary technical training or re-training of crew members; participates in and at times oversees training programs.

May handle supervisor's duties in their absence as assigned by Superintendent.

May be required to work during weekdays, weeknights, and/or weekends; must be able to perform standby functions as required to meet operational needs of Electrical Division.

QUALIFICATIONS

Experience and License/Certification/Special Requirements

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be graduation from high school or equivalent and five (5) years of experience as a journey level electrician. Possession of an IMSA Level I Traffic Signal Technician Certificate and Work Zone Safety Certificate are also required throughout the time in this position. The ability to obtain an IMSA Level II Traffic Signal Technician Certificate and a Roadway Lighting Certificate are required within one (1) year of employment. The ability to obtain a NCCCO Crane Certification is required within (18) months of employment. Possession of or ability to obtain a valid California Class C driver's license and a satisfactory driving record is required. Possession of a valid California Class B driver's license is required at appointment.

Knowledge, Skills, and Abilities

Knowledge of: methods, materials, tools and equipment used in general construction and maintenance electrical work; operation, maintenance and repair of electrical components of traffic signals; applicable building and electrical codes; safety laws and regulations related to electrical work and traffic signals; computer software applications; record keeping techniques.

Ability to: prepare and interpret blueprints, schematic diagrams and sketches; prepare cost and material estimates; operate power tools and equipment; perform mathematical calculations.

Skill and Ability to: Follow oral and written directions; communicate effectively orally and in writing; maintain an appropriate inventory; prepare, keep and maintain accurate records; prepare written reports and correspondence; supervise, schedule, train and instruct other personnel; work at establish and maintain effective working relationships with other employees and with the public.

LEAD ELECTRICIAN (cont.)

ADDITIONAL INFORMATION:

CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment 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 frequently required to walk, stand, bend, crouch, talk or hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Incumbents are frequently exposed to hazardous conditions and must occasionally work at heights of 40 to 90 feet. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color perception and the ability to adjust focus. The noise level in the work environment is usually noisy. Incumbents are occasionally exposed to adverse environmental conditions.

LEAD ELECTRICIAN

Created, March, 2009

Revised, 03/23/21

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

ELECTRICAL SUPERVISOR

DESCRIPTION

Under general direction, supervises the electrical crew of the Public Works Department in the installation, maintenance and repair of a variety of electrical systems and equipment; performs and supervises the repair, installation and upgrading of traffic signals and street lights; performs work on air conditioning and heating systems; performs related duties as assigned.

CLASS CHARACTERISTICS

The Electrical Supervisor is a single position classification which has administrative responsibilities such as assigning or coordinating work assignments. The incumbent is distinguished from the Lead Electrician in that the incumbent works primarily supervising staff and overseeing electrical maintenance operations.

SUPERVISION RECEIVED

Works under the general supervision of the Field Operations Manager and Electrical & General Maintenance Superintendent.

SUPERVISION EXERCISED

Exercises supervision over the Electrical Division.

ESSENTIAL FUNCTIONS

The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Performs and supervises the installation of conduit and the pulling of wire for lighting and power; installs, adjusts and troubleshoots wiring, lighting fixtures and outlets, signal systems, public address and intercommunication systems, electric motors, heating and ventilating equipment.

Tests for proper grounding and insulation; oversees testing of various electrical systems and equipment.

Repairs portable electrical tools and equipment, reads and interprets wiring diagrams, plans and sketches, power controls, instrumentation systems and electronic supervisory systems.

May be required to troubleshoot on medium-sized generating installation; interface with service and maintenance personnel from other cities and utility companies as well as personnel from other City departments.

Installs, repairs, maintains and operates traffic signal systems and associated equipment; installs, repairs, maintains telemetry systems for Traffic Management System. Works with Superintendent and Traffic Engineer on maintenance and operation of the Traffic Management System and associated projects.

Ensures compliance with local, state and federal agencies' standards and regulations.

Operates a computer and uses applicable software to prepare memos and create work orders.

Responds efficiently to complaints and inquiries.

May be required to work during weekdays, weeknights, and/or weekends; must be able to work shifts on a seven (7) day basis to meet operational needs of the Electrical Division; must be able to perform standby functions as required to meet operational needs of Electrical Division.

ELECTRICAL SUPERVISOR (cont.)

Performs related duties as assigned.

May stand in for Superintendent in their absence.

QUALIFICATIONS

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

Education & Experience

Graduation from high school and five (5) years progressively responsible experience in electrical maintenance and operations. One (1) year of lead or supervisory experience with data processing systems is desirable.

License/Certifications/Special Requirements

Possession of a valid California Class C driver's license and a satisfactory driving record is required throughout employment in this position. Possession of an IMSA Level I Traffic Signal Technician Certificate and Work Zone Safety Certificate are also required throughout the time in this position. Possess or have the ability to obtain an IMSA Level II Traffic Signal Technician Certificate and a Roadway Lighting Certificate within one (1) year of employment.

Knowledge, Skills and Abilities

Knowledge of: theory and practice of design and construction of electrical equipment and the lay-out of electrical systems; laws, ordinances and regulations relating to electrical installations; prepare and review electrical estimates, plans and specifications.

Skill and Ability to: lay out a comprehensive work program; estimate costs; develop a budget for carrying out the program; follow oral and written directions; communicate effectively orally and in writing; maintain inventory records; prepare correspondence, records and reports; plan, supervise and direct the work of others; establish and maintain effective relationships with other employees and with the public.

ADDITIONAL INFORMATION:

CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment 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 frequently required to walk, stand, bend, crouch, talk or hear. The employee is frequently required to use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Incumbents are frequently exposed to hazardous conditions and must occasionally work at heights of 40 to 90 feet. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color perception and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are occasionally exposed to adverse environmental conditions.

ELECTRICAL SUPERVISOR (Formerly Foreman)

Created, 12/08/86

Revised, 08/12/97

Revised, 03/23/21

Salary Pay Table
Pay Plan Category I - South Gate Municipal Employees Association (Civil Service)
Effective 3-23-2021

		Step A	Step B	Step C	Step D	Step E
500	TYPIST CLERK	3,210	3,370	3,539	3,716	3,901
500	CITY HALL RECEPTIONIST	3,210	3,370	3,539	3,716	3,901
501	STOCK CLERK	3,296	3,461	3,634	3,815	4,006
502	GRAFFITI REMOVAL WORKER	3,448	3,621	3,802	3,992	4,191
503	CUSTODIAN	3,463	3,636	3,818	4,009	4,209
504	COMMUNITY DEVELOPMENT TECH I	3,530	3,706	3,892	4,086	4,291
505	INTERMEDIATE TYPIST CLERK (PARKS)	3,615	3,796	3,985	4,185	4,394
505	BILLING & SHIPPING CLERK	3,615	3,796	3,985	4,185	4,394
505	OFFICE ASSISTANT-HR	3,615	3,796	3,985	4,185	4,394
505	OFFICE ASSISTANT-POLICE	3,615	3,796	3,985	4,185	4,394
505	OFFICE ASSISTANT-GENERAL	3,615	3,796	3,985	4,185	4,394
506	GROUNDS MAINTENANCE WORKER	3,627	3,809	3,999	4,199	4,409
506	FACILITIES MAINTENANCE TECHNICIAN I	3,627	3,809	3,999	4,199	4,409
506	PARK FACILITIES MAINTENANCE WORKER	3,627	3,809	3,999	4,199	4,409
507	WATER METER READER I	3,746	3,934	4,130	4,337	4,554
508	POLICE RECORDS SPECIALIST	3,754	3,941	4,138	4,345	4,563
509	SENIOR TYPIST CLERK	3,779	3,968	4,166	4,374	4,593
510	BUSINESS LICENSE CLERK	3,817	4,007	4,208	4,418	4,639
510	INTERMEDIATE ACCOUNT CLERK - Acct	3,817	4,007	4,208	4,418	4,639
510	INTERMEDIATE ACCOUNT CLERK - POLICE	3,817	4,007	4,208	4,418	4,639
510	CUSTOMER SERVICE REPRESENTATIVE	3,817	4,007	4,208	4,418	4,639
511	CIVILIAN CUSTODY OFFICER	3,870	4,064	4,267	4,480	4,704
511	COMMUNITY SERVICES OFFICER	3,870	4,064	4,267	4,480	4,704
511	SENIOR CUSTODIAN	3,870	4,064	4,267	4,480	4,704
511	INFORMATION SYSTEMS TECHNICIAN	3,870	4,064	4,267	4,480	4,704
512	AQUATICS COORDINATOR	3,902	4,097	4,302	4,517	4,743
512	RECREATION COORDINATOR	3,902	4,097	4,302	4,517	4,743
513	CRIME PREVENTION SPECIALIST	3,937	4,134	4,341	4,558	4,786
514	WATER METER READER II	3,954	4,152	4,360	4,578	4,806
515	WATER DISTRIBUTION OPERATOR I	3,975	4,174	4,382	4,602	4,832
516	FACILITIES MAINTENANCE TECHNICIAN II	4,000	4,200	4,410	4,630	4,862
516	STREET MAINTENANCE WORKER	4,000	4,200	4,410	4,630	4,862
517	POLICE PROPERTY SPECIALIST	4,036	4,237	4,449	4,672	4,905
518	COMMUNITY DEVELOPMENT TECH II	4,058	4,261	4,474	4,698	4,933
519	PARKS EQUIPMENT MECHANIC	4,162	4,370	4,588	4,818	5,058
520	WATER SERVICE REPRESENTATIVE I	4,213	4,424	4,645	4,877	5,121
520	ELECTRICIAN I	4,213	4,424	4,645	4,877	5,121
520	SEWER MAINTENANCE WORKER I	4,213	4,424	4,645	4,877	5,121
521	SECRETARY	4,270	4,484	4,708	4,943	5,190
522	SENIOR GROUNDS MAINTENANCE WORKER	4,277	4,491	4,715	4,951	5,199
522	PARK FACILITIES MAINTENANCE LEAD	4,277	4,491	4,715	4,951	5,199
523	PAYROLL TECHNICIAN	4,280	4,494	4,719	4,955	5,202
524	POLICE DISPATCHER	4,285	4,499	4,724	4,960	5,208

Salary Pay Table
Pay Plan Category I - South Gate Municipal Employees Association (Civil Service)
Effective 3-23-2021

		Step A	Step B	Step C	Step D	Step E
525	WATER PUMP OPERATOR I	4,324	4,540	4,767	5,006	5,256
526	RECORDS COORDINATOR	4,356	4,574	4,803	5,043	5,295
527	INFORMATION SYSTEMS COORDINATOR	4,369	4,587	4,817	5,057	5,310
528	PUBLIC SAFETY SUPERVISOR	4,478	4,702	4,938	5,184	5,444
530	CUSTODIAL SUPERVISOR	4,482	4,706	4,941	5,188	5,448
531	POLICE RECRUIT	4,483	4,707	4,943	5,190	5,449
532	WATER DISTRIBUTION OPERATOR II	4,528	4,755	4,992	5,242	5,504
533	EQUIPMENT MECHANIC	4,531	4,758	4,996	5,246	5,508
534	SENIOR SECRETARY	4,575	4,804	5,044	5,296	5,561
535	EQUIPMENT OPERATOR	4,650	4,883	5,127	5,383	5,653
536	SENIOR TRAFFIC & SIGN PAINTER	4,676	4,910	5,155	5,413	5,684
537	COMMUNITY DEVELOPMENT TECH III	4,677	4,910	5,156	5,414	5,684
538	WATER SERVICE REPRESENTATIVE II	4,714	4,950	5,197	5,457	5,730
539	HOUSING SPECIALIST	4,758	4,996	5,245	5,508	5,783
540	ELECTRICIAN II	4,785	5,024	5,275	5,539	5,816
541	CODE ENFORCEMENT OFFICER	4,804	5,044	5,296	5,561	5,839
541	HUMAN RESOURCES TECHNICIAN	4,804	5,044	5,296	5,561	5,839
542	FACILITIES MAINTENANCE SPECIALIST	4,908	5,154	5,412	5,682	5,966
543	WATER DISTRIBUTION OPERATOR III	4,915	5,161	5,419	5,690	5,974
544	SENIOR COMMUNITY DEVELOPMENT TECH	5,007	5,258	5,521	5,797	6,087
545	GRAFFITI LEAD WORKER	5,020	5,271	5,535	5,811	6,102
545	STREET LEAD WORKER	5,020	5,271	5,535	5,811	6,102
546	SENIOR EQUIPMENT MECHANIC	5,084	5,338	5,605	5,886	6,180
546	SENIOR PARK EQUIPMENT MECHANIC	5,084	5,338	5,605	5,886	6,180
547	SEWER MAINTENANCE WORKER II	4,600	4,830	5,071	5,325	5,591
548	WATER PUMP OPERATOR II	5,168	5,427	5,698	5,983	6,282
550	ENGINEERING TECHNICIAN	5,341	5,608	5,888	6,182	6,492
551	BUILDING INSPECTOR	5,388	5,657	5,940	6,237	6,549
552	WATER LEAD WORKER	5,419	5,690	5,974	6,273	6,587
552	WATER SYSTEM LEAD OPERATOR	5,419	5,690	5,974	6,273	6,587
553	JOURNEY ELECTRICIAN	5,685	5,969	6,268	6,581	6,910
554	EQUIPMENT SUPERVISOR	5,812	6,102	6,407	6,728	7,064
554	STREET FOREMAN	5,812	6,102	6,407	6,728	7,064
555	GENERAL MAINTENANCE FOREMAN	5,882	6,176	6,485	6,809	7,149
556	LEAD ELECTRICIAN	6,060	6,363	6,681	7,016	7,366
557	WATER DISTRIBUTION FOREMAN	6,275	6,588	6,918	7,264	7,627
557	WATER OPERATIONS FOREMAN	6,275	6,588	6,918	7,264	7,627
558	WATER QUALITY & SYSTEM LEAD OPERATOR	5,690	5,974	6,273	6,587	6,916
559	GROUNDS MAINTENANCE SUPERVISOR	5,291	5,556	5,834	6,125	6,432
559	PARK FACILITIES MAINTENANCE SUPERVISOR	5,291	5,556	5,834	6,125	6,432
559	SENIOR CODE ENFORCEMENT OFFICER	5,291	5,556	5,834	6,125	6,432
565	ELECTRICAL SUPERVISOR	6,526	6,852	7,195	7,554	7,932
566	RECREATION SPECIALIST	3,119	3,275	3,439	3,611	3,791
567	SENIOR BUILDING INSPECTOR	5,927	6,223	6,534	6,861	7,204

RESOLUTION CERTIFICATION PAGE

STATE OF CALIFORNIA)

COUNTY OF LOS ANGELES) **SS**

CITY OF SOUTH GATE)

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 2021-13-CC was adopted by the City Council at their Regular Meeting held on March 23, 2021 by the following vote:

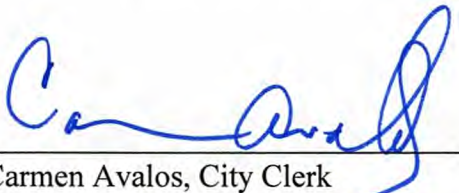
Ayes: Council Members: Davila, Rios, Avalos, Diaz and Hurtado

Noes: Council Members: None

Absent: Council Members: None

Abstain: Council Members: None

Witness my hand and the seal of said City on April 1, 2021.



Carmen Avalos, City Clerk
City of South Gate, California