

RESOLUTION NO. 7604

CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE AMENDING  
THE JOB SPECIFICATION FOR WATER DISTRIBUTION FOREMAN**

**WHEREAS**, the City must, from time to time, add or otherwise adjust job specifications 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; and

**WHEREAS**, the City desires to update class specifications to reflect current guidelines of the Americans with Disabilities Act; and

**WHEREAS**, the City, based on evaluation has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Water Distribution Foreman position attached hereto as Exhibit "A"; and

**WHEREAS**, the City, in consultation with the Personnel Office, and the key personnel in the Public Works Department, has determined that is proper to make updates to the Water Distribution Foreman position specification;

[Remainder of page left blank intentionally]

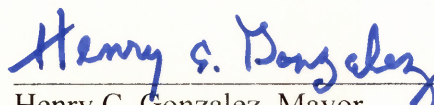
**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves and adopts the proposed amended Job Specification for Water Distribution Foreman as detailed in Exhibit "A."

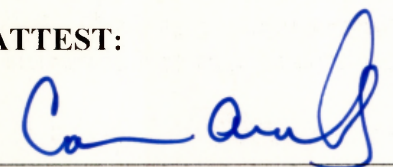
**SECTION 2.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** this 10<sup>th</sup> day of June 2014.

**CITY OF SOUTH GATE:**


  
Henry C. Gonzalez, Mayor

**ATTEST:**

  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

  
Raul F. Salinas, City Attorney

***City of South Gate***  
CLASS SPECIFICATIONS AND ATTRIBUTES

**WATER DISTRIBUTION FOREMAN**

**DESCRIPTION**

Under direction, to lay out, coordinate, assign, supervise, evaluate and record the work of crews engaged in the installation, operation and maintenance of the City's water distribution facilities; to coordinate water distribution system relocations, extensions, repairs, shut down, etc., as required during public or private sector construction projects; to maintain all required production, repair, testing, inventory and other appurtenant records as required; to prepare periodic reports regarding these responsibilities; and performs related duties as assigned.

**CLASS CHARACTERISTICS**

The Water Distribution Foreman is a single position classification which has administrative responsibilities such as assigning or coordinating work assignments. The incumbent is distinguished from the Water Operations Foreman in that the incumbent works primarily overseeing staff and the daily functions of water distribution operations.

**SUPERVISION RECEIVED**

Works under the general supervision of the Water Division Manager.

**SUPERVISION EXERCISED**

Exercises direct supervision over the water distribution staff.

**ESSENTIAL FUNCTIONS**

Essential functions include, but are not limited to, the following:

Assigns, schedules, inspects, supervises and oversees water distribution operations to include the inspection, installation, testing and repair to the water mains, hydrants, services and valves;

Maintain appropriate inventory of pipe, fittings and spare parts for valves and hydrants and prepares, maintains and reports record inventory data as required;

Responds to customer inquiries pertaining to water pressure or water quality problems and prepares and maintain appropriate record data regarding the resolution of these inquiries;

Enforces safety regulations and conducts personnel safety training in the use of tools and equipment;

Prepares performance evaluations for personnel and prepares appropriate recommendations regarding these evaluations; evaluates and approves requests for sick leave, vacations and personal leave for personnel under his supervision and makes recommendations regarding employee leave without pay;

Inspects work in progress and upon completion for compliance with blue prints and work specifications;

Oversees contract work;

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

Assists in the selection and training of assigned employees, oversees daily attendance/ timecard and work activity records;

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

Perform related work as required.

### **QUALIFICATIONS**

#### Training and Experience:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. Graduation from high school or equivalent and a minimum of four (4) years of progressively responsible experience in the operation and maintenance of water system equipment, water distribution, and facilities. One (1) year lead capacity experience in the installation, operation and maintenance of water distribution facilities is desirable. A strong background in water technology courses is desired.

#### License Requirement

Possession of a valid Class B California driver's license and a satisfactory driving record is required at time of appointment and throughout employment in this position. Possession of Grade II California State Department of Public Health Water Treatment Operator's Certificate (CDPH). Possession of a Grade IV State of California Department of Public Health Services Distribution Certificate (CDPH).

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: Municipal Water System Facilities and equipment as to their installation, operation, maintenance and repair; knowledge of state and county Health Codes regulations that govern water service.

Skill and Ability to: follow oral and written directions; communicate effectively orally and in writing; maintain inventory records; supervise, train, schedule and instruct other personnel; establish and maintain effective relationships with other employees and with the public; prepare written reports and correspondence; maintain and update appropriate record data and reports on a permanent or periodic basis as may be required.

### **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, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. 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, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. Incumbents are not substantially exposed to adverse environmental conditions.

**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. 7604 was adopted by the City Council at their Regular Meeting held on June 10, 2014, by the following vote:

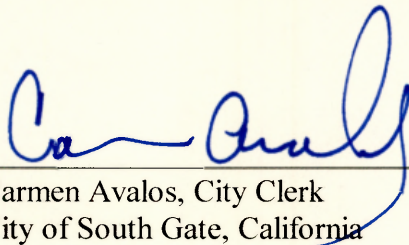
Ayes:            Council Members:    Gonzalez, Morales, Davila, De Witt and Hurtado

Noes:            Council Members:    None

Absent:          Council Members:    None

Abstain:         Council Members:    None

Witness my hand and the seal of said City on June 18, 2014.

  
\_\_\_\_\_  
Carmen Avalos, City Clerk  
City of South Gate, California