

~ CONFIDENTIAL ~

CITY OF REDDING and IBEW MAINTENANCE PROPOSAL STATUS
Status as of January 22, 2016

CITY PROPOSALS	STATUS
City Proposal #4 – Article 9 Hours and Overtime – Clarification re Rest period language.	T/A language change on 9.12 – rest period.
City Proposal #6 – Article 20 Miscellaneous- Tool Allowance Language cleanup. Increased tool allowance from \$500 to \$550 for Mechanic II, Welder and Working Supervisor, and from \$300 to \$375 for Mechanic I effective January 31, 2016.	T/A
City Proposal #7 – Article 11 Promotion and Transfer Change promotional probation period from 4 to 6 months.	11.8 T/A change to promotional probation period from 4 to 6 months. Agreement to ad hoc topic to clarify testing process to determine qualifications.
City Proposal #9 – Article 21 Retirement Program – Add statutory language for pension reform, PARS plan change to include member contribution of 3.86% (normal cost)* or an alternative to freeze the PARS benefit made during a one time irrevocable election.	T/A
City Proposal #10 – Article 21 Employee Benefit Program – Language cleanup.	T/A Language cleanup
City Proposal #11 – Exhibit B Job Definitions - Placeholder for proposed changes to job definitions.	T/A
City Proposal #12 – Exhibit D and E Standby Duty– Clarification for personal vehicle mileage reimbursement and approval for City vehicle use.	T/A
City Proposal #13 – Classification Specifications - Placeholder for proposed changes to various class specs.	T/A

IBEW MAINTENANCE PROPOSALS	STATUS
Union Proposal #2 – Article 20 Miscellaneous – Increase tool allowance from \$500 to \$550 for Mechanic II, Welder, and Working Supervisor January 2015, with increase to \$600 December 2015 and from \$275 to \$375 for Mechanic I January 2015, with an increase to \$400 December 2015; remove repayment upon termination language.	T/A City #6
Union Proposal #7 – Article 23 Term – 3 Year	See City response to Union #8
Union Proposal #8 – Exhibit A Schedule of Wage Rates - 1/1/15 4%; 9/18/15 4%; 9/18/16 4%	Term 1 yr; contract expires 9/16; 0% w changes to PARS plan benefit Term 3 yr (Sept 2017): Yr 1- 4% upon ratification with PARS plan benefit change*; January 1, 2017 – 3.5% T/A

*Note: PARS change may be at contract approval or such later date as determined by the City.

**NEGOTIATIONS BETWEEN CITY OF REDDING AND IBEW LOCAL 1245 –
MAINTENANCE EMPLOYEES**

CITY PROPOSAL #4 - Revised

DATE: January 22, 2016
ARTICLE: Article 9 Hours and Overtime
ISSUE: Language Clarification

9.12(d) If the eight (8) hour rest period in whole or in part overlaps the employee's regular work hours the employee will receive pay at the straight rate for the extent of the overlap, ~~except that the~~ Time taken during such overlap for any meal to which the employee is entitled on dismissal at the end of the work period shall be paid for at the overtime rate.

9.12(e) If the employee is called back to work during the employee's eight (8) hour rest period a new rest period will commence at the conclusion of such work.

- 9.12(f) (1) If the rest period overlaps the employee's regular work hours but does not extend into the second half of the employee's workday, the employee may be excused from reporting for work until the beginning of the second half of the employee's workday, and ~~in such event~~ the employee will be paid for the time between the expiration of the rest period and the end of the first half of the employee's workday.
- (2) If the rest period extends into the second half of the employee's workday, the employee may be excused from reporting for work until the following workday, and ~~in such event~~ the employee will be paid for the time between the expiration of the rest period and the employee's regular quitting time on such day.
- (3) ~~In the application of the foregoing,~~ An employee, unless otherwise instructed, shall be deemed to be excused from reporting to work for the period between the end of the employee's rest period and the reporting time as designated by the applicable subdivision.

9.12(g) An employee entitled to a rest period ~~hereunder~~ may nevertheless be required to work during regular work hours on a workday without having had a rest period of eight (8) consecutive hours, in which event the employee shall be paid at the overtime rate for all work performed until the employee has been relieved from duty for at least eight (8) consecutive hours. Whenever an employee is required to work during regular work hours and through an earned paid rest period, the employee shall be entitled to pay at two and one-half (2-1/2) times the employee's regular rate of pay.

Tentative Agreement Date:

Time:

Signature for City:

Signature for IBEW:

**NEGOTIATIONS BETWEEN CITY OF REDDING AND IBEW LOCAL 1245 –
MAINTENANCE EMPLOYEES**

CITY PROPOSAL #6 – Revised

DATE: January 22, 2016

ARTICLE: Article 20: Miscellaneous

ISSUE: Language Clarification

20.9 An annual tool allowance of ~~four hundred fifty dollars (\$450)~~ five hundred dollar fifty dollars (\$550) shall be paid to all Regular employees classified as Mechanic II, Welder, or Working Supervisor-Shop effective January 31, 2016. ~~The annual tool allowance will increase to of five hundred dollars (\$500) effective December 25, 2011 (26 pay periods after City Council approval of the contract).~~ An annual tool allowance of ~~two hundred seventy five dollars (\$275)~~ three hundred seventy-five dollars (\$375) shall be paid to all employees classified as Mechanic I ~~effective January 5, 2011~~ effective January 31, 2016. ~~The annual tool allowance will increase to of three hundred dollars (\$300), effective December 25, 2011 (26 pay periods after City Council approval of the contract).~~ The tool allowance shall normally be paid in July of each year and it is to be used for the purpose of repair and replacement of tools for the ensuing fiscal year. The first tool allowance shall be a prorated amount for that period of time from the employee's date of employment in a covered classification to the following July 1. If an employee's service is terminated, the final tool allowance shall be a prorated amount and any overpayment shall be withheld from any funds due the employee.

Tentative Agreement Date:

Time:

Signature for City:

Signature for IBEW:

**NEGOTIATIONS BETWEEN CITY OF REDDING AND IBEW LOCAL 1245 –
MAINTENANCE EMPLOYEES**

CITY PROPOSAL #7

DATE: January 22, 2016
ARTICLE: Article 11 Promotion and Transfer
ISSUE: Clarification/New Language

11.1 The City and the Union agree to ad hoc the testing process to determine qualifications for the position of Working Supervisor during the term of this agreement.

11.8 All appointments filled by promotion or transfer of a City employee shall be on a probationary basis for ~~four (4)~~ six (6) months for the purpose of determining qualifications and by mutual consent may be extended up to an additional four (4) month probationary period in the Utility Field Services Division. At any time during the probationary period, either the employee or the City may terminate the appointment. If an appointment is terminated within the first ~~four (4)~~ six (6), the employee shall be returned to either the employee's previous classification and wage rate, or some other classification that is mutually satisfactory to both the employee and the City. If an appointment is terminated within the second four (4) month probationary period in the Utility Field Services Division, the employee relinquishes their rights to be returned to either the employee's previous classification and wage rate, or some other classification. If an appointment is terminated, the City need not give further consideration on that classification and location for a period of one (1) year to the employee who did not successfully complete the probationary period. Termination of an appointment in the Utility Field Services Division during the first ~~four (4)~~ six (6) months probationary period is not grievable; however, termination would be subject to the grievance process up to the City Manager level should it occur in the second four (4) month probationary period.

Tentative Agreement Date:

Time:

Signature for City:

Signature for IBEW:

**NEGOTIATIONS BETWEEN CITY OF REDDING AND IBEW
MAINTENANCE EMPLOYEES**

CITY PROPOSAL #10 – Revised

DATE: January 22, 2016

ARTICLE: Article 21: Employee Benefit Programs – Group Health Insurance Program

ISSUE: Language Clarification/New Language

21.2(a) Group Health and Welfare Insurance Coverage: All Regular employees are eligible to participate in a group health and welfare insurance benefit program which includes the medical, prescription, dental, vision, life and long term disability insurance plans effective the first day of employment. The City shall pay the full cost of the program for both employees and dependents as indicated below:

(1) Life Insurance: Twice annual salary for employee, \$3,000 for employee's dependents. The City will pay the full cost of the premiums. More specific benefit information is provided in the carrier booklet.

(2) Health Benefits: Effective December 26, 2010, all eligible employees will receive a ten percent (10%) co-share of the premium offset in their pay. The City's contribution toward the monthly group health and welfare insurance composite premium rate shall be ninety percent (90%) and the employee will begin paying ten percent (10%) of the rate through a bi-weekly payroll deduction. The ten percent (10%) co-share of premium will be recalculated every January 1st to coincide with the renewal of the City's Group Health Insurance Plan. The City shall establish a Section 125 Plan effective with the first pay period the ten percent (10%) co-share is taken from their pay. This will redirect the portion of the employee's salary to pay, on a pre-tax basis, the employee's contribution toward the medical, prescription, dental and vision insurance composite premium rate.

Beginning Calendar Year 2015, the City will offer two health plans, a "Base Plan" and an optional "Buy Up Plan". The health plan benefits are offered through California State Association of Counties – Excess Insurance Authority (CSAC EIA), EIA Health Program. All eligible employees will be enrolled in the "Base Plan" and will have the option on a voluntary basis to enroll in the "Buy Up Plan" initially, and during the open enrollment period for each subsequent calendar year. Changes will be effective at the beginning of the following calendar year. The City's contribution toward the monthly group health and welfare insurance composite premium rate for the "Base Plan" shall be ninety percent (90%) and the employee will pay ten percent (10%) of the premium rate through a bi-weekly payroll deduction. Employees electing to enroll in the "Buy Up Plan" will be responsible for premiums beyond the City's contribution of 90% of the "Base Plan" composite rate.

In an effort to minimize the impact of annual composite premium

increases/decreases for the employee, the rate change will be limited to a maximum of twelve and one-half percent (12 1/2%) per year (or the actual percent increase in actual costs from the previous calendar year, whichever is lower). To ensure that the ninety percent/ten percent (90%/10%) ratio is maintained over time, the following leveling mechanism shall be used:

The Following Rates Are Used For Illustration Purposes Only:

2010 COMPOSITE RATE - \$1,395	2011 \$1,526	2012 \$1,755	2013 \$1,931	2014 \$2,192	2015 \$2,444
If the composite premium rate change is:	12 ½%	15%	10%	13 ½%	11 ½%
10% = \$136 The change to the employee's 10% will be:	12 ½% \$153	12 ½% \$172	12 ½% \$194	12 ½% \$218	12 ½% \$245
The impact is:	No Impact	+2 ½% The City pays the additional 2½% cost until made up.	-2 ½% The employee begins paying the 2½% to make up from the year before.	+1% The City pays the additional 1% cost until made up by the employee the following year.	Zero Nothing would be due to the City.

In the event the composite premium rate is less than 12 ½%, the employee's percent of the rate shall be the actual percent change unless costs from the year before need to be made up. Effective January 1, 2015, the rate change will be limited to a maximum of twelve and one-half percent (12 ½%) of the "Base" per year (or the actual percent increase in the actual costs from the previous calendar year, whichever is lower). The Union and the City agree that costs not made up prior to the end of this Agreement shall be made up in the successive Agreement.

The City reserves the right to modify the group insurance composite rate structure to establish classes of coverage and rates in an effort to create a rate structure more compatible to employee claims experience. For specifics regarding the City's Group Health and Welfare Benefit Plan, refer to the Benefit Summary Plan Document.

Effective January 1, 2004, "Buy Up" plan benefits include:

\$200 deductible per person; \$600 deductible per family per year; 80% payable for services performed by a Preferred Provider or when no Preferred Provider is available and 70% for services performed by a non-Preferred Provider for the first \$5,000 of eligible charges; the out-of-pocket waiver on the next following calendar year shall be eliminated; hospital charges 100% payable; professional fees based upon U.C.R.; normal typical exclusions and limitations. Coverage includes cancer screening with no separate dollar limit, annual physical examinations, "well-baby" care, a 30-visit annual limit on chiropractic, accidents paid at normal co-payment rate, tobacco use cessation when enrolled in a tobacco use cessation program or behavior modification program once per

life-time limit, and birth control. For problems related to alcohol or substance abuse, and mental or nervous disorders: Twelve (12) outpatient visits per calendar year paid at 100% with no deductible and an additional twenty-four (24) visits per calendar year payable at 80% subject to the annual deductible.

“Base” plan benefits include:

Deductible: \$500 deductible per person/\$1,000 per family per year

(Note: Does not apply to preventative care)

Out-of-pocket Limit: \$3,500 per individual/\$7,000 per family per year

<u>Service</u>	<u>Employee Cost if Performed by a Preferred Provider</u>	<u>Employee Cost if Performed by a Non-Preferred Provider</u>	<u>Limitations</u>
<u>Primary Care Office Visit</u>	<u>\$20 per visit</u>	<u>40% co-insurance</u>	<u>--- None---</u>
<u>Other Practitioner Office Visit</u>	<u>20% coinsurance for chiropractic</u>	<u>40% coinsurance for chiropractic</u>	<u>Up to 15 visits per calendar year when combined with acupuncture</u>
<u>Preventative Care/ Screening/ Immunizations</u>	<u>No charge</u>	<u>40% co-insurance</u>	<u>---None---</u>
<u>Hospital Stay – Facility Fee</u>	<u>20% coinsurance</u>	<u>40% coinsurance</u>	<u>If service provided by a non- preferred provider, you pay the coinsurance percentage of up to \$600 per day, plus charges over \$600 per day.</u>
<u>Hospital Stay - Physician/Surgeon Fee</u>	<u>20% coinsurance</u>	<u>40% coinsurance</u>	<u>---None---</u>
<u>Mental/Behavioral Health Outpatient Services</u>	<u>\$20 / visit</u>	<u>40% coinsurance</u>	<u>---None---</u>
<u>Mental/Behavioral Health Inpatient Services</u>	<u>20% coinsurance</u>	<u>40% coinsurance</u>	<u>Prior authorization is required. Failure to prior authorize may result in nonpayment of benefits.</u>
<u>Substance Use Disorder Outpatient Services</u>	<u>Not Covered</u>	<u>Not Covered</u>	<u>---None---</u>
<u>Substance Use Disorder Inpatient Services</u>	<u>Not Covered</u>	<u>Not Covered</u>	<u>---None---</u>

Prescription Benefit: Employee co-payments as showing in the following table:

Retail (34 days' supply)	Effective 3/1/2011 Co-Payment
Generic	\$10.00
Brand	\$40.00
No Generic Available	\$20.00
Mail (90 days' supply)	
Generic	\$20.00
Brand	\$70.00
No Generic Available	\$40.00

~~For problems related to alcohol or substance abuse, and mental or nervous disorders: Twelve (12) outpatient visits per calendar year paid at 100% with no deductible and an additional twenty four (24) visits per calendar year payable at 80% subject to the annual deductible.~~

(3) Dental Benefits: No deductible and 100% of U.C.R. (90th percentile) for prevention; no deductible and 50% up to \$2,000 per lifetime per person for orthodontia; \$25 deductible and 80% of U.C.R. up to \$2,000 per person per year for all other eligible charges. For specifics regarding the City's Dental Plan, refer to the Benefit Summary Plan Document.

(4) Long Term Disability: After three (3) months sixty percent (60%) of employee's salary integrated with all other income benefits payable to age 65. For specifics regarding the City's LTD Plan, refer to the Benefit Summary Plan Document.

(5) Vision Benefits: California Vision Service Plan A (or its equivalent), which provides for \$25 deductible; an eye examination no more often than every twelve (12) months, and lenses and frames no more often than each twenty-four (24) months. For specifics regarding the City's Vision Plan, refer to the Benefit Summary Plan Document.

The City may, if practicable, modify the group insurance program set forth above by adding utilization review and by creating preferred provider organization programs which create financial incentives for the employee to use such preferred provider services, but do not reduce any current benefit level nor impose any penalty for the employee who chooses not to use a preferred provider's services. Effective January 1, 2011, medical benefits not provided by Blue Shield will no longer be offered.

21.2(b) Tier 1 – Group Health Benefits at Retirement for Employees Hired Prior to January 5, 2011

All active employees hired prior to January 5, 2011, who retire from the City with five (5) or more years of City service (and are eligible for CalPERS benefits upon separation of service) shall be eligible for the City to pay a 50% proportionate share of costs of the

insurance premium should the active employee transitioning to retirement elect to participate in the group health, dental and vision plan also made available to active employees. To initially qualify for the benefit, the employee must go directly from active status to retiree status with CalPERS. To maintain a qualified status, and to continue to receive the benefit, the retired employee must continue the group medical insurance during retirement without a break in coverage. Payments by the City will be discontinued upon termination of group medical insurance coverage by the City retiree or loss of qualified status by the retiree. Following the death a retiree, the surviving spouse, if any, may continue the insurance and the City will continue the benefit on the same terms and conditions for the life of the surviving spouse. The City will not contribute payments on behalf of any retiree hired prior to January 5, 2011 except as set forth above. (Employees who retired prior to January 1, 2000, are eligible for health coverage only).

21.2(c) Tier 2 – Group Health Benefits at Retirement for Employees Hired On or After January 5, 2011

All active employees hired on or after January 5, 2011, who retire during the term of this MOU and who have five (5) or more years of City service (and are eligible for CalPERS benefits upon separation of service) shall be eligible for the City to pay a proportionate share of the cost of the insurance premiums in accordance with the following formula: two percent (2%) for every year of active service with the City of Redding up to a maximum of fifty percent (50%) should the employee transitioning to retirement elect to participate in the group health, dental and vision plan also made available to active employees. To initially qualify for the benefit, the employee must go directly from active status to retiree status with CalPERS. To maintain a qualified status, and to continue to receive the benefit, the retired employee must continue the group medical insurance during retirement without a break in coverage and the retired employee and their covered spouses who reach Medicare A/B eligibility age must enroll in Medicare. Payments by the City will be discontinued upon termination of group medical insurance coverage by the City retiree or loss of qualified status by the retiree. Following the death a retiree, the surviving spouse, if any, may continue the insurance and the City will continue the benefit on the same terms and conditions for the life of the surviving spouse. The City will not contribute payments on behalf of any retiree hired after January 5, 2011 except as set forth above.

21.2 (d) Retiring employees who were hired or who worked under a different Memorandum of Understanding (MOU) or City Resolution shall be vested with the greatest retiree premium co-share formula in effect and for which that employee qualified for during his or her term of employment.

21.2 (e) Beginning Calendar Year 2015, the City will offer two health plans, a “Base Plan” and an optional “Buy Up Plan”. All retired employees participating in the group health plan will be enrolled in the “Base Plan” and will have the option on a voluntary basis to enroll in the “Buy Up Plan” initially, and during the open enrollment period for each subsequent calendar year. Changes will be effective at the beginning of the following calendar year. The City shall pay a proportionate share of the cost of the “Base Plan” insurance premiums as outlined above in sections 21.2(b) and 21.2(c). Participating retired employees electing to enroll in the “Buy Up Plan” will be responsible for premiums beyond the City’s contribution of the “Base Plan” composite rate. The City’s proportionate share for payments referenced above in 21.2(b) and 21.2(c)

shall apply only to the premium for the "Base Plan."

21.3 The parties agree that the foregoing benefits will remain in full force and effect during the term of this agreement unless modified by mutual agreement. The parties also acknowledge that for those benefits that qualify as individually vested benefits, benefits may be bargained in the future for enhancement or for reduction for new hires, but may not be reduced for active and retired employees.

~~The parties agree that the foregoing benefits will remain in full force and effect, unless modified by mutual agreement.~~

Tentative Agreement Date:

Time:

Signature for City:

Signature for IBEW:

NEGOTIATIONS BETWEEN CITY OF REDDING AND IBEW
MAINTENANCE EMPLOYEES

CITY PROPOSAL #11 - Revised

DATE: November 17, 2015
ARTICLE: Exhibit B – Job Definitions
ISSUE: Language Clarification/New Language

EXHIBIT “B”: JOB DEFINITIONS

The Job Definitions included herein are intended to be general guidelines regarding the duties to be performed by a particular classification, and are not to be construed as restrictions on the duties an employee may perform. The definitions summarize the classification specification for each position. Any employee may be assigned to perform the duties of a classification which has an equal or lower wage rate.

A crew as used herein is defined as three or more employees working together on the same job.

For vehicle/equipment operation, see Exhibit “F” - “VEHICLE/EQUIPMENT OPERATION DIRECTORY.”

Solid Waste Worker

This is a trainee level classification which performs routine collection and maintenance work in the solid waste management; transfer/recycling station, or composting facility divisions of the General Services Department. The employee shall be capable of performing the duties efficiently and safely.

Custodian

An employee who is engaged in performing a variety of custodial work in City owned buildings and public facilities. The employee shall be capable of performing the duties efficiently and safely.

Utility Field Worker

An employee who is engaged in a variety of customer service utility duties, such as the delivery to customers of delinquency notices, service contracts, and other notifications to utility customers. The employee’s duties include the performance of various meter route maintenance duties, such as correction of meter access problems, trimming of shrubs to provide meter access, the removing of water and other debris from water meter boxes. The employee will be required to read both water and electric meters for purposes of providing closing statements to customers, and will be required to perform related clerical work in keeping and reviewing records, comparing names and numbers accurately, and performing simple mathematical calculations. The employee will also be required to deliver City mail. The employee will be required to interact with the public. The employee’s background and experience

employee will be required to operate a forklift, tractor loader, tractor mower, brush chipper and use a variety of hand and portable power tools. The employee may be required to direct the work of another lower-paid employee engaged in unskilled work, and shall be capable of performing the duties efficiently and safely.

Meter Reader

An employee who is engaged in reading meters, calculating consumptions and reporting irregularities of either the customer's or the City's facilities. The employee may be required to check for stopped water meters, collect bills, sequence routes, and perform clerical work. The employee will be required to meet the public. The employee's background and experience must be such as to qualify the employee to perform these duties safely with skill, tact, diplomacy and efficiency.

Equipment Operator

An employee who is engaged in the operation and routine maintenance of equipment, particularly mobile power equipment associated with the construction, maintenance and repair of streets, parks, pipelines, and other facilities. The employee may be required to direct the work of up to two (2) other lower paid employees. The employee's background of training and experience shall be such as to qualify the employee to perform the duties safely with skill and efficiency.

Gardener

An employee who is engaged in performing all types of semi-skilled and skilled lawn, garden, sports playing area, and parks grounds installation and maintenance work. The employee will be required to direct the work of up to two (2) other lower paid employees engaged in unskilled work. Must possess an appropriate State of California Department of Food and Agriculture Commercial Applicator Certificate for use of restrictive materials in those categories that are job related. The employee's background of training and experience shall include at least sixteen (16) units of college level horticultural or environmental science academic work or the equivalent and shall be such as to qualify the employee to perform the duties safely with skill and efficiency.

Solid Waste Truck Driver II

An employee who is engaged in the operation and routine maintenance of all sanitation collection and disposal trucks and vehicles. The employee may be required to perform routine vehicle maintenance and job related clerical work. The employee may be required to perform other unrelated duties in order to utilize the full working time. The employee's background of training and experience shall qualify the employee to perform the duties with skill, efficiency, and safety.

Street Sweeper Operator

An employee who is engaged in the operation and routine maintenance of a self-propelled street sweeper. The employee's background of training and experience shall be such as to qualify the employee to perform the employee's duties safely with skill and efficiency.

Tree Trimmer

An employee who is engaged in performing all types of pruning and tree trimming, including tree trimming in close proximity to high voltage power lines, utilizing tree climbers, rope rigging, mechanical lift equipment, and all types of mechanical and power pruning and cutting tools. The employee will be required to direct the work of another lower paid employee engaged in unskilled

required to direct the work of up to three (3) other lower-paid employees. The employee may be required to meet the public and, if the employee is, the employee shall be capable of performing such assignment with tact and diplomacy. The employee's background of apprenticeship and experience must be such as to qualify the employee to perform these duties safely with skill and efficiency.

Heavy Equipment Operator

An employee who is engaged in the operation and routine maintenance of all types of equipment, particularly mobile power equipment associated with the construction, maintenance, and repair of streets, parks, pipelines, and other facilities. The employee may be required to direct the work of up to two (2) other lower paid employees. The employee shall be capable of performing the duties with skill, efficiency and safety.

Lead Meter Reader

An employee who is in charge of employees engaged in reading meters. The employee will be required to arrange meter reading routes, handle customer complaints relative to Meter Readers or bills, resolve problems encountered by Meter Readers, such as meter access and hazardous conditions. The employee may be required to read meters. The employee will be required to perform related clerical work. The employee must have the personal qualifications of leadership and supervisory ability and a background of experience and training which qualify the employee to perform the duties with skill, efficiency, tact, diplomacy, and safety.

Parking Meter Service Worker

An employee who is engaged in performing all classes of parking meter work alone or as a lead worker with one or more assistants with same or lower classifications. The employee's duties include installation, maintenance and repair of all types of parking meters and related facilities, and the collection and sorting of coins from meters. The employee's background of training and experience shall be such as to qualify the employee to perform the duties safely with skill, efficiency, tact and diplomacy.

Parks Lead Worker

An employee who is a lead worker in charge of not more than three (3) other employees, engaged in performing a variety of skilled and semi-skilled duties relating to the installation, construction, operation, maintenance and repair of park-type facilities. The employee's background of training and experience shall include at least sixteen (16) units of college level horticultural academic work or the equivalent and possess a State of California Department of Food and Agriculture Commercial Applicators' Certificate for the use of restricted materials in those categories that are job related. The employee shall have the personal qualifications of leadership and supervisory ability and be familiar with the City's construction and safety standards, accounting procedures and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency and safety.

Public Works Lead Worker

An employee who is a lead worker in charge of not more than three (3) other employees, engaged in performing a variety of duties such as the installation, construction, operation, maintenance and repair of streets, parks, pipelines, buildings, and other facilities. The employee should possess the craft qualifications of a Heavy Equipment Operator or another related journeyman craft. The employee shall

Welder

An employee who is a journeyman and is engaged in performing all types of welding, fabrication, and the operation of metal shop tools. The employee shall be required to perform tool maintenance and repair work. The employee's background of apprenticeship and experience shall be such as to qualify the employee to perform these duties with skill and efficiency. The employee shall be capable of performing the duties safely.

Mechanic II

An employee who is engaged in performing repairs including fabrication and welding, tire work, and maintenance of a variety of light and heavy-duty diesel and gasoline powered automotive, construction, fire apparatus, and towed equipment, and emergency standby generators. The employee may also be required to perform job related clerical work as required. The employee's background of apprenticeship and experience shall be such as to qualify the employee to perform these duties safely with skill and efficiency.

Building and Facilities Mechanic II

An employee who is a journeyman and is engaged in performing a wide variety of duties relating to complex projects including the design, fabrication, installation, construction, operation, maintenance and repair of buildings, facilities, mechanical equipment, street signs and irrigation systems and other property of a similar nature. May be required to perform carpentry, plumbing, electrical work, painting, cement work, masonry, metal fabrication and gas and electric welding. The employee should be a journeyman in one of the foregoing crafts and should be reasonably competent and proficient in performing routine tasks of some of the other crafts. The employee may be required to direct the work of up to four (4) lower-paid employees. The employee may oversee improvement projects. The employee may be required to meet the public and, if the employee is, the employee shall be capable of performing such assignment with tact and diplomacy. The employee's background of apprenticeship and experience must be such as to qualify the employee to perform these duties safely with skill and efficiency.

Customer Service Worker

An employee engaged in performing service work, such as installing and removing electric meters (excluding three phase and transformer rated meters), handling a customer change of party, handling customer complaints, collection of bills and deposits. The employee shall maintain a high standard of public relations and personal appearance. The employee's background and experience shall be such as to qualify the employee to perform the employee's duties with skill, efficiency, tact and diplomacy. The employee shall be capable of performing the duties safely.

HVAC Technician

An employee who is a journeyman engaged in tracking and performing heating, ventilation, and air conditioning (HVAC) preventative maintenance, troubleshooting and repair work and performing a wide variety of other duties related to the installation, construction, operation, maintenance and repair of buildings, facilities, mechanical equipment, sprinkler systems and other property of a similar nature. The employee shall possess journey level experience in performing extensive HVAC maintenance and repair. The employee may be required to direct the work of up to three (3) other lower-paid employees. The employee may be required to meet the public and shall be capable of performing such assignment

employee's wage rate shall be increased by five percent (5%). The employee shall be capable of performing the duties with skill, efficiency, and safety.

Working Supervisor - Public Works

An employee who is a working supervisor in charge of a crew of not more than six (6) other employees engaged in performing a wide variety of duties, such as the installation, construction, operation, maintenance and repair of streets, pipelines, buildings and other facilities. The employee should possess the craft qualifications of a Heavy Equipment Operator or another related journeyman craft. The employee shall have the personal qualifications of leadership and supervisory ability and be familiar with the City's construction and safety standards, accounting procedures and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety. When in charge of a crew of more than six (6) other employees the employee's wage rate shall be increased by five percent (5%).

Working Supervisor - Shop

An employee who is a working supervisor in charge of a Shop wherein a number of other employees, not more than six (6), are engaged in performing all types of tool, equipment and automotive maintenance and repair work, including fabrication and welding. The employee shall have the personal qualifications of leadership and supervisory ability, the craft qualifications of an Equipment Mechanic, and be familiar with the City's safety standards, accounting procedures and all other applicable rules and regulations. When in charge of a crew of more than six (6) other employees the employee's wage rate shall be increased by five percent (5%). The employee shall be capable of performing the duties with skill, efficiency, and safety.

Working Supervisor - Utility Field Services

An employee who is a working supervisor in charge of employees engaged in reading meters and performing customer service work. The employee will be required to arrange meter reading routes, handle customer complaints relative to meter reading, customer service work or bills, resolve problems encountered by Utility Field Services personnel, such as meter access and hazardous conditions. The employee may be required to meet the public and, if the employee is, the employee shall be capable of performing such assignment with tact and diplomacy. The employee shall have the personal qualifications of leadership and supervisory ability, be familiar with City Utility policies and procedures, City's safety standards, accounting procedures, and all other applicable rules and regulations. The employee may be required to read meters and perform customer service worker duties and be capable of performing all assigned duties with skill, efficiency, and safety. When in charge of more than eight (8) other employees, the employee's wage rate shall be increased by five percent (5%).

Working Supervisor - Wastewater Collection

An employee who is a working supervisor in charge of employees engaged in performing all types of installation, construction, repair, operation and maintenance work on wastewater collection and treatment facilities. The employee may be required to meet the public, and if the employee is, the employee shall be capable of performing such assignments with tact and diplomacy. The employee shall have the personal qualifications of leadership and supervisory ability, the craft qualifications necessary to maintain sewerage facilities, and be familiar with the City's safety standards, accounting procedures, and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety. Must possess a California Water Environment Association

control and telemetering equipment, traffic signals and recording instruments. The employee's background of apprenticeship and experience shall be such as to qualify the employee to perform these duties with skill and efficiency. The employee must be capable of performing the duties safely. ET step movement for advancement from step 4 to step 5 and from step 5 to step 6 will be as outlined in the ET Step Movement Competencies/Qualifications document incorporated into the classification specification.

T/A
1/6/2014

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T/A 1/6/14
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**NEGOTIATIONS BETWEEN CITY OF REDDING AND IBEW LOCAL 1245 –
MAINTENANCE EMPLOYEES**

CITY PROPOSAL #12 - Revised

DATE: September 28, 2015

ARTICLE: Exhibit D: Standby Duty; Exhibit "E": Standby Duty for Certified Water
Distribution Personnel

ISSUE: Clarification/New Language

EXHIBIT "D": STANDBY DUTY

Pursuant to the Memorandum of Understanding between the City of Redding and International Brotherhood of Electrical Workers, Maintenance Unit, certain classifications and positions in City service are subject to routine or periodic emergency call-back as an inherent and integral part of their assigned job responsibilities in order to provide continuous public services. In addition, Department Directors, or designee, will be responsible for determining the circumstances requiring employees to be placed on standby duty. Personnel shall be provided two (2) weeks advance notice of standby duty period. Employees placed on standby duty shall be qualified to safely perform such duties with skill and efficiency.

A. The City will establish a method for employees to volunteer for standby duty periods. Initially, seniority will establish the rolling list with later additions or changes made to the bottom of the list, with the exception of trades per item "G" below. Once the list of volunteers has been established, standby duty will be rotated equally among those qualified and available employees.

If there are insufficient volunteers for a standby duty period, employees will be called utilizing the regular call out list and procedures and, in such circumstances, employees will not receive standby duty compensation.

B. The employee shall be required to carry a cellular telephone or a pager at all times while on standby duty and remain within the appropriate telephone or pager reception area in order to be available for call out. Telephone and paging equipment will be supplied by the City.

C. Standby personnel shall be required to be fit-for-duty and shall report to their normal headquarters as soon as possible within forty (40) minutes. Standby personnel may also be provided with a vehicle for use during the employee's standby duty period. In instances where a take home vehicle is provided, the employee shall respond to an incident as soon as possible within 40 minutes.

D. Standby personnel shall be required to respond unless the employee can provide just cause for not responding. If the employee is unable to respond for any reason, the employee

where a take home vehicle is provided, the employee shall respond to an incident as soon as possible within 40 minutes.

D. Standby personnel shall be required to respond unless the employee can provide just cause for not responding. If the employee is unable to respond for any reason, the employee must notify the supervisor as soon as possible. Any employee who is unable to fulfill their commitment to a standby duty period shall forfeit standby compensation for an entire day, twenty-four (24) hour period.

E. Compensation for standby duty periods shall be paid as follows: one (1) hour of overtime for weekdays (12:01 a.m. Sunday through midnight Friday); two (2) hours of overtime for Saturdays and three (3) hours of overtime for Sundays and holidays except for those holidays designated as floating holidays.

F. In addition to compensation for standby duty, the overtime provisions of Article 9.9 shall apply if the employee assigned to standby duty is required to respond. However, in instances where a take home vehicle has been provided to the employee, the travel time provisions of Article 9.9 shall not apply. Overtime will commence at the time the employee receives the callout.

G. Employees may trade complete standby duty periods at any time up until the duty period has begun with prior approval of the supervisor.

9/28/2015
TA [Signature]

[Signature] 9/28

NEGOTIATIONS BETWEEN CITY OF REDDING AND IBEW
MAINTENANCE EMPLOYEES

CITY PROPOSAL #13 - Revised

DATE: January 6, 2016

ARTICLE: Class Specifications

ISSUE: Clarification Language

Solid Waste Truck Driver I

Solid Waste Truck Driver II

Transfer Station Operator

Wastewater Collection Maintenance Worker

Working Supervisor - Wastewater Collection

Electrical Technician

Hazardous Waste Technician

Hazardous Waste Specialist I

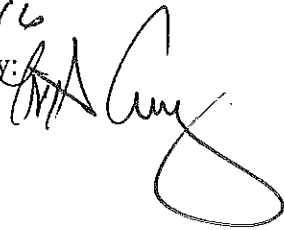
Hazardous Waste Specialist II

Gardener

Tentative Agreement Date:

1/6/16

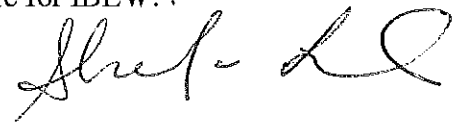
Signature for City:



Time:

1/6/2016

Signature for IBEW:



DEFINITION:

Under immediate general supervision, works in the collection, removal, and disposal of residential and commercial solid waste and the collection, removal, and processing of residential and commercial recyclables.

DISTINGUISHING CHARACTERISTICS:

This is an entry level working classification. Incumbents are represented by the I.B.E.W. Maintenance bargaining unit.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Operation of truck and other equipment, collection and removal of solid waste and processing of recyclables. Examples of equipment operated would be a collection truck, container delivery truck, forklift, small loader, and baler.

Measures: Completion of daily residential and commercial routes and transporting of garbage and recyclables to processing or disposal site. Processing of incoming refuse and recyclables on a daily basis.

2. Maintain equipment in good operating condition, including steam cleaning and power washing.

Measures: Daily check of equipment, completion of daily checklist and weekly steam cleaning of equipment.

3. Maintain containers and wheeled carts in good condition.

Measures: Makes minor repairs of damaged containers. Cleans dirty containers and wheeled carts on a regular basis.

4. Listen to customers' concerns, questions, or complaints and provide solutions within the prescribed City regulations.

Measures: Keeps regulations in equipment and gives to those customers having any questions regarding regulations.

5. Keep route sheets up to date.

Measures: Makes route changes on route sheets on a daily basis.

6. Work on Materials Recovery Facility and baler, sorting and baling materials and dumping containers. Work on transfer station floor removing recyclables from solid waste stream.

Measures: Separate various recyclable commodities and dump containers as they are filled.

7. Keep recyclables separate after being sorted from MRF or removed from transfer station floor.

Measures: Keep recyclables sorted as to color and variety.

8. Deliver recyclables to recycling vendors.

Measures: Recyclables are delivered as scheduled along with accompanying paperwork.

9. Operate recycling truck and trailer for apartments and mobile home parks.

Measures: Complete daily residential or commercial route and transport recyclables to MRF.

10. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

All appropriate vehicle codes; mechanical operations of vehicles used; City policies and regulations relating to solid waste management; and the geographic layout of the City.

Ability to:

Interact effectively with the public and employees. Operate the required equipment with skill, efficiency, and safety; demonstrate safe driving techniques, record, and good common sense; and display a courteous, cooperative attitude in dealing with the customers and employees.

Education:

Any combination of training and experience that would likely provide the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma or equivalent.

Experience:

None required.

Special Requirements:

Possession of a California Class B driver's license, or the ability to acquire one within ten days of appointment.

Working Conditions:

Date of study: revised/updated March 2003. The following duties have been identified as the critical job elements for the **SOLID WASTETRUCK DRIVER I** classification. The Med-Tox Physical Standards Study established several task statements for each physical ability; the task statements selected below are based on the (1) Significant level of physical ability required to perform the task, (2) the high level of rater agreement - reliability, (3) the frequency with which the task is performed and (4) the high degree of criticality and importance raters assigned to the task.

Incumbents in this classification are required to work on a shift schedule, including weekends and holidays, and outdoors in a variety of extreme weather conditions.

STATIC STRENGTH: Pull and push a large dumpster up to 600 lbs. filled with trash twenty feet in order to load into truck. Pull and push a wheeled cart weighing up to 200 lbs. to a truck for dumping.

EXPLOSIVE STRENGTH: Throw bundles, bags, or other items weighing 50 lbs. above head into truck or other container.

DYNAMIC STRENGTH: Continuously push and pull carts, dumpsters, bundles, bags, or other items.

TRUNK STRENGTH: Squat or bend down to lift trash cans and bags of garbage or other items up to 50 lbs. to load into truck.

STAMINA: Rapidly walk from truck to wheeled cart while collecting trash throughout a residential route.

DYNAMIC FLEXIBILITY: Continuously reach and bend to lift, push, and pull wheeled carts throughout a residential route.

SPEED OF LIMB MOVEMENT: No critical elements identified.

WHOLE BODY COORDINATION: Climb up to inspect the top of the truck.

ARM-HAND STEADINESS: Push a container into a small enclosure.

MULTI-LIMB COORDINATION: While operating a collection vehicle, loader, or forklift,

brake with one foot, accelerate with the other foot, steer with one hand and operate the hand controls with the other.

MANUAL DEXTERITY: Hook a bungee cord to tie down a tarp.

FINGER DEXTERITY: Operate the controls on a collection truck, loader, forklift, or baler.

NEAR VISUAL ACUITY: Read daily route sheet.

FAR VISUAL ACUITY: Observe wires, tree branches and other overhead obstacles while driving and collecting residential or commercial garbage.

COLOR DISCRIMINATION: Recognize the red, green and amber colors of street lights.

HEARING QUIET: Hear and understand the speaker at a safety meeting.

HEARING NOISY: Hear and understand another worker give directions to you over the sounds of the running truck.

HEARING LOCATION: No critical elements identified.

HEARING DISCRIMINATION: Recognize when the equipment you are operating is making unusual noises.

NOTE: See class spec history file for Job Analysis prepared by Intracorp, dated March 24, 1995 and March 27, 1995. See class spec history file for Job Analysis prepared by Winstead Vocational Services, dated August 4, 1995. See class spec history file for Job Analysis prepared by Mark Twitchell, dated October 17, 1990.

rev 7/97
rev 3/03
Rev 6/13
Rev 6/15

SOLID WASTE TRUCK DRIVER II

DEFINITION:

Under general supervision, collects and disposes of solid waste materials from City residences utilizing waste collection vehicles and procedures.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification.

1. Operates various kinds of waste-collecting vehicles such as front loaders, side loaders and roll-off trucks.

Measures: Properly and safely operates vehicles and equipment.

2. Performs routine safety checks, maintenance and cleaning of vehicle assigned.

Measures: Safety checks are thorough and conducted on a regular basis.

3. Delivers collected solid waste to landfill for disposal.

Measures: Routes are completed in a timely and efficient manner.

4. Maintains and updates route list printouts to reflect additions and deletions of stops on scheduled routes.

Measures:

5. Maintains a daily vehicle safety and maintenance sheet.

Measures:

6. Coordinates and reviews the work of employees in lower classifications as assigned.

Measures:

7. Performs other related duties as assigned.

Measures:

QUALIFICATIONS:

Knowledge of:

Knowledge of safe, solid waste collection procedures; skill in the safe operation of a variety of sanitation vehicles.

Ability to:

Ability to interact courteously and effectively with the public and other employees; identify potential safety hazards, on the job, and take corrective actions; read and follow a City map; maintain appropriate daily records; safely lift 50 lbs. using proper lifting techniques, and demonstrate necessary leadership.

Education:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. Typically, this would include a high school diploma or equivalent, AND

Experience:

Two years of relevant experience.

Special Requirements:

Possession of ~~the appropriate~~ a California Class B driver's license, (~~Class 2 or B~~), or the ability to acquire one within ten days of appointment.

Working Conditions:

Date of study: January 1991. The following duties have been identified as the critical job elements for the **SOLID WASTE TRUCK DRIVER** classification. The Med-Tox Physical Standards Study established several task statements for each physical ability; the task statements selected below are based on the (1) Significant level of physical ability required to perform the task, (2) the high level of rater agreement - reliability, (3) the frequency with which the task is performed and (4) the high degree of criticality and importance raters assigned to the task.

Incumbents in this classification are required to work on a shift schedule, including weekends and holidays, and outdoors in a variety of extreme weather conditions.

STATIC STRENGTH: Pull and push a large dumpster filled with trash twenty feet in order to load into truck.

EXPLOSIVE STRENGTH: Throw a bundle of limbs weighing 50-lbs. into the back of a scooter.

DYNAMIC STRENGTH: Continuously lift and carry cans throughout a residential route.

TRUNK STRENGTH: Continuously squat down throughout the day to lift trash cans and bags of garbage to load into truck.

STAMINA: Rapidly walk and run from house to house while collecting trash throughout a residential route.

EXTENT FLEXIBILITY: Reach up and unlatch the door clasp to open the rear doors of a roll-off box.

DYNAMIC FLEXIBILITY: Continuously reach and bend to lift and carry cans throughout a residential route.

SPEED OF LIMB MOVEMENT: No critical elements identified.

WHOLE BODY COORDINATION: Climb up to inspect the top of the truck.

WHOLE BODY EQUILIBRIUM: Maintain your balance while riding on the back of a truck which is going up a residential street.

ARM-HAND STEADINESS: Push a container into a small enclosure.

MULTI-LIMB COORDINATION: While operating a front load vehicle, brake with one foot, accelerate with the other foot, steer with one hand and operate the hand controls with the other.

MANUAL DEXTERITY: Hook a bungee cord to tie down a tarp.

FINGER DEXTERITY: Operate the controls on a roll-off truck.

NEAR VISUAL ACUTY: Read daily route sheet.

FAR VISUAL ACUTY: Observe wires, tree branches and other overhead obstacles while driving and dumping front load dumpsters.

COLOR DISCRIMINATION: Recognize the red, green and amber colors of street lights.

HEARING QUIET: Hear and understand the speaker at a safety meeting.

HEARING NOISY: Hear and understand another worker give directions to you over the sounds of the running truck.

HEARING LOCATION: No critical elements identified.

HEARING DISCRIMINATION: Recognize when the equipment you are operating is making unusual noises.

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TRANSFER STATION OPERATOR

CITY OF REDDING

DEFINITION:

Under general supervision, operate all types of solid waste transfer station equipment and perform routine maintenance on such equipment.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Operate transfer truck.

Measures: Safely operates truck and maintains contact with other operators to ensure efficient transfer of solid waste and processing of green waste.

2. Operate tub grinder/trommel.

Measures: Safely and efficiently processes incoming green waste. Keeps up with daily inflow.

3. Operate crane.

Measures: Compacts transfer truck loads to reach maximum legal weight.

4. Operate front-end loader.

Measures: Works safely and efficiently to load transfer trucks and grind and process green waste.

5. Maintain records and reports.

Measures: Maintains accurate fuel and composting records.

6. Monitor and organize compost operation.

Measures: Daily tasks are organized to keep up with inflow of green waste to compost facility.

7. Perform routine vehicle and equipment maintenance including performing safety checks.

Measures: Trucks, loaders, and other equipment are kept in well-maintained and safe operating condition.

8. Ensure truck is kept in a clean condition.

Measures: Truck wash area is used to wash and clean the truck.

9. Divert recyclables from waste stream.

Measures: As time permits, recyclables are collected and separated into designated containers.

10. Direct vehicles or equipment on transfer station floor.

Measures: Transfer floor is kept safe and organized.

11. Works with other employees to keep transfer station floor clean and organized.

Measures: Floor is cleaned daily. Waste and recyclables are removed.

12. Respond to public questions or concerns.

Measures: Customers are treated courteously and questions are answered, or customers are directed to someone else who can answer questions.

13. Direct the work of lower paid employees.

Measures: Lower paid employees understand tasks to be completed.

14. Perform other related duties and responsibilities and assigned.

QUALIFICATIONS:

Knowledge of:

Solid waste transfer and composting operations and equipment; hazardous materials; recyclables; equipment maintenance procedures; safe driving techniques, practices and principles; and state and local laws for transporting heavy loads.

Ability to:

Ability to interact courteously and effectively with the public and other employees; operate all types of solid waste transfer station trucks and equipment; perform routine maintenance on trucks and equipment; safely drive trucks and operate equipment in all types of weather; effectively operate equipment; recognize potential safety hazards and take appropriate action; and maintain records.

Education:

Any combination of training and experience that provides the required knowledge, skills, and

abilities is qualifying; typical education would include a high school diploma or equivalent.

Experience:

Typical experience would include two years experience driving trucks.

Special Requirements:

Possession of ~~the appropriate California driver's license (Class A)~~ a California Class A driver's license, or the ability to acquire one within ten days of appointment.

Rev 3/04
Rev 3/15

WASTEWATER COLLECTION MAINTENANCE WORKER-GRADE III

DEFINITION:

Under general supervision maintain and repair waste water lift stations; televise and inspect old and new sewer systems; operate and maintain chlorine injection stations, and monitor sewer line flows.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Inspect and maintain lift stations and injection stations.

Measures: Appropriate preventative maintenance is accomplished daily to allow continual operation of the waste water pump stations.

2. Flow monitoring, television inspection of collection systems.

Measures: Maintain scheduled installation of flow monitors to check flow, infiltration and capacity.

3. Sealing and grouting of system when necessary.

Measures: Appropriate preventative maintenance is accomplished daily to allow continual operation of the waste water pump stations.

4. Hydro cleaning of system.

Measures: Appropriate preventative maintenance is accomplished daily to allow continual operation of the waste water pump stations. Maintain scheduled sampling and tests for atmospheric and chemical checks in the system.

5. Install new taps, operate equipment as needed.

Measures: Equipment is operated in a safe and efficient manner.

6. Answer public assistance calls.

Measures: Provide assistance to the public when needed in a courteous and cooperative manner.

7. Perform related duties as required.

QUALIFICATIONS:

Knowledge of:

Pump system operation; seals and packing; and operating and repair procedures for the closed circuit television system.

Ability to:

Interact effectively with the public and employees. Operate all required equipment with skill, efficiency, and in a safe manner; develop and maintain accurate written records and reports.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma, or equivalent; advanced course work in waste water treatment, or a related field.

Experience:

Typical experience would include one year in public works maintenance, or equivalent.

Special Requirements:

Possession of a California Water Environment Association Collection System Maintenance Grade III certificate.

Possession of the appropriate a California Class B driver's license, or the ability to acquire one within ten days of appointment.

Working Conditions:

Date of study: January 1991. The following duties have been identified as the critical job elements for the **WASTEWATER COLLECTION MAINTENANCE WORKER** classification. The Med-Tox Physical Standards Study established several task statements for each physical ability; the task statements selected below are based on the (1) Significant level of physical ability required to perform the task, (2) the high level of rater agreement - reliability, (3) the frequency with which the task is performed and (4) the high degree of criticality and importance raters assigned to the task.

Incumbents in this classification are required to work outdoors in a variety of extreme weather conditions.

STATIC STRENGTH: Lift a 50-lb. bag of acrylimide and carry it approximately 20-feet.

EXPLOSIVE STRENGTH: Using a 10-lb. sledge hammer, smash a manhole lid in order to loosen it.

DYNAMIC STRENGTH: Climb up, down and out of the lift station approximately 35-feet while wearing a scott airpack.

TRUNK STRENGTH: Bend over a manhole to unbolt the lid, then bend over to inspect the manhole.

STAMINA: Operate a jack hammer for up to two hours taking normal breaks.

EXTENT FLEXIBILITY: Reach and stretch into the back of the truck to pick up small tools such as pick, shovel, high flag standards, signs and wrenches.

DYNAMIC FLEXIBILITY: Continuously bend and reach while painting sewage and water pipes with a brush.

SPEED OF LIMB MOVEMENT: Run over to shut off a valve during an emergency.

WHOLE BODY COORDINATION: Climb in and out of a manhole.

WHOLE BODY EQUILIBRIUM: While hanging from a rope harness, balance yourself inside a wet well to repair bubbler system with wrenches and pipe fittings.

ARM-HAND STEADINESS: Hold a gas acetylene torch steady while welding or cutting for 30-minutes. Hold a sand blaster steady and control it so that only the area for sand blasting is effected. Hold a 2-gallon container of a toxic chemical steady, and carefully pour it into a chemical tank.

MULTI-LIMB COORDINATION: Operate the controls on a sewer hydro-cleaner.

MANUAL DEXTERITY: Put a tap on a sewer line which includes cutting out a section of pipe using chain breaks, and replacing it with a new piece of pipe while sewage is flowing through the pipe.

FINGER DEXTERITY: Adjust the dials on chemical pumps and rotor meters.

NEAR VISUAL ACUITY: Read the measures on a liquid level sight tube.

FAR VISUAL ACUITY: Read street signs from a vehicle. See other crew members who are located at the far end of the job site. See other vehicles while driving.

COLOR DISCRIMINATION: Recognize the colors on the colorization meter when testing for hydrogen sulfide in sewer mains.

HEARING QUIET: Hear and understand job orders from supervisor. Hear the information being given at a safety meeting. Hear a caller over the phone.

HEARING NOISY: Hear the outside speaker on a fleet truck over the noise of passing traffic.

HEARING LOCATION: While scanning the ground with electronic equipment (that gives off a beeping sound), identify the direction in which the underground sewer pipe runs.

HEARING DISCRIMINATION: Discriminate between the normal operating noise of a centrifugal pump and the sound of rubbing against the impeller blades.

Est. 5/09
Rev 6/13

WORKING SUPERVISOR - WASTEWATER COLLECTION - GRADE III

DEFINITION:

Under direction assigns and supervises works with subordinates in Public Works - Field Operations Department for sewer collection system operation and maintenance.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Plans daily work schedule and assigns work to subordinates.

Measures: Effectively delegates work to associates.

2. Inspects work performed by department employees during process and upon completion to ensure that proper work standards are maintained.

Measures: Work is completed on a timely and thorough basis.

3. Leads and instructs subordinates in the performance of maintenance and the operation of equipment and facilities.

Measures: Workers possess proper training in services and equipment, making their efforts more effective.

4. Works with other departments establishing procedures and guidelines for the operation, maintenance and repair the waste water collection system.

Measures: Repair and maintenance schedules are properly followed, ensuring well maintained facilities.

5. Prepares necessary records including purchase orders, invoices, time sheets, work schedules and operating data.

Measures: Reports are prepared in a thorough and timely manner.

6. Answers and responds to requests and emergency calls from other departments and customers.

Measures: Inquiries handled in a timely and responsible manner.

7. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Methods, materials, equipment and operation for waste water collection system; sewer equipment repair, maintenance and testing; characteristics and maintenance needs of a variety of sewer line maintenance equipment; City procedures and regulations.

Ability to:

Interact effectively with the public and employees. Install and maintain waste water collection equipment and fixtures; effectively manage personnel, including supervision, training and enforcement of safety practices; plan and direct the work of others; operate equipment.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a High school diploma, or equivalent, or trade school degree.

Experience:

Typical experience would include five years of progressive relevant experience in sewer maintenance, including one to two years of supervisory experience.

Special Requirements:

Possession of the appropriate California Class A driver's license, or the ability to acquire one within ten days of appointment.

~~Grade III certification with the California Water Pollution Control Association.~~

Possession of a California Water Environment Association Collection System Maintenance Grade III certificate.

WORKING SUPERVISOR - WASTEWATER COLLECTION - GRADE IV

DEFINITION:

Under direction assigns and supervises works with subordinates in Public Works - Field Operations Department for sewer collection system operation and maintenance.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Plans daily work schedule and assigns work to subordinates.

Measures: Effectively delegates work to associates.

2. Inspects work performed by department employees during process and upon completion to ensure that proper work standards are maintained.

Measures: Work is completed on a timely and thorough basis.

3. Leads and instructs subordinates in the performance of maintenance and the operation of equipment and facilities.

Measures: Workers possess proper training in services and equipment, making their efforts more effective.

4. Works with other departments establishing procedures and guidelines for the operation, maintenance and repair the waste water collection system.

Measures: Repair and maintenance schedules are properly followed, ensuring well maintained facilities.

5. Prepares necessary records including purchase orders, invoices, time sheets, work schedules and operating data.

Measures: Reports are prepared in a thorough and timely manner.

6. Answers and responds to requests and emergency calls from other departments and customers.

Measures: Inquiries handled in a timely and responsible manner.

7. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Methods, materials, equipment and operation for waste water collection system; sewer equipment repair, maintenance and testing; characteristics and maintenance needs of a variety of sewer line maintenance equipment; City procedures and regulations.

Ability to:

Interact effectively with the public and employees. Install and maintain waste water collection equipment and fixtures; effectively manage personnel, including supervision, training and enforcement of safety practices; plan and direct the work of others; operate equipment.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a High school diploma, or equivalent, or trade school degree.

Experience:

Typical experience would include five years of progressive relevant experience in sewer maintenance, including one to two years of supervisory experience.

Special Requirements:

Possession of the appropriate California Class A driver's license, or the ability to acquire one within ten days of appointment.

~~Grade IV certification with the California Water Pollution Control Association:~~

Possession of a California Water Environment Association Collection System Maintenance Grade IV certificate.

DEFINITION:

Under direction, a journeyman electrician performing all types of electrical, or electronics work on water treatment and supply facilities; waste water collection and treatment facilities, traffic control devices and all other City owned facilities.

DISTINGUISHING CHARACTERISTICS:

An employee of this class performs highly skilled electrical and instrumentation work in the troubleshooting and maintenance of electrical equipment. Hazardous conditions are an extremely critical factor of this job, working in close proximity to energized equipment from low to 2400 volts. Work is frequently performed under adverse weather conditions with exposure to gases, chemicals and infectious materials. Employee works under the general supervision of the Field Foreman - Electrical Technician. Employee is subject to 24 hour per day emergency call in.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification.

1. Installation, testing, calibration, repair and maintenance of process control equipment including, transmitters, recorders, PID loop controllers, ultrasonic meters, pneumatic and telemetry equipment.

Measures: Installation, maintenance and testing performed in a proper and timely manner.

2. Install, program, debug and modify process control equipment involving the use of PLCs and related communication network equipment; also variable speed drive systems.

Measures: Implement control scheme changes following up with documentation performed in a proper and timely manner.

3. Research and design for purchase and installation of equipment to correct and/or upgrade existing electrical control systems as well as minor expansions. Verify equipment compatibility for interface to existing equipment.

Measures: Upgrades and expansions designed and built with equipment that is compatible with existing equipment.

4. Conduct routine maintenance on electrical control equipment, motor control and starter equipment, automatic transfer switches, standby power generators, and medium voltage switch gear.

Measures: Repairs and maintenance performed completely, accurately and in a timely manner.

5. Keep accurate and up-to-date records and notes on all related assignments.

Measures: Follows up with documentation and backup procedures in an accurate and timely manner.

6. Inspect contract construction projects and submittals; inspect and test equipment. Develop punch lists for work to be computed or corrected during construction.

Measures: Communicates directly to project manager verbally and in writing in an accurate and time manner.

7. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Motors, and motor controls, instrumentation & process controls, signal transmitters, telemetry, alarm systems, medium voltage switch gear, drive systems, analog and digital electronics, commercial and industrial wiring practices, electrical codes and PLC (Programmable Logic Controller) based control systems.

Ability to:

Interact effectively with the public and employees. Diagnose and repair electrical and control problems, install, maintain, and repair electrical/electronics equipments, program, configure, debug and troubleshoot PLC equipment, climb ladders and scaffolds, work safely on energized electric equipment, and work in confined spaces.

Education:

Typical education would include a high school diploma, or equivalent, with post-high school, college course work in electricity, electronics; or relevant training in a trade or vocational school, AND

Experience:

Typical experience would include five years of progressively responsible relevant training and experience as an Industrial Journeyman Electrician which included training in PLC and VSD

applications.

Special Requirements:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.

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CITY OF REDDING

HAZARDOUS WASTE SPECIALIST I

DEFINITION:

Under direction, identify and categorize materials received at the permanent Household Hazardous Waste (HHW) collection facility, including unloading materials, bulking or lab-packing them for storage and shipment for reuse, recycling, treatment or disposal. The incumbent may oversee and coordinate the work of other hazardous waste personnel. Incumbents are expected to work well with the public and work as a member of a team.

DISTINGUISHING CHARACTERISTICS:

This is the entry level classification of the Hazardous Waste Specialist series. The Hazardous Waste Specialist I is responsible for the safe planning, coordination and day-to-day operations of the Household Hazardous Waste Facility and is distinguished from the Hazardous Waste Specialist II in that the latter is responsible for performing professional program oversight activities. Incumbents are not expected to perform at the same skill level as the Hazardous Waste Specialist II. Incumbents perform a wide variety of skilled tasks and office assignments requiring the use of independence, judgment and initiative within established guidelines. Incumbents in this classification may function in a lead capacity, providing direction and monitoring the work of lower level classifications. An incumbent is expected to possess applicable certification to perform the variety of complex HHW tasks. Incumbents in this class may be advanced to the Hazardous Waste Specialist II level upon meeting the requirements of that classification, completing a minimum of two years of satisfactory performance as a Hazardous Waste Specialist I, in a full-time position or equivalent service, with the City of Redding, and upon the recommendation of the Department Director.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Assist in the maintenance of written HHW plans pertaining to standard operating procedures, waste analysis, facility inspection and correction, emergency response and contingency, training, security, waste tracking, record keeping, and closure.

Measures: Program plans are accurately developed and written to meet state and federal regulations.

2. Operate and maintain HHW collection and reuse programs including receiving, identifying, sorting, lab-packing, consolidating and disposing of waste chemicals.

Measures: Correct personal protective equipment is worn and wastes are properly handled, stored and shipped according to regulations and hazardous waste hauler requirements. Wastes are properly packed, labeled and manifested according to state and federal regulations.

3. Lead, assist, and instruct hazardous waste personnel in lower level classifications in the performance of daily facility operations and tasks.

Measures: Possesses proper training in services and equipment, making their efforts more effective.

4. With the direction of management staff, plan daily work schedule, and assign and review the work of hazardous waste personnel in lower level classifications.

Measures: Work is effectively delegated to hazardous waste personnel in accordance with available staff resources. Assigned personnel receive appropriate training and tools necessary to effectively perform their duties.

5. Use HAZCAT techniques to determine chemical nature of spilled and unknown substances.

Measures: Proper performance of chemistry analysis.

6. Act as a liaison with citizens, community groups, governmental agencies and private enterprise for proper HHW disposal and related issues.

Measures: Inquiries are adequately addressed in an accurate and timely manner.

7. Keep current on legislation that pertains to the department and assist in changes in policies and procedures.

Measures: Management is kept well informed about mandates that could impact the department and the City is represented in a professional, timely manner that best meets City needs and concerns.

8. Coordinate and conduct inspections of waste loads to the Landfill and City Transfer & Recycling Facility.

Measures: Waste inspections are performed in a timely manner and violators are properly educated.

9. Maintain Household Hazardous Waste Collection Facility, its storage equipment and permits.

Measures: Equipment and facility are consistently maintained. Proper permits are obtained and kept current.

10. Operate a variety of equipment, such as a refrigerant recovery device, paint can/oil filter crusher, and fork-lift as needed.

Measures: Proper training and performance of equipment.

11. Maintain Chemical Materials Reuse Program.

Measures: Criteria are developed and adhered to for chemical reuse program. Viable materials are determined and those which meet the criteria for recovery and reuse are identified. Materials are

offered for reuse and proper receipt protocol is consistently used to limit City liability for reuse program.

12. Assist in the Resource Recovery Drop-off area as needed.

Measures: Wastes are properly identified and reclassified as materials for recovery or reuse. Recyclable items are properly segregated by material type. Electronic waste and appliances are triaged and proper documentation and receipts are kept for these items.

13. Assist in the development of reports and studies through research and analysis, to support the HHW facility and other division programs.

Measures: Grant funds are obtained to fund special projects and reports are well written and organized with as much factual information as possible.

14. Provide input and follow emergency response procedures for the HHW facility and outside truck spills and assist with clean-ups.

Measures: Proper procedures are followed should a spill occur on or off-site. Spills are cleaned up efficiently to protect human and environmental health and safety.

15. Conduct facility tours and make public and school presentations regarding division programs.

Measures: Division policies, programs, and services with employees, contractors, and representatives of other agencies are effectively represented.

16. Perform other duties as assigned within the scope of the job classification.

QUALIFICATIONS:

Knowledge of:

Principles and practices of hazardous materials management, including toxic wastes; environmental, health and safety programs; chemical, biological and physical sciences related to a hazardous waste collection program in a solid waste facility; theories, principles and practices of hazardous materials incident response; laws, rules, regulations, and policies related to hazardous waste handling and disposal, including wearing the proper personal protective equipment; computer applications related to document and report preparation and maintenance; sound customer service practices and procedures; and principles of lead direction and work coordination.

Ability to:

Implement the City Household Hazardous Waste Collection Program; perform a variety of technical hazardous materials identification, separation, and analysis operate all required equipment, including forklift; provide training for other division staff; ensure proper enforcement of hazardous materials control procedures and use of personal protective equipment and clothing (gloves, tyvek suits and respirators); use of a variety of hazardous waste testing, sampling, detection, and identification equipment; develop and maintain accurate records and reports; assist the public with tact and courtesy; effectively represent division policies, programs, and services with employees, contractors, and

representatives of other agencies; present a professional image; and remain positive in difficult and/or negative situations.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's degree or equivalent in environmental studies, industrial hygiene, chemistry, sciences, engineering science or a related field. An Associate Degree from an accredited college or university with college course work in environmental studies, industrial hygiene, chemistry, sciences, engineering or a related field with advanced educational training in hazardous waste management programs may substitute for the Bachelor's Degree.

Experience:

Two years of increasingly responsible experience in hazardous waste management, or in a research and resources recovery program in a hazardous materials program. (A Master's Degree in an appropriate field may be substituted for one year of the required experience.)

Special Requirements:

- Possession of a valid California Class C drivers license, including the ability to obtain a Hazardous Material endorsement.
- Must be able to pass an annual physical examination which includes, but is not limited to, a pulmonary function/fit test.
- Successful completion of the following training:
 - ▶ Forty hours of training in Hazardous Waste Operations and Emergency Response (HAZWOPER) 29 CFR 1910.120 and eight hours of annual HAZWOPER refresher training in compliance with regulations.
 - ▶ Annual cardiac pulmonary resuscitation and first aid training and certification
 - ▶ Haz Cat certification from an approved training program
 - ▶ Forklift certification
 - ▶ Eight hours DOT Manifesting and Labeling training
- May be required to work evenings, weekends, and holidays.

HAZARDOUS WASTE SPECIALIST II

DEFINITION:

Under direction, identify and categorize materials received at the permanent Household Hazardous Waste (HHW) collection facility, including unloading materials, bulking or lab-packing them for storage and shipment for reuse, recycling, treatment or disposal. The incumbent will oversee and coordinate the work of other hazardous waste personnel. Incumbents are expected to work well with the public and work as a member of a team.

DISTINGUISHING CHARACTERISTICS:

Hazardous Waste Specialist II is the journey level classification in the Hazardous Waste Specialist series. The Hazardous Waste Specialist II is responsible for the safe planning, coordination and day-to-day operations of the Household Hazardous Waste Facility. Employees in this classification are expected to function in a lead capacity and perform all of the functions of Hazardous Waste staff, as well as more difficult and responsible functions of the Utility. Incumbents perform a wide variety of skilled tasks and office assignments requiring the use of independence, judgment and initiative within established guidelines. Incumbents in this classification will function in a lead capacity, providing direction and monitoring the work of lower level classifications. This position is distinguished from the Public Works Supervisor in that the latter is a supervisory position, completes employee evaluations and disciplinary actions, and has overall responsibility for hazardous materials and recycling programs. An incumbent is expected to possess applicable certification to perform the variety of complex HHW tasks.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Assist in the maintenance of written HHW plans pertaining to standard operating procedures, waste analysis, facility inspection and correction, emergency response and contingency, training, security, waste tracking, record keeping, and closure.

Measures: Program plans are accurately developed and written to meet state and federal regulations.

2. Operate and maintain HHW collection and reuse programs including receiving, identifying, sorting, lab-packing, consolidating and disposing of waste chemicals.

Measures: Correct personal protective equipment is worn and wastes are properly handled, stored and shipped according to regulations and hazardous waste hauler requirements. Wastes are properly packed, labeled and manifested according to state and federal regulations.

3. Lead, assist, and instruct hazardous waste personnel in lower level classifications in the performance of daily facility operations and tasks.

Measures: Possesses proper training in services and equipment, making their efforts more effective.

4. With the direction of management staff, plan daily work schedules, and assign and review the work of hazardous waste personnel in lower level classifications.

Measures: Work is effectively delegated to hazardous waste personnel in accordance with available staff resources. Assigned personnel receive appropriate training and tools necessary to effectively perform their duties.

5. Use HAZCAT techniques to determine chemical nature of spilled and unknown substances.

Measures: Proper performance of chemistry analysis.

6. Act as a liaison with citizens, community groups, governmental agencies and private enterprise for proper HHW disposal and related issues.

Measures: Inquiries are adequately addressed in an accurate and timely manner.

7. Keep current on legislation that pertains to the department and assist in changes in policies and procedures.

Measures: Management is kept well informed about mandates that could impact the department and the City is represented in a professional, timely manner that best meets City needs and concerns.

8. Coordinate and conduct inspections of waste loads to the Landfill and City Transfer & Recycling Facility.

Measures: Waste inspections are performed in a timely manner and violators are properly educated.

9. Maintain Household Hazardous Waste Collection Facility, its storage equipment and permits.

Measures: Equipment and facility are consistently maintained. Proper permits are obtained and kept current.

10. Operate a variety of equipment, such as a refrigerant recovery device, paint can/oil filter crusher, and fork-lift as needed.

Measures: Proper training and performance of equipment.

11. Maintain Chemical Materials Reuse Program.

Measures: Criteria are developed and adhered to for chemical reuse program. Viable materials are determined and those which meet the criteria for recovery and reuse are identified. Materials are offered for reuse and proper receipt protocol is consistently used to limit City liability for reuse program.

12. Assist in the Resource Recovery Drop-off area as needed.

Measures: Wastes are properly identified and reclassified as materials for recovery or reuse. Recyclable items are properly segregated by material type. Electronic waste and appliances are triaged and proper documentation and receipts are kept for these items.

13. Assist in the development of reports and studies through research and analysis, to support the HHW facility and other division programs.

Measures: Grant funds are obtained to fund special projects and reports are well written and organized with as much factual information as possible.

14. Provide input and follow emergency response procedures for the HHW facility and outside truck spills and assist with clean-ups.

Measures: Proper procedures are followed should a spill occur on or off-site. Spills are cleaned up efficiently to protect human and environmental health and safety.

15. Conduct facility tours and make public and school presentations regarding division programs.

Measures: Division policies, programs, and services with employees, contractors, and representatives of other agencies are effectively represented.

16. Perform other duties as assigned within the scope of the job classification.

QUALIFICATIONS:

Knowledge of:

Principles and practices of hazardous materials management, including toxic wastes; environmental, health and safety programs; chemical, biological and physical sciences related to a hazardous waste collection program in a solid waste facility; theories, principles and practices of hazardous materials incident response; laws, rules, regulations, and policies related to hazardous waste handling and disposal, including wearing the proper personal protective equipment; computer applications related to document and report preparation and maintenance; sound customer service practices and procedures; and principles of lead direction and work coordination.

Ability to:

Implement the City Household Hazardous Waste Collection Program; perform a variety of technical hazardous materials identification, separation, and analysis; operate all required equipment, including forklift; provide training for other division staff; ensure proper enforcement of hazardous materials control procedures and use of personal protective equipment and clothing (gloves, tyvek suits and respirators); use of a variety of hazardous waste testing, sampling, detection, and identification equipment; develop and maintain accurate records and reports; assist the public with tact and courtesy; effectively represent division policies, programs, and services with employees, contractors, and representatives of other agencies; present a professional image and remain positive in difficult and/or negative situations.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's degree or equivalent in environmental studies, industrial hygiene, chemistry, sciences, engineering science or a related field. An Associate Degree from an accredited college or university with college course work in environmental studies, industrial hygiene, chemistry, sciences, engineering or a related field with advanced educational training in hazardous waste management programs may substitute for the Bachelor's Degree.

Experience:

Four years of increasingly responsible experience in hazardous waste management, or in a research and resources recovery program in a hazardous materials program. (A Master's Degree in an appropriate field may be substituted for one year of the required experience.)

Special Requirements:

- Possession of a valid California Class C drivers license, including the ability to obtain a Hazardous Material endorsement.
- Must be able to pass an annual physical examination which includes, but is not limited to, a pulmonary function/fit test.
- Successful completion of the following training:
 - ▶ Forty hours of training in Hazardous Waste Operations and Emergency Response (HAZWOPER) 29 CFR 1910.120 and eight hours of annual HAZWOPER refresher training in compliance with regulations.
 - ▶ Annual cardiac pulmonary resuscitation and first aid training and certification
 - ▶ Haz Cat certification from an approved training program
 - ▶ Forklift certification
 - ▶ Eight hours DOT Manifesting and Labeling training
- May be required to work evenings, weekends, and holidays.

HAZARDOUS WASTE TECHNICIAN

DEFINITION:

Under general supervision, assist in the collection, proper categorization and handling of hazardous materials received at the permanent Household Hazardous Waste (HHW) collection facility. Incumbents are expected to unload, segregate, and prepare materials for storage and shipment to recycling, treatment and disposal facilities. Incumbents are expected to work well with the public and work as a member of a team.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level classification in the Hazardous Waste series. Positions in this class differ from the higher professional level of Hazardous Waste Specialist in that the latter are journey level professionals responsible for conducting general program oversight and the highest degree of technical analysis. Technicians are involved primarily in the collection, loading, unloading, preparation, packaging and storage of hazardous waste. These duties are carried out as part of a team with hazardous waste staff including Hazardous Waste Specialists and the Public Works Supervisor responsible for hazardous waste program management.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Operate and maintain HHW collection and reuse programs including receiving, identifying, sorting, packaging, consolidating and disposing of waste chemicals.

Measures: Correct personal protective equipment is worn and wastes are properly handled, stored and shipped according to regulations and hazardous waste hauler requirements. Wastes are properly packed, labeled and manifested according to state and federal regulations.

2. Answer public inquiries regarding hazardous waste disposal and conduct preliminary screening at HHW disposal facility.

Measures: Competently address public questions and concerns in a concise, positive, professional manner, offering suggestions and direction. Review incoming HHW loads to determine tactics to be used to manage and dispose of waste chemicals.

3. Segregate unknown chemicals for further analysis.

Measures: Recognize and take appropriate action to isolate unknown chemicals from other material types until chemistry analysis can be performed by a Hazardous Waste Specialist.

4. Act as a liaison with citizens, community groups, governmental agencies and private enterprise for proper HHW disposal and related issues.

Measures: Inquiries are adequately addressed in an accurate, professional and timely manner.

5. Conduct inspections of incoming waste loads at the City Transfer & Recycling Facility.

Measures: Waste inspections are performed in a timely manner and violators are properly educated.

6. Maintain Household Hazardous Waste Collection Facility, its equipment and permits.

Measures: Equipment and facility are consistently maintained. Work areas are kept neat and orderly to promote safety and to maintain the professionalism of the City's facilities. Proper permits are obtained and kept current.

7. Operate a variety of equipment and hand tools, such as a refrigerant recovery unit, paint can/oil filter crusher, and fork-lift as needed.

Measures: Proper training and use of equipment and adherence to safety guidelines for machine and equipment operation.

8. Maintain Chemical Materials Reuse Program.

Measures: Chemicals are properly identified and reclassified as materials for recovery or reuse. Proper receipt protocol is consistently used to limit City liability for reuse program.

9. Assist in the Resource Recovery Drop-off area as needed.

Measures: Wastes are properly identified and reclassified as materials for recovery or reuse. Recyclable items are properly segregated by material type. Electronic waste and appliances are triaged and proper documentation and receipts are kept for these items.

10. Assist in the development of reports and studies through research and analysis, to support the HHW facility and other division programs.

Measures: Data is obtained to support grant programs and to survey customer trends and service needs.

11. Provide input and follow emergency response procedures for the HHW facility and outside truck spills and assist with clean-ups.

Measures: Proper procedures are followed should a spill occur on or off-site. Spills are cleaned up efficiently to protect human and environmental health and safety.

12. Observe storm drains monthly and quarterly and report unusual occurrences on forms provided as part of the Annual Storm Water Report for the Transfer Station. Collect data from the Transfer Station to comply with storm water permit requirements for the facility.

Measures: Data is gathered and reported as required.

13. Conduct facility tours regarding division programs.

Measures: Division policies, programs, and services are effectively represented to the general public, contractors, and representatives of other agencies.

14. Perform other duties as assigned within the scope of the job classification.

QUALIFICATIONS:

Knowledge of:

Principles and practices of hazardous waste handling, packaging, labeling, storage and disposal; laws, rules, regulations, and policies related to hazardous waste handling and disposal, including wearing the proper personal protective equipment; basic record keeping techniques related to document and report preparation and maintenance; sound customer service practices and procedures; principles of work coordination.

Ability to:

Advise and instruct the general public on safe handling techniques for hazardous wastes approved for disposal at household hazardous waste facilities; effectively explain applicable laws and regulations to the general public, businesses and representatives of other public agencies; perform a variety of technical hazardous materials identification, separation, and analysis assignments; operate all required equipment, including forklift; ensure proper enforcement of hazardous materials control procedures and use of personal protective equipment and clothing (gloves, tyvek suits and respirators); use of a variety of hazardous waste testing, sampling, detection, and identification equipment; develop and maintain accurate records and reports; assist with administration and implementation of other division programs; assist the public with tact and courtesy; effectively represent division policies, programs, and services with employees, contractors, and representatives of other agencies.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. High School Diploma or G.E.D. and 30 semester units of college course work or one-year related solid waste or hazardous waste field experience; or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Experience:

Sufficient education, training and work experience in the field of hazardous materials management, solid waste, or a related scientific, environmental, safety or industrial field. Typical experience would include one year of increasingly responsible experience in hazardous waste or solid waste programs.

Special Requirements:

- Possession of a valid California Class C drivers license, including the ability to obtain a Hazardous Material endorsement.
- Must be able to pass an annual physical examination which includes, but is not limited to, a pulmonary function/fit test.
- Successful completion of the following training:
 - ▶ Forty hours of training in Hazardous Waste Operations and Emergency Response (HAZWOPER) 29 CFR 1910.120 and eight hours of annual HAZWOPER refresher training in compliance with regulations.
 - ▶ Annual cardiac pulmonary resuscitation and first aid training and certification
 - ▶ Haz Cat certification from an approved training program
 - ▶ Forklift certification
 - ▶ Eight hours DOT Manifesting and Labeling training
- May be required to work evenings, weekends, and holidays.

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GARDENER

CITY OF REDDING

DEFINITION:

Under general supervision performs all types of semi-skilled and skilled lawn, garden, sports playing area, parks grounds installation, and maintenance and repair of park and recreation facilities work.

DISTINGUISHING CHARACTERISTICS:

This is a journey level classification requiring specialized certificates and college level coursework. Incumbents are represented by the I.B.E. W. Maintenance bargaining unit.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Prune small trees and shrubs for health, vigor and public safety.

Measures: Healthy and aesthetically pleasing trees and shrubs that pose no safety problems.

2. Provide turf maintenance and ballfield layout.

Measures: Field laid out accurately with lines uniformly burnt in. Bases symmetric and smooth for aesthetics and safety of players and spectators.

3. Direct the work of unskilled employees.

Measures: Ensures proper completion of assigned duties. Duties are performed in a safe and efficient manner. Provides effective leadership in the performance of duties.

4. Drives truck and operates equipment.

Measures: Vehicles and equipment are operated in a safe and efficient manner and in accordance with departmental policies and procedures.

5. Install, maintain, and repair irrigation systems.

Measures: Plants and turf receiving adequate irrigation and in a cost effective manner..

6. Apply pesticides and fertilizers.

Measures: Plants and turf are healthy. Employee keeps accurate records of safe and effective use of pesticides. Employee follows state and local regulations.

7. Repair vandalism.

Measures: Repairs are performed in an efficient and safe manner within established timelines. Repairs meet safe and legal standards.

8. Train small street trees and establish a street tree inventory system.

Measures: Effective, interpretive method of tree evaluation. Healthy, vigorous and well trained small trees.

9. Planting and maintenance of small trees and shrubs in parks, along City maintained hiking trails and medians.

Measures: Trees and shrubbery aesthetically pleasing to the public; healthy and free from plant/tree disease.

10. Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Ornamental horticulture, turf maintenance, construction repair techniques, and the use of restricted pesticides as required.

Ability to:

Interact effectively with the public and employees. Drive a vehicle and operate equipment. Ability to perform required duties safely, with skill and efficiency.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma, a minimum of sixteen college level horticultural and/or environmental science academic work or the equivalent (possession of a State of California Contractors State License Board, C27 Landscaping License OR 13 units college level horticultural and/or environmental science academic work and relevant experience).

Experience:

Typical experience would include two years relevant experience in groundskeeping.

Special Requirements:

Possession of a California Department of Pesticide Regulation Qualified Applicator Certificate

in "B" Landscape Maintenance for the use of restricted materials in those categories that are job related.

Possession of a California Department of Pesticide Regulation Qualified Applicator Certificate in "C" Right of Way within one year of appointment as a condition of continued employment.

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.

Rev 8/05
Rev 12/15

Working Conditions:

Date of study: January 1991. The following duties have been identified as the critical job elements for the **GARDENER** classification. The Med-Tox Physical Standards Study established several task statements for each physical ability; the task statements selected below are based on the (1) Significant level of physical ability required to perform the task, (2) the high level of rater agreement - reliability, (3) the frequency with which the task is performed and (4) the high degree of criticality and importance raters assigned to the task.

Incumbents in this classification are required to work outdoors in a variety of extreme weather conditions.

STATIC STRENGTH: Pick up a 100 lb. bag of soda ash, carry it 15-feet and then hold it while pouring into a soda ash pot.

EXPLOSIVE STRENGTH: Shove a sweeper tractor attachment, weighing approximately 400 lbs., a few inches to align up to the tractor.

DYNAMIC STRENGTH: Use a shovel to dig a ditch for one hour.

TRUNK STRENGTH: Continuously bend, stoop and crouch while pruning various bushes and shrubs all day.

STAMINA: Push a hand lawn mower for half a day in 100 degree weather.

EXTENT FLEXIBILITY: Reach out from a ladder to prune bushes.

DYNAMIC FLEXIBILITY: Twist, turn and look up while using a pole pruner to prune bushes.

SPEED OF LIMB MOVEMENT: Quickly grasp to keep from falling out of a tree.

WHOLE BODY COORDINATION: Coordinate movements with another worker when moving wooden picnic tables.

WHOLE BODY EQUILIBRIUM: Walk along the top of an eight inch wide cement retaining wall while pruning oleanders.

ARM-HAND STEADINESS: Hold containers of pesticides steady while mixing.

MULTI-LIMB COORDINATION: Operate a tri-plex mower.

MANUAL DEXTERITY: Repair an irrigation system.

FINGER DEXTERITY: Start a nut when installing a chain link fence.

NEAR VISUAL ACUITY: Read the labels on chemical containers.

FAR VISUAL ACUITY: Observe people in the park while driving equipment.

VISUAL COLOR DISCRIMINATION: See the colors (yellow, orange, red, pink) on a chlorine test

HEARING QUIET: Hear conversation over the telephone.

HEARING NOISY: Hear and understand conversation over two-way radio over the sounds of a running lawn mower.

HEARING LOCATION: Determine where a piece of equipment is in the park by locating the origin of its sound.

HEARING DISCRIMINATION: Hear the difference between a chlorine alarm and a burglar alarm.