

**RESOLUTION NO. 7868**

**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) TO UPDATE THE JOB SPECIFICATION OF THE EQUIPMENT OPERATOR POSITION, TO ELIMINATE ONE VACANT EQUIPMENT OPERATOR POSITION, TO RECLASSIFY ONE STREET MAINTENANCE WORKER TO A SEWER MAINTENANCE WORKER II AND TO RECLASSIFY ONE STREET MAINTENANCE WORKER TO A SEWER MAINTENANCE WORKER I, ALL IN THE PUBLIC WORKS DEPARTMENT, TO APPROVE THE CORRESPONDING JOB SPECIFICATIONS, AND TO UPDATE THE APPROPRIATE SALARY PAY TABLES**

**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; and

**WHEREAS**, during the City Council meeting of August 14, 2018, the City Council approved the outsourcing of the Street Sweeping Program to enhance service levels and reduce costs and as a part of that action, the City Council approved protecting the jobs of two Equipment Operators who currently perform street sweeping services; and

**WHEREAS**, the City Council also approved using some of the cost savings to create a succession plan for City workers that are providing sewer maintenance services; and

**WHEREAS**, the City desires to update the job specification of the Equipment Operator position in the Public Works Department and eliminate one vacant Equipment Operator position; and

**WHEREAS**, the City, based on evaluation, has determined that changes are necessary to the job specification of the Equipment Operator in the Public Works Department, as detailed in the proposed Class Specifications & Attributes, attached hereto as Exhibit "A;" and

**WHEREAS**, the City desires to reclassify one Street Maintenance Worker to a Sewer Maintenance Worker II and create the corresponding job spec, attached hereto as Exhibit "B," and

**WHEREAS**, the City desires to reclassify one Street Maintenance Worker to a Sewer Maintenance Worker I and create the corresponding job spec, attached hereto as Exhibit "C," and

**WHEREAS**, the City, in consultation with the Human Resources Division and key personnel in the Public Works Department, have determined that it is proper to update the job specification of the Equipment Operator position, to reclassify one Street Maintenance Worker to a Sewer Maintenance Worker II and to reclassify one Street Maintenance Worker to a Sewer Maintenance Worker I.

**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 amendment to the City's Classification Plan to update the job specification of the Equipment Operator position, to eliminate one vacant Equipment Operator position, to reclassify one Street Maintenance Worker to a Sewer Maintenance Worker II, and to reclassify one Street Maintenance Worker to a Sewer Maintenance Worker I, all in the Public Works Department.

**SECTION 2.** The City Council hereby approves and adopts the proposed job specifications for the Equipment Operator, Sewer Maintenance Worker II and Sewer Maintenance Worker I attached hereto as Exhibit "A," "B" and "C," respectively.

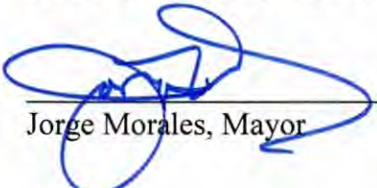
**SECTION 3.** The City Council hereby approves and adopts the proposed amended Municipal Employees Association (MEA) Salary Pay Table, effective May 28, 2019, attached hereto as Exhibit "D."

**SECTION 4.** The City Council hereby approves and adopts the proposed amended Municipal Employees Association (MEA) Salary Pay Table, effective June 23, 2019, attached hereto as Exhibit "E."


**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 28<sup>th</sup> day May 2019.

**CITY OF SOUTH GATE:**


  
\_\_\_\_\_  
Jorge Morales, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Raul F. Salinas, City Attorney



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

**Exhibit A**

**EQUIPMENT OPERATOR**

**DESCRIPTION**

Under general supervision, performs operations of heavy equipment such as backhoe operation, front end loaders, street sweepers, rollers, mowers, various grinders, man lifts and other equipment used in the maintenance and repair of City streets, trees, sewers, storm drains, sidewalks, curbs and gutters; perform related duties as required.

**CLASS CHARACTERISTICS**

The Equipment Operator is a single classification, which performs skilled journey level functions with projects involving City streets, trees, storm drains and sewer systems maintenance.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Street/Sewer Foreman and Street Superintendent.

**SUPERVISION EXERCISED**

Does not exercise supervision.

**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 regular and emergency tree care, such as trimming, thinning, balancing and removal using ladders and aerial buckets, stump grinders and sidewalk grinders.

Operates and maintains sewer and flood control related equipment to keep the sewer manholes, sewer mainlines and flow channels clear of debris.

Repairs, forms and finishes concrete curbs, gutters, sidewalks and spandrels.

Removes, replaces and repairs hazards in streets, such as potholes and cracks.

Cleans-up and removes bulky items from alleys, sidewalks, streets and walls, as well as organizes and guides city crews in various tasks such as clearing debris from roadway after auto accident, and spills.

Monitors, maintains and replaces informational and service signs throughout the city.

Drives, operates, inspects, cleans and maintains, cars, trucks, street sweepers, power-driven street maintenance and construction equipment, including three-axle trucks and trailers, front-end loaders, small tractors, skip loaders and asphalt rollers, as well as a variety of power and mechanical equipment to ensure safety and optimum performance.

Loads, transports and unloads stone, gravel, asphalt, slurry materials, dirt and a variety of other materials.

Represents the City and communicates effectively over the phone and in person with co-workers, the public, contractors, manufacturers and representatives in a courteous, effective and professional manner.

Sets road signs, cones and barricades to route traffic in a safe manner.

Lays out the painting of traffic directional signs, crosswalks, stop bars, letters, curbs, center and land lines and striping of parking lots.

## **EQUIPMENT OPERATOR (cont.)**

### **QUALIFICATIONS**

*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:*

#### **Education and Experience**

Graduation from high school or equivalent and two (2) years of experience in Public Works heavy equipment operation use in street and sewer maintenance and repair work, and Public Works technology programs.

#### **License/Certifications/Special Requirements**

Possession of a valid Class B California Driver's License with a Tanker endorsement is required at appointment and throughout employment in this position. Obtain the Introduction to Public Works Inspection Certification within eighteen (18) months of appointment. This classification is subject to random drug/alcohol testing pursuant to Department of Transportation guidelines/requirements.

#### **Knowledge, Skills and Abilities**

Knowledge of: equipment operation, techniques, and methods used in the operation of heavy equipment used in the construction and maintenance area of streets, sidewalks, signs, and storm drains and sewer systems; training techniques and safe work practices; uses and purposes of general construction tools and equipment; traffic laws, ordinances and rules involved in truck and heavy equipment operation.

Ability to: understand, explain and apply policies and procedures; perform skilled equipment operation in the maintenance, construction and repair work assigned; analyze data and information; train personnel on unit activities, procedures and regulation; evaluate work procedures and recommend improvements; estimate job costs, accurately order supplies, and maintain inventory; operate a variety of equipment, vehicles, power and hand tools, perform heavy manual work on a regular basis; work safely; respond to emergency and problem situations in an effective manner; communicate clearly and concisely, both orally and in writing; follow oral and written instructions; work independently; read and interpret basic maps; write reports and keep accurate records; establish and maintain effective relationships with others.

Skill in: operating equipment used in work performed.

### **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 drive a street sweeping vehicle, walk, stand, bend, twist, crouch, talk or hear. The employee is frequently required to use hands and fingers to handle, or feel objects, tools, or controls; and push, pull, reach with hands and arms; and operator foot controls. Incumbents are occasionally 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.

EQUIPMENT OPERATOR  
Amended 08/12/1997  
Amended 08/29/2011  
Amended 05/28/2019



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

**Exhibit B**

**SEWER MAINTENANCE WORKER I**

**DESCRIPTION**

Under general supervision performs a variety of semi-skilled and skilled tasks in the maintenance and repair of sanitary sewers and storm drains; operates and maintains a variety of motorized equipment and power/hand tools; utilizes computers to complete work assignments; maintains records; and performs related duties as assigned.

**CLASS CHARACTERISTICS**

Sewer Maintenance Worker I is the entry level to this classification series. Works under supervision to perform semi-skilled and repetitive tasks while learning to use and apply the methods, materials, tools and equipment involved.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Sewer Foreman and/or Street & Sewer Superintendent.

**SUPERVISION EXERCISED**

Does not supervise.

**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 cleaning and maintenance of sanitary sewers, sewer siphons, manholes, catch basins, storm drains or other collection system facilities.

Operates a wide variety of specialized equipment including high-velocity sewer cleaners, combination sewer cleaners, continuous rodding machines, dump trucks, vacuum trucks, closed-circuit television (CCTV) trucks, portable equipment, including pumps, pneumatic tools and air quality instruments.

May oversee and inspect work performed by sewer maintenance contractors for the City.

Follows safety procedures at the work site including traffic delineation, proper warning signs, protective clothing and protective devices, shore trenches, and operates gas detection equipment.

Responds to emergency callout response, including crew dispatch for sanitary sewer overflow mitigation, spill documentation, and restoration management coordination of residential backup.

May assist in reporting to State and Local regulatory agencies, all Category 1 sanitary sewer overflows.

Records daily crew activities, using GIS software on an iPad or computer, in the field.

Performs or assists in excavations and repair of replacement of sewer gravity lines.

Marks sewer mains for Underground Service Alert notices.

Maintains records of work performed and materials used. Reads and interprets blueprints, drawings and engineering diagrams, documents changes in the GIS system.

Checks manholes for vermin and rodents; applying proper control materials as required.

## **SEWER MAINTENANCE WORKER I (cont.)**

Assists in emergency Public Works repairs and maintenance, including work in other sections of the Department and performs related duties as required.

### **QUALIFICATIONS**

*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:*

#### **Education and Experience**

Graduation from high school or equivalent and one (1) year experience in street maintenance and work related to sewer and maintenance repairs.

#### **License/Certifications/Special Requirements**

Possession of a valid California Class C motor vehicle license and satisfactory driving record is required at time of appointment; Ability to obtain a California Class B license within 18 months and maintain license throughout employment in this position; Ability to obtain a Grade 1 Collection System Maintenance certificate issued by the California Water Environment Association (CWEA) within 18 months of employment.

#### **Knowledge, Skills, and Abilities**

Knowledge of: techniques and materials used in the maintenance, improvements and operation of sewer gravity lines.

Ability to: ability to communicate clearly and concisely both orally and in writing, understand and follow oral and written directions; establish and maintain effective relationships with those contacted in the course of work, including other City staff and the public; operate and maintain basic hand and power tools.

### **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 and fingers to handle, or feel objects, tools, or controls; and reach with hands and arms. Incumbents are occasionally exposed to hazardous conditions and must occasionally work at heights of up to 45 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. Incumbents usually work in a shop environment but can be exposed to adverse environmental conditions including noise, dust, gas and fumes. The noise level in the work environment is usually noisy. Incumbents are occasionally exposed to adverse environmental conditions.



## **SEWER MAINTENANCE WORKER II**

### **DESCRIPTION**

Sewer Maintenance Worker II may independently perform the more complex and responsible duties of the class series, such as medium and heavy-duty equipment operation, or provide on-site technical direction while participating in the work of a maintenance crew. Performs a variety of semi-skilled and skilled tasks in the maintenance and repair of sanitary sewers and storm drains; operates and maintains a variety of motorized equipment and power/hand tools; utilizes computers to complete work assignments; maintains records; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

The Sewer Maintenance Worker II is a single position classification which works as the journey level member of the Sewer Division performing skilled labor assignments in: Flood Control, oversight of the Storm Drain Contractor, sewer cleaning, repairing, videotaping, and documenting/editing the City's GIS system.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Sewer Foreman and/or Street & Sewer Superintendent.

### **SUPERVISION EXERCISED**

May direct, review, and assign work and provide training to others.

### **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 cleaning and maintenance of sanitary sewers, sewer siphons, manholes, catch basins, storm drains or other collection system facilities.

Operates a wide variety of specialized equipment including high-velocity sewer cleaners, combination sewer cleaners, continuous rodding machines, dump trucks, vacuum trucks, closed-circuit television (CCTV) trucks, portable equipment, including pumps, pneumatic tools and air quality instruments.

Oversees and inspects work performed by sewer maintenance contractors for the City.

Ensures proper safety precautions are followed at the work site including traffic delineation, proper warning signs, protective clothing and protective devices, shore trenches, and operates gas detection equipment.

Responds to emergency callout response, including crew dispatch for sanitary sewer overflow mitigation, spill documentation, and restoration management coordination of residential backup.

May assist in reporting to State and Local regulatory agencies, all Category 1 sanitary sewer overflows.

Records daily crew activities, using GIS software on an iPad or computer, in the field.

Performs or assists in excavations and repair or replacement of sewer gravity lines.

Marks sewer mains for Underground Service Alert notices.

Maintains records of work performed and materials used. Reads and interprets blueprints, drawings and engineering diagrams, documents changes in the GIS system.

## **SEWER MAINTENANCE WORKER II (cont.)**

Checks manholes for vermin and rodents; applying proper control materials as required.

May assist in emergency Public Works repairs and maintenance, including work in other sections of the Department and performs related duties as required.

### **QUALIFICATIONS**

*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:*

#### **Education and Experience**

Graduation from high school or equivalent and two (2) years of increasingly responsible experience in the operations and maintenance of the sewer system.

#### **License /Certifications/Special Requirements**

Possession of a valid California Class B license and satisfactory driving record is required at time of appointment and throughout employment in this position; Possession of a Grade 2 Collection System Maintenance certificate issued by the California Water Environment Association (CWEA) or higher.

#### **Knowledge, Skills, and Abilities**

Knowledge of: techniques and materials used in the maintenance, improvements and operation of sewer gravity lines.

Ability to: operate and maintain all tools and equipment related to the Sewer Maintenance Division; assist in inspecting sewer and storm drain related projects; work independently and use judgment to accomplish assigned tasks; communicate clearly and concisely both orally and in writing, understand and follow oral and written directions; operate and maintain basic hand and power tools.

### **ADDITIONAL INFORMATION:**

#### **CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM**

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**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. 7868 was adopted by the City Council at their Regular Meeting held on May 28, 2019, by the following vote:

Ayes:            Council Members:    Bernal, Davila, Morales, and Rios

Noes:            Council Members:    None

Absent:          Council Members:    Diaz

Abstain:         Council Members:    None

Witness my hand and the seal of said City on June 12, 2019.



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