MEMORANDUM OF UNDERSTANDING

City of Gridley

&

International Brotherhood of Electrical Workers
Local Union 1245

July 1, 2025 – June 30, 2028

Resolution No. 2026-R-002

RESOLUTION NO.
2026-R-002

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRIDLEY APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL NO. 1245 (IBEW) EMPLOYEES AND THE GRIDLEY CITY COUNCIL

WHEREAS, negotiations between the City Council of the City of Gridley and representatives of the International Brotherhood of Electrical Workers Local No. 1245 (IBEW) have been conducted regarding wages, hours, and working conditions for certain designated employees of the City of Gridley which negotiations have culminated in the preparation of the Memorandum of Understanding, a copy of which is attached hereto, marked Attachment "A" and incorporated herein;

WHEREAS, the International Brotherhood of Electrical Workers Local No. 1245 has ratified the Memorandum of Understanding; and,

WHEREAS, the City desires to clarify and affirm the existing benefits for current employees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gridley as follows:

1. The Memorandum of Understanding (Attachment "A") between the City of Gridley and the International Brotherhood of Electrical Workers Local No. 1245 is hereby approved.

I HEREBY CERTIFY that the foregoing resolution was introduced, passed and adopted by the City Council of the City of Gridley at the meeting held on the 16th day of March, 2026 by the following vote:

AYES: COUNCIL MEMBERS

NOES: COUNCIL MEMBERS

ABSENT: COUNCIL MEMBERS

ABSTAIN: COUNCIL MEMBERS

ATTEST: APPROVE:

_____ _____

Elisa Arteaga, City Clerk Michael W. Farr, Mayor

THIS MEMORANDUM OF UNDERSTANDING, effective as of the 1st day of July, 2025 , by and between the designated representatives of the CITY OF GRIDLEY (a public agency as defined in Section 3501 (c) of Chapter 10 of Division 4 of Title 1 of the Government Code of the State of California), hereinafter referred to as the CITY, and the designated representatives of LOCAL UNION 1245 OF INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, affiliated with the American Federation of Labor-Congress of Industrial Organizations (a recognized employee organization as defined in Section 3501 (b) of Chapter 10 of Division 4 of Title 1 of the Government Code of the State of California), hereinafter referred to as UNION, WITNESSETH that:

WHEREAS, the parties hereto desire to facilitate the peaceful adjustment of differences that may from time to time arise between them, to promote harmony and efficiency to the end that the CITY, UNION and the general public may benefit therefrom, and to establish fair and equitable wages, hours and working conditions for certain hereinafter designated employees of the CITY.

NOW, THEREFORE, the parties hereto do agree as follows:

TITLE 1. PREAMBLE

1.1 Principles

The parties acknowledge the provisions of Chapter 10 (Section 3500, et. seq.) of Division 4 of Title 1 of the Government Code of the State of California.

1.2 Non-Discrimination

It is the policy of the CITY and UNION not to, and neither party will interfere with, intimidate, restrain, coerce or discriminate against any employee because of race, creed, sex, color or national origin.

1.3 City - Union Relations

This Memorandum of Understanding is intended to promote, and shall be so construed and interpreted as to carry out the following general purposes. The CITY and UNION agree to promote harmonious relations between the parties and other employee groups; establish and maintain an orderly bargaining procedure; work to provide the best possible service for the general public; facilitate prompt and fair disposition of all grievances and disputes; and adhere to this Agreement.

1.4 Rights Of Employees

Employees have the right to organize or join employee organizations of their own choice for the purpose of representation on all matters of employer-employee relations. Employees are free to join an employee organization and shall have the right to refuse to join or participate in the activities of employee organizations. Membership or non-membership in an employee organization is not a condition of employment and the employee will not be granted preferential treatment nor will they be withheld from equitable treatment because of either membership or non-membership in such an organization. Each employee has the right to represent themselves

individually in their employment relations with the CITY. Employees shall not have the right to strike or to recognize a picket line of a labor organization while in the course of the performance of their official duties.

The CITY is in compliance with Section 3500 of the California Government Code as of April 3rd, 2009 when an agency shop was placed into effect without an agreement between the CITY and UNION. The CITY acknowledges that UNION did achieve agency shop status subsequent to the agency shop election held April 3rd, 2009. The CITY and the UNION agree to remain in compliance with Section 3502.5 of the Meyers-Milias-Brown Act.

1.5 City Rights

CITY retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of this Memorandum of Understanding, except as expressly limited by law or this Memorandum of Understanding. Without limiting the generality of the foregoing, the rights, powers, and authority retained solely and exclusively by CITY include, but are not limited to, the following: To manage and direct its business and personnel; to manage, control and determine the mission of its departments, building facilities, and operations; to direct the work force; to hire, transfer, promote, and maintain the discipline and efficiency of its employees; to establish work standards, schedules of operation and reasonable work load; to specify or assign work requirements; to schedule working hours and shifts; to determine the type and scope of work to be performed by CITY's employees and the services to be provided; to classify positions; to determine the methods, processes, means and places of providing services.

1.6 Section Titles

Section Titles in this Agreement are for identification purposes only, and are not to be used for the purpose of interpreting either the intent or the meaning of the language of any section.

TITLE 2. RECOGNITION

2.1 Recognition

The CITY recognizes the UNION as the exclusive representative of all employees of the CITY who hold a classification listed on Exhibit B. The provisions of this Memorandum of Understanding, hereinafter set forth, shall apply only to those employees of the CITY for whom the UNION is the established exclusive representative.

2.2 Applicability

The provisions of this Agreement shall be limited to their application to employees of CITY in the bargaining unit described in Section 2.1. Wherever the words "employee" and "employees" are used in this Agreement, they shall, unless otherwise noted, be construed to refer only to the employees described in Section 2.1 for whom UNION is the exclusive bargaining representative. The respective obligations of the parties herein shall be operative only insofar as UNION acts in the capacity of exclusive bargaining representative of said employees.

2.3 Representation

Before any action is taken which could result in possible discharge or other disciplinary action against an employee, the CITY shall provide a written, formal charge which states:

- The charge;
- The reason for the charge;
- The proposed action to be taken;
- A copy of all materials upon which the charge is based, to the extent that such materials are currently available to the CITY;
- A statement of rights to UNION representation;
- A statement of rights to respond.

Any employee, upon request, shall be permitted representation by a UNION representative. The foregoing shall apply to written reprimands, disciplinary actions and hearings, providing there is no unreasonable delay in obtaining representation.

TITLE 3. UNION SECURITY

3.1 Union Dues and Fair Share Service Fees

The CITY shall make monthly payroll deductions of UNION dues or fair share service fees, as applicable, from the earnings of each individual employee who is a member of the UNION, and who individually and voluntarily authorizes such deductions in writing in accordance with the provisions of Section 1157.3 of the Government Code of the State of California.

Upon the International Brotherhood of Electrical Workers Local Union 1245 notification to the City of written authorization by an employee, deductions shall be made from the second payroll period of each month and a check for the total deductions shall be submitted to the Financial Secretary of Local Union 1245, I.B.E.W., P.O. Box 2547, Vacaville, California 95687, within five (5) working days of the date the dues are withheld from the employee's check. The CITY shall notify the UNION each month at the time of the dues/fees transmittal to UNION of any changes since the previous transmittal and the reasons therefor. The Union agrees to notify the City of any membership status changes. The City shall rely on the information provided by the Union regarding canceling or changing deductions. At least every 120 days, the City will provide the Union with a Master list of all bargaining unit employees.

The Master list will include the following information: Name, Address, job title, department, and Amount of Union Dues withheld. The City will provide the Union with not less than 10 calendar days' advance notice of the time, date and location of a new hire orientation session of any new employee. The City and the IBEW Local 1245 agree that a designated IBEW representative will be offered the opportunity to meet with newly hired members during the new hire orientation process or within 10 working days from the date of hire for 30 minutes.

The International Brotherhood of Electrical Workers Local Union 1245 shall notify the City of any employee who one (1) is a member of the Union who has applied for membership or who elects to pay a fair share service fee, and two (2) has given the Union written authorization for deduction of unified membership dues, initiation fees and general assessments to the Union. The Union certifies that it shall collect and will maintain records of individual employee authorizations for deduction of said dues or fees.

3.2 Union Information

The CITY shall provide all new employees with UNION membership application forms, payroll deduction authorization forms, and a copy of the Memorandum of Understanding on or before the first day of employment. Such materials will be furnished to the CITY by the UNION.

TITLE 4. UNION ACTIVITY

4.1 Union Orientation

The CITY shall give the Shop Stewards one (1) hour, with all new employees, for the purpose of explaining CITY policies, UNION Contract orientation, and enrollment into the UNION. This time shall be compensated for by the CITY and shall be done within five (5) days following the date of hire.

4.2 Lists

On or before February 28th of each year, CITY shall furnish UNION with a list showing the name, social security number, home address, home telephone number, employment date, and classification of each employee.

Upon ten (10) working days after a new employee is hired, CITY shall provide UNION the following information: name of individual, social security number, employment date, classification, date vacancy filled.

4.3 Non-Discrimination

Neither the CITY nor the UNION, shall interfere with, intimidate, restrain, coerce, or discriminate against any employee because of their membership, or non-membership, in UNION or their activity on behalf of UNION.

4.4 Representatives Of Union

The UNION'S representatives shall be permitted by the CITY to transact UNION business on the premises of the CITY during working hours. Such time shall not interfere with the current work in progress.

UNION Shop Stewards shall only transact UNION business on the premises of the CITY with approval of the appropriate Supervisor, whose permission shall not be unreasonably withheld.

4.5 Bulletin Boards

The CITY agrees to provide adequate space on the bulletin boards, in employee assembly areas, for dissemination of UNION information to its members.

4.6 Negotiations

Three (3) UNION Members shall be allowed time off to meet with CITY to negotiate changes in the Memorandum of Understanding, retirement plan, or new conditions not covered in the Agreement. This time off shall be compensated for by CITY at the normal rate of pay.

The CITY and the UNION incorporate herein the terms and conditions of the Most Favored Nations (MFN) Letter of Agreement executed by both parties August 6, 2014.

TITLE 5. GRIEVANCE PROCEDURE

5.1 Statement of Intent – Notice

It is the intent of both the UNION and the CITY that the processing of disputes through the Grievance Procedure will give meaning and content to the Memorandum of Understanding (M.O.U.) through a concise procedure for resolution of disputes. It is therefore the stated purpose of this procedure to:

- Avoid grievances and misunderstandings;
- Orally handle as many grievances as possible within the framework of this Agreement;
- Expeditiously investigate and quickly dispose of such grievances or problems;

The UNION and the CITY agree that they will continue to work within the framework of the Agreement to further the above-stated objectives. Should the above fail to resolve a grievance, the following steps shall be utilized to resolve the dispute between the parties. Disputes involving the following subjects shall be determined by the Grievance Procedure established herein:

- Interpretation or application of any of the terms of this Agreement, including Exhibits thereto, Letters of Agreement, informal interpretations and clarifications executed by the UNION and the CITY.
- Discipline, other than discharge, demotion, or suspension of any employee.
- Disputes as to whether a matter is proper subject for the Grievance Procedure.

Objections or disputes regarding discharge, demotions, or suspensions of any employee are not proper subjects to be determined by the Grievance Procedure established in Title 5 of this Memorandum of Understanding, but are proper subjects under Title 6 of this Memorandum.

5.2 Step One: Shop Stewards

The initial Step in the adjustment of a grievance shall be the presentation of a written grievance setting forth (1) the action complained of, (2) the rule, procedure or other policy claimed to have been violated or not followed by the action, and (3) the employee's proposed solution, followed by a discussion between the Shop Steward and the immediate Supervisor directly involved, or Department Head as applicable, who shall answer within five (5) working days. This Step shall be

started within fifteen (15) working days of the date of the action complained of, or the date the grievant became aware of the incident which is the basis for the grievance.

5.3 Step Two: Department Head

If a grievance is not resolved in the initial Step, the Second Step shall be a discussion between either the Shop Steward, or the UNION'S Business Representative, and the Department Head who shall answer within ten (10) working days. This Step shall be taken within ten (10) working days of the date of the immediate Supervisor's answer in Step One.

5.4 Step Three: City Administrator

If a grievance is not resolved in the Second Step, the Third Step shall be presentation of the grievance, in writing, by the UNION'S Business Representative to the City Administrator who shall answer, in writing, within ten (10) working days. The Third Step shall be taken within ten (10) working days of the date of the answer in Step Two.

5.5 Step Four: State Mediator

The decision of the City Administrator shall be final and binding unless either party requests mediation by filing, with the City Clerk, a written request within ten (10) working days of the City Administrator's decision. The Fourth Step shall be a presentation of the grievance to the State of California Mediation and Conciliation Service. The parties shall request the first available date for a review of the grievance. The type of mediation assistance shall be determined by the assigned State Mediator. Mediation shall be non-binding.

5.6 Step Five: City Council

If the grievance is not resolved by the parties in mediation, the City Administrator's decision (as determined in Step 3, above) shall be binding, unless a timely notice of appeal to the City Council is filed. The notice of appeal shall be in writing and filed with the City Clerk within ten (10) days following the conclusion of the mediation. A majority decision of the quorum of City Council at the appeal hearing shall be binding upon both parties.

In considering any grievance brought before the City Council, the City Council may conduct such additional investigation and take such additional evidence as it may desire, in the Council's sole discretion.

5.7 Grievance Processing

Grievances shall be processed from one step to the next within the time limit prescribed in each of the steps. Time limits may be extended by mutual agreement. Any grievance for which a disposition is not made at any step within the time limit prescribed, or any extension which may be agreed to, may be referred to the next step in the grievance procedure. Time limits shall run from the date when time for disposition expired.

5.8 Enabler Clause

Notwithstanding the aforementioned procedure, any individual employee shall have the right to present grievances to the CITY and to have such grievances adjusted without the intervention of UNION, provided that the adjustment shall not be inconsistent with this Memorandum of Understanding, and provided, further, the UNION'S Business Representative shall be given an opportunity to be present at such adjustment, as an observer only.

TITLE 6. DISCIPLINARY APPEAL PROCESS

6.1 Pre-Disciplinary Procedures

Pre-Disciplinary Procedures Applicable to All Regular Employees (Applies only to demotions, Suspensions, dismissals):

When the decision has been made by the Department Head that disciplinary action might be taken against an employee, the City Administrator shall be contacted so that all disciplinary procedures are followed. The Department Head and/or City Administrator will then prepare a notice of intended disciplinary action to be given to the employee which shall include as attachments:

- A written copy of the charges being made;
- The grounds for such charges;
- All documents which support such action;
- The type of disciplinary action intended;
- Copies of Personnel Rules violated and appeal procedures.

Notice shall also include a statement advising the employee that he/she may respond to the charges either verbally or in writing within a reasonable, specified time period which will not exceed ten (10) days starting from the date of receipt of the notice.

The Department Head and/or City Administrator shall make themselves available to hear verbal responses or answers to the proposed disciplinary actions and/or consider written responses submitted by the employee.

All information supplied by the employee in response to the proposed action will be considered by the Department Head and/or City Administrator prior to making a final decision on what disciplinary action is appropriate.

During the pre-disciplinary hearing, employees may be represented by a representative of their choice. However, the employee shall only have the right to show cause, if any, why the proposed disciplinary action should not be taken. The employee shall be allowed to see all documents and material which are being considered to support the proposed disciplinary action.

Upon completing the pre-disciplinary procedures, the Department Head and/or City Administrator may resolve the matter without taking disciplinary action, or take the proposed action, or modified action as may seem appropriate.

If disciplinary action is taken, the employee shall be advised in writing of his/her right of appeal in accordance with Section 6.2.

Exception to Pre-Discipline Procedure

When in the opinion of the Department Head and/or the City Administrator the best interest of the CITY would be served by taking immediate disciplinary action against an employee for violation of a CITY rule or regulation, the Department Head and/or City Administrator may suspend an employee without pay for a period not exceeding two (2) work days, or one (1) twenty-four (24) hour shift in any one (1) month. When taking further action, the Department Head and/or City Administrator shall document the circumstances requiring such action.

In the event an emergency situation exists requiring immediate action to protect City property, to maintain reasonable community relations, to protect the employee's fellow workers, or other appropriate reasons, the Department Head and/or City Administrator may take immediate disciplinary action, as deemed appropriate, to relieve the emergency situation. When taking such action, the Department Head and/or City Administrator shall document the circumstances requiring such action.

When immediate disciplinary action is taken by a Department Head and/or City Administrator, as an exception to the pre-disciplinary procedure, the employee shall be provided written documentation of the action at the earliest possible time. The notice shall also advise the employee of the right to appeal the disciplinary action in accordance with Section 6.2.

6.2 Right Of Appeal

Appeal to City Clerk

Any regular employee who has completed the initial probationary period shall be given the right to appeal a suspension, demotion, dismissal or other discipline imposed on that employee. This shall initially involve a State Mediator.

Method of Appeal

A regular employee shall file a written notice within seven (7) calendar days, starting from the date of receipt of the notice of disciplinary action. The appeal shall be addressed to the City Clerk. The appeal shall set forth the matter appealed and the action desired by the appellant. Within seven (7) working days after receipt of the appeal, the City Clerk shall request a review by a State Mediator.

Notice

The City Clerk shall notify all persons named or affected by the appeal of the date, time, and place of review by the State Mediator.

Review by Mediator

When a disciplinary action is reviewed by a State Mediator, the Mediator shall determine the type of assistance that is provided. The Mediator may hold a hearing or conduct additional investigation as may be necessary. In addition to the subject matter on appeal, the employee's personnel file shall be reviewed. The personnel file is defined as that file which is maintained in

the City Personnel Department. Unless physically unable to do so, the appellant shall appear personally before the Mediator at the time and place of the review.
The appellant may be represented by any person he/she may select and may produce relevant oral or documentary evidence. This process shall be closed to the public. Mediation shall be non-binding.

Appeal to the City Council

In the event that mediation fails to resolve the matter, the decision of the Department Head/ City Administrator in Section 6.1 shall be final and binding unless a written notice of appeal is filed with the City Clerk within seven (7) days following the conclusion of mediation.

Method of Appeal

A regular employee shall file a written notice within seven (7) calendar days, starting from the date of completion of mediation. The appeal shall be addressed to the City Council and filed with the City Clerk. The appeal shall set forth the matter appealed from, set forth a statement of the action desired by the appellant and list the reasons for the desired actions. Within seven (7) calendar days after receipt of the appeal, the City Clerk shall inform each member of the City Council, the City Administrator and all other persons named or affected by the appeal.

Notice of Hearing

When an appeal has been filed, a date shall be set for a hearing on the appeal. The date for the hearing shall not be less than ten (10) calendar days from the date of filing of the appeal. The City Clerk shall notify all interested parties of the date, time and place of the hearing.

Hearing

When an appeal has been filed, the City Council shall review the record, and make a final determination of the issue. Both parties will be allowed to present a brief presentation concerning their interpretation of the record.

Findings

The City Council, within fifteen (15) calendar days after said hearing, shall make a finding. The City Council may:

- follow the recommendations of the State Mediator if any
- sustain the original disciplinary action
- reinstate the employee
- order any disciplinary action which it judges to be appropriate based on the evidence

The final findings of the City Council shall be the final administrative step in the disciplinary appeal process.

Extension of time

Any time limit contained in this title may be extended by mutual agreement of the employee and the City Administrator.

TITLE 7. DISCIPLINARY PROBATION

7.1 Disciplinary Probation

Disciplinary Probation is a disciplinary penalty which may be imposed in lieu of termination, when the circumstances warrant. It is distinguished from the normal probationary period for new or recently promoted employees. It may be imposed for serious violations for a specific period of time not to exceed one year. Employees placed on Disciplinary Probation may be dismissed for failure to meet any requirement imposed as a condition of such status. Employees on Disciplinary Probation do not retain senior rights during a layoff or have permanent status. An employee, who is terminated for a specific violation identified in the notice of Disciplinary Probation, does not have appeal rights.

7.2 Background

Disciplinary action may be imposed after the employer has complied with pre-disciplinary procedures that are consistent with court decisions, state law, and the memorandum of understanding. These provide the employee with written information about the charges, the grounds for such charges, the documentation supporting such action, the type of disciplinary action intended, copies of applicable personnel rules and appeal procedures. A pre-disciplinary hearing is scheduled where the employee (or representative) may respond to the charges. Following this hearing, and a review of the facts, discipline may or may not be imposed.

Disciplinary actions can include written warnings, suspension, demotion, or termination. Disciplinary Probation could be imposed, following pre-disciplinary procedures, in cases where the Department Head or the City Administrator determine the employee has committed a serious offense that warrants termination. If the Department Head or City Administrator believe that the employee could improve if given an opportunity for rehabilitation, this disciplinary action could be imposed.

When disciplinary probation is imposed, the employee is provided with a list of violations that will result in immediate termination. If an employee violates a rule that is not on the list, the matter is handled as a separate disciplinary action.

Upon successful completion of the probationary period, the employee is returned to permanent status will full restoration of seniority rights.

TITLE 8. POLICY FOR A DRUG AND ALCOHOL FREE WORKPLACE

8.1 Purpose

The City of Gridley has a strong commitment to provide a safe work place for its employees and to promote employee health. The City has developed this policy regarding alcohol and drug use to reinforce this commitment and to comply with Federal law, specifically, the Drug-free Workplace Act of 1988. Our goal is to establish and maintain a work environment free from the adverse effects of alcohol and drug use. This policy applies to positions represented by the I.B.E.W. Local Union 1245 Bargaining Unit.

8.2 Use And Sale Of Drugs

The unlawful manufacture, distribution, dispensation or use of a controlled substance on the job or on City property is prohibited.

Illegal drug use, or alcohol use which impairs and employee's job performance and interferes with regular work duties may result in disciplinary action.

If a supervisor has reasonable cause to suspect that an employee is not fit for duty, he/she may require the employee to submit to a medical clarification examination by a physician who is qualified to assess impairment caused by drugs or alcohol. The physical will determine, after a physical examination, whether the employee is fit or unfit for duty. During the examination, the physician may request that the employee provide a urine sample for drug or alcohol screening if the physical suspects the employee is under the influence of drugs or alcohol. The decision to require a fitness for duty test must be based on a reasonable and articulable belief that the employee is using alcohol or a prohibited drug on the basis of specific, contemporaneous physical, behavioral, or performance indicators of probable alcohol and drug use.

Any employee whose on-duty or off-duty conduct leads to a conviction of any criminal drug statute must notify his or her Department Head of that conviction no later than five days after such conviction.

TITLE 9. SAFETY

9.1 Prevention of Accidents

The CITY desires to maintain a safe place of employment and to that end the CITY shall make all reasonable provisions for the safety of employees in the performance of their work. It is recognized, pursuant to the provisions of SB 198, that the employer and employee jointly share responsibility for providing and insuring a safe and healthful workplace.

The CITY and the UNION shall cooperate in promoting the realization of the responsibility of the individual employee and Supervisor with regard to the prevention of accidents, and to that end both parties agree to comply with all State and Federal Health and Safety Laws, rules and resolutions.

In the event any applicable State or Federal Health or Safety rules are revised or adopted that conflict with current rules, such rule shall be revised.

In addition to the foregoing, CITY shall inform UNION of such new rule or revision for the parties to meet on a mutually agreed date to discuss the effects.

TITLE 10. EMPLOYEE STATUS

10.1 Employee Designation

Employees will be designated as Regular, Probationary, Part-time, or Temporary depending upon the purpose for which they were hired and their length of continuous service with the CITY.

10.2 Employee Defined

A regular employee is defined as an employee who has satisfactorily completed a six (6) month probationary period of employment with the CITY.

10.3 Probationary Employee-Newly Hired Or Promoted Employee

A probationary employee is defined as an employee hired for a position that has been regularly established and is of indeterminate duration. A probationary employee will receive not less than the minimum rate for the job and will be eligible for such leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature. Upon completion of six (6) months of continuous satisfactory service with the CITY, a probationary employee will be given the status of a regular employee; if the City Administrator determines, in his/her sole discretion that a probationary employee has not performed satisfactorily during the first six (6) months of employment with the CITY, the City Administrator, on or before the last day of the sixth month of employment, may extend that employee's probationary period for a time not to exceed an additional six (6) months. The CITY will notify the UNION in writing of any such decision. A probationary employee may be terminated at any time during the probationary period, with or without cause, and the probationary employee shall have no right to appeal the termination.

Notwithstanding Gridley Personnel Rules 7.2 (Probationary Period of New Employees) and 7.3 (Probationary Period of Promoted Employees), it is acknowledged that the probationary period for the position of Apprentice Lineworker shall coincide with the length of the National Electrical Course for the Apprentice Lineworker. It is further agreed that the City Personnel Rules may be amended to reflect this change.

10.4 Temporary Employee

A temporary employee is defined as an employee hired by the day for occasional or seasonal work for a period not to exceed one hundred and twenty-five (125) days, or 1,000 hours. A temporary employee will receive not less than the minimum rate for the job but will not be eligible for sick leave pay (unless otherwise required according to federal and state labor law regulations), holiday pay, vacation pay, insurance coverage, retirement benefits or items of a similar nature. Upon completion of one hundred twenty-five (125) days, or 1,000 hours, of continuous service with the CITY, temporary employee will be given the status of probationary employee.

10.5 Regular Part-Time Employee

An employee appointed to fill, on a less than full time basis, a budgeted position shown in salary resolution.

Any employee hired into a regular part-time position shall be provided all benefits based on a pro-rata basis as compared to the normal work hours for his/her classification, with the exception of Medical and Dental, which shall be available to the employee, with the CITY and employee equally sharing the cost.

TITLE 11. WAGES AND CLASSIFICATIONS

11.1 Wages

Employees shall be paid the wages established for their classification. When an employee is assigned to work at a position having a higher classification, that employee shall be paid at the rate equal to the lowest step of the higher classification or at minimum the lowest step of the higher classification's range which provides a 3 percent increase in their present salary, provided that employee has worked at the higher classification for 10 consecutive working days.

Said work performed at a position having a higher classification shall be authorized, in writing, by the affected Department Director and approved by the City Administrator, prior to the commencement of time credit toward the 10-day requirement. Written authorization shall not be unreasonably withheld.

11.2 Pay Day

If a pay date falls on a non-workday, payment shall be made on the preceding work day. Wages shall be paid on a bi-weekly basis. With City Administrator approval, advances on wages for one pay period may be allowed. City Administrator has sole discretion on advances.

The City of Gridley has implemented a payroll direct deposit program with a local bank. All City employees are eligible for this program. Costs associated with this program will be paid by the City.

11.3 Wage Schedule

Attached hereto and made a part hereof is Exhibit A titled “International Brotherhood of Electrical Workers Salary Schedule”. The salary schedule contained in Exhibit A, reflect the actual compensation to be provided and will contain additional schedules generated during the course of the Memorandum of Understanding, based upon adjustments described in this section.

Electric Classifications	Public Works/Clerical Classification
Effective	Effective
July 1, 2025 5%	July 1, 2025 3%
July 1, 2026 5%	July 1, 2026 0%
July 1, 2027 2%	July 1, 2027 0%

The Electric Lineworker series shall include Electric Supervisor, Senior Lineworker, Lineworker and Apprentice Lineworker.

The Electrical Lineworker position shall have a single wage rate. (previously identified as Step 5). The Apprentice Lineworker position shall have a 7 step wage scale during the 3.5 year Apprenticeship program as follows:

Step 1	1st through 6th month	60% of Electrical Lineworker salary
Step 2	7th through 12th month	65% of Electrical Lineworker salary
Step 3	13th through 18th month	70% of Electrical Lineworker salary
Step 4	19th through 24th month	75% of Electrical Lineworker salary
Step 5	25th through 30th month	80% of Electrical Lineworker salary
Step 6	31st through 36th month	85% of Electrical Lineworker salary
Step 7	37th through 42nd month	90% of Electrical Lineworker salary

Following completion of Apprenticeship program, Apprentice advances to Electrical Lineworker wage rate.

11.4 Longevity Pay

The following percentage will be added to the employees base salary upon completion of the following years of consecutive service:

Years of Service	Total Longevity Pay
10 years of service	1% of salary
15 years of service	2% of salary
20 years of service	3% of salary

11.5 Classification Specifications

All positions represented by this bargaining unit are attached hereto and made a part hereof in Exhibit B, titled "International Brotherhood of Electrical Workers Job Descriptions".

11.6 Employee Suggestion Award Program

The City shall reward employees for suggestions which, if implemented, allow for cost savings for the City. The parameters of this program are outlined via resolution of the City Council and are subject to amendment at the will of the City Council.

11.7 Assignment Pay – Senior Maintenance Worker (Sewer-Water)

5% additional compensation (Assignment Pay) will be added to the base pay of the Senior Maintenance Worker (Plant Operator) for performing the primary duty of operating the sewer plant and maintaining the water system, in addition to other duties of classification for Senior Maintenance Worker.

11.8 Sewer/Water and Electric Meter Certificates

Public Works personnel covered by this memorandum who are in possession of Certificates issued by the State of California (listed below) are eligible for a flat rate incentive pay as listed in the wage schedule, Exhibit A:

- D2 Distribution Certificate
- Level I Wastewater Treatment certificate
- Level II Wastewater Treatment certificate
- Level I Water Treatment certificate
- Level II Water Treatment certificate
- Backflow certificate

- Electrical Meter Certification

11.9 Electrical Meter Certification

A. Qualified Personnel:
Electrical Line Workers who have obtained and maintain a recognized Electrical Meter Certification through the City's training or approved equivalent shall receive a flat rate incentive of $4,200 annually ($350 per month) for maintaining their qualification.

B. Assigned Personnel:
Electrical Line Workers who are assigned to perform certified metering duties on a regular and ongoing basis shall receive a flat-rate assignment pay of $800 per month for each month such duties are actively performed.

C. Temporary Assignments and Transition Rule:
When a qualified but unassigned certified Line Worker is directed to perform metering duties for ten (10) or more consecutive working days, the employee shall transition from the qualified rate to the assigned rate ($800/month). The higher rate shall apply beginning the first day of the pay period following completion often (10) consecutive working days and shall remain in effect through the end of the month in which the tenth day is exceeded.

> Example: If the regularly assigned employee is on vacation from October 20 through November 7, the covering employee would receive the qualified rate for October. After completing ten consecutive working days performing metering duties as required under Title 11.1, the employee would receive the full assigned rate for November, covering the entire month regardless of the number of days worked, and would revert to the qualified rate in December unless again assigned to perform metering duties for that month.

D. Management Rights and Notice: Assignment pay under this section is contingent upon the employee's continued performance of certified metering duties and operational needs as determined by management. The City retains the right to assign or reassign metering duties based on operational requirements. Should operational needs eliminate or reduce metering assignments, the City shall provide at least thirty (30) calendar days' written notice to the Union and affected employees before discontinuing the assigned rate.

11.10 Bilingual Pay

An employee shall receive bilingual pay that will be a flat rate as listed in the wage schedule Exhibit A, if:

- the CITY determines that bilingual skill in a specific foreign language in a specific job classification will improve operations; and
- the employee agrees to utilize his or her bilingual skills on the job; and

- the employee is able to demonstrate bilingual proficiency that is satisfactory to the CITY; and
- the City Administrator, utilizing the guidelines above, may approve bilingual pay.

11.11 Class B Drivers License Incentive Pay

Personnel within the bargaining unit covered by this memorandum who meet the following requirements are eligible for flat rate incentive as listed in the wage schedule Exhibit A, if they:

- Possess Class B Commercial License
- Have necessary endorsements to operate specific vehicles used in their department
- Are assigned to operate equipment requiring such a license
- Assignment is approved by their Department Head

Personnel within the Electrical Lineworker series shall have the 5% Class B Drivers License incentive pay incorporated into their base salary and possession of such license shall become a job requirement. The Electrical Lineworker series will not be eligible for additional compensation for a Class B Driver's License.

11.12 Rubber Glove Certification

Members of the Electrical Lineworker series who have received rubber glove certification and who perform duties requiring direct rubber glove contact on live 12 KV electrical lines shall be eligible for a premium pay of 8% effective July 1, 2014, provided that they meet the following program requirements:

- Participation is voluntary
- Consulting services, approved by the City Council, may be used to develop the program and provide training at CITY cost
- Gridley Electrical Department Rubber Glove program is certified by Cal OSHA and meets any other legal requirements
- Each individual participating in the program must satisfactorily complete the training program and recertify at required intervals
- Individuals who do not take the training, fail to satisfactorily complete the training, or who fail to recertify under the terms of the program are ineligible for this Premium pay
- The pay becomes effective on the first day of the month following certification of the employee

11.13 Cell Phone Allowance

A cell phone allowance of $40 per month is established for members of the bargaining unit that meet the following qualifications:

- CITY determines that a need exists for the individual to have a cell phone available to conduct CITY business.
- Employee agrees to carry and use a personal cell phone for CITY business while on duty and on standby.
- Employee provides CITY with proof of service and cell phone number.
- Employee must agree to inform CITY of any lapse in phone service, phone number, or provider. The allowance will be paid within 30 days following the billing period. CITY shall

not be responsible for additional phone charges beyond the $40 per month. This limit does not apply during a natural disaster (declared) if the employee incurs an unusually high level of phone use while actively engaged in response or recovery activity.
- Public Works Leadworker and the Electric Customer Service Technician have been determined as classifications to have cell phones

In addition to the provisions above, CITY agrees to provide a CITY cell phone for use by electrical and public works personnel assigned to standby. The phone may be used for official CITY business only and is to be carried while on standby. In the event that an individual assigned to standby prefers to carry a personal cell phone in lieu of a CITY provided phone, that individual must notify his or her supervisor so that information can be provided to dispatch.

TITLE 12. HOURS AND OVERTIME

12.1 Workweek and Basic Workweek

A workweek is defined as consisting of seven (7) consecutive calendar days, Sunday through Saturday, and except as otherwise provided herein, a basic workweek is defined to consist of five (5) consecutive workdays of eight (8) hours each, Monday through Friday. The regular work hours shall be from 8:00 A.M. to 5:00 P.M. with one (1) hour off for lunch. Additionally, a 9/80 schedule shall be available to employees who have been granted City approval: This plan distributes 80 hours over nine days in one payroll period: eight 9-hour days and one 8-hour day. FLSA requires that the 8-hour day correspond to the employee's modified day off (e.g., every other Friday off; eight-hour-day on the alternative Friday.)
Starting times, and quitting times, and meal times may be changed by mutual consent so as not to incur the penalty of overtime. There shall also be allowed two (2) break periods, each of fifteen (15) minutes duration. The first break shall be taken midway in the first half of the shift, and the second shall be taken midway in the last half of the shift.

12.2 Overtime Defined

Overtime is defined as:
- Time worked in excess of forty (40) hours in a workweek;
- Time worked in excess of eight (8) hours on a scheduled workday;
- Time worked on a non-workday;
- Time worked outside of regular hours on a workday, and;
- Time worked on a Holiday.

Overtime shall be computed to the nearest one-quarter hour. Overtime shall be authorized in advance by the immediate Supervisor, Department Head or City Administrator.

12.3 Overtime Compensation

Overtime compensation shall be paid at a rate equivalent to one and one-half (1 ½) times the individual employee's straight time rate of pay. Call back overtime is defined as overtime requested of the employee after there has been a release from work by the CITY, and shall be paid at a rate equivalent to two and one-quarter (2 ¼) times the individual employee's straight

time rate of pay. The minimum time for which overtime shall be paid under this Section is four (4) hours on a non-workday and two (2) hours on a workday.

12.4 Standby / Restricted Standby

Standby – Whenever any employee is required to remain available on a standby basis, he/she shall be compensated for two (2) hours at his/her respective overtime rate of pay for each day (24-hour period) of standby duty. Standby duty means time in excess of the official workweek during which an employee is required to return to duty when called to do so.

Restricted Standby – Whenever any employee is required to remain available on a standby basis and be immediately available to a department's requirement for return to duty, he/she shall receive the minimum wage as defined within the Fair Labor Standards Act. If such standby hours exceed the employee's assigned work period, such employee may be eligible for applicable minimum wage overtime. Such employee shall have his/her regular rate of pay and standby pay calculated in accordance with the requirements of the Fair Labor Standards Act. Any standby pay shall not be less than the equivalent of two (2) hours pay at the overtime rate for a twenty-four (24) hour period.

Employees scheduled for Public Works Standby duty must be in possession of the valid State of California Water Distribution Certificate that is required for the City of Gridley's water system. The possession of a City cell phone shall not constitute standby duty unless the appointing authority or his/her designated representative has specifically assigned the employee to standby duties.

12.5 Overtime Meals

Employees who work four or more consecutive overtime hours (between the hours of 10:00 p.m. and 6:00 a.m.) shall be entitled to a meal. In the event that food is unavailable, the employee shall be provided with a voucher for a meal at a local restaurant. The value of the meal shall be in accordance with the meal allowance as stated in the City of Gridley Travel Rate Information Policy.

Payment of Meals during Local Emergencies or Extraordinary Events

During local emergencies or extraordinary events such as floods, extended power outages or major storms, the City Administrator shall have the authority to approve employee meals in situations where it is necessary to keep the employee on duty beyond the normal workday. Such meals shall be in accordance with the meal allowance as stated in the City of Gridley Travel Rate Information Policy.

12.6 Paid Rest Period

Periodically, City crews may be assigned to work an unusual number of overtime hours due to emergency conditions that require restoration of utilities or other similar situations. CITY recognizes that safety could be jeopardized if employees are required to report to work for a regular shift following such a period of extended work activity.

The onsite supervisor, shall have the authority to grant up to 4 hours of paid rest time in such situations in the interest of work safety. A department head may grant up to 8 hours of paid rest time under such circumstances. CITY reserves the right to issue guidelines for such determinations.

TITLE 13. PROMOTION AND TRANSFER

13.1 Posting Vacancies

When new jobs or additional jobs are created, or vacancies, other than temporary vacancies occur, which the CITY intends to fill, the CITY shall post vacancy notices on all bulletin boards and a copy shall be mailed to the UNION'S Business Representative. Vacancy notices shall be posted for a period of five (5) working days, and shall set forth the date of posting the classification and location of the job, its duties, qualifications required and the rate of pay. Regular employees may submit bids on such jobs by U.S. mail to the CITY office and the CITY shall not consider any bids postmarked more than five (5) days from the date that the five (5) day posting period expired. In filling jobs, CITY shall give preferential consideration to employees in the order of their CITY seniority.

13.2 Senior Maintenance Worker

Employees, without sewer and water certificates, reclassified or promoted to the position of Senior Maintenance Worker, may, with the approval of the Director of Public Works, be given up to 12 months to secure certificates.

13.3 Bypass For Lack Of Qualifications

Notwithstanding Title 13.1, the CITY need not consider the bid of any employee who does not possess the knowledge, skill, efficiency, attitude, adaptability, ability to work with others and physical ability required for the job on which the bid is made. The CITY shall be the sole judge of the qualification. When the CITY intends to appoint an employee to a vacancy in preference to an employee with greater seniority, the CITY shall notify the UNION'S Business Representative of its intent prior to such appointments.

TITLE 14. DEMOTION AND LAYOFF

14.1 Notice

When it becomes necessary for the CITY to lay off regular employees, the CITY shall give employees involved as much notice as possible; but in no event will such employees receive less than two (2) weeks notice of layoff. Where probationary or temporary employees are to be laid off, no notice of layoff need to given.

14.2 Layoff

When it becomes necessary to reduce the work force, senior employees shall be retained, provided they have necessary skill and ability to perform the required work.

TITLE 15. LEAVE OF ABSENCE

15.1 Eligibility

"Leave of Absence" may be granted to regular employees by the City Administrator, or his duly authorized representative, for urgent and substantial reasons, provided that adequate arrangements can be made to take care of the employee's duties without undue interference with the normal routine of work. All applications for "Leave of Absence" shall be made in writing except when the employee is unable to do so.

15.2 Period Of Leave

The City Administrator may grant a "Leave of Absence" without pay to a regular employee for a period not in excess of ninety (90) days. The City Council may grant an additional "Leave of Absence" without pay to such employee if his personal circumstances and his service to the CITY warrant the granting thereof.

15.3 Status

An employee's status as a regular employee will not be impaired by such a "Leave of Absence" and his seniority shall accrue. During the period of a "Leave of Absence," an employee's position and tour of duty will only be filled on a temporary basis.

15.4 Commence And End

A "Leave of Absence" will commence on and include the first workday on which the employee is absent and terminate with, and includes the workday preceding the day the employee returns to work. The conditions under which an employee will be restored to employment on the termination of "Leave of Absence" shall be clearly stated by the CITY, on the form on which application for the leave is made.

15.5 Reinstatement

Upon an employee's return to work after a "Leave of Absence" he will be reinstated to his former position and working conditions, except where there has been a reduction of forces or his position has been eliminated during said leave, he will be returned to the position he would have been had he not been on a "Leave of Absence."

15.6 Termination Of Service

If an employee fails to return to work on the first working day after the expiration of his "Leave of Absence," he will be deemed to have resigned from employment with the CITY and his employment will terminate, provided, however, that the City Administrator may, for good cause shown, authorize an additional five (5) days extension of the "Leave of Absence" provided that application for such extension is made prior to the expiration of his "Leave of Absence."

Any employee who accepts gainful employment while on "Leave of Absence," terminates his employment unless such employment is approved by the CITY.

15.7 City "Leave Of Absence"

Members of UNION who are temporarily or permanently appointed to positions within the CITY, but outside the jurisdiction of the UNION, shall at their request, receive "Leaves of Absence" for periods not to exceed one (1) year. An employee who is granted such a "Leave of Absence" shall continue to accrue seniority, and retain the right to return to his previous classification.

However, should the employee successfully seek employment within the jurisdiction of the UNION after his "Leave" expires, he shall suffer loss of seniority for job bidding purposes only. He shall work within the jurisdiction of UNION for a period equal to the time he was outside of the UNION jurisdiction to receive his job bidding seniority.

15.8 Military "Leave Of Absence"

An employee who leaves his employment with the CITY to enter the Military service or other service where his rights are protected by Federal and State law, shall be granted a "Leave of Absence" under the provision of Section 15.1 to 15.6, inclusive. Upon qualifying for reemployment under any such law, and being reemployed, he will be granted a further retroactive "Leave of Absence" to cover the balance of his absence.

15.9 National Guard

An employee attached to the National Guard or Military Reserves who is required to participate in the annual training encampment, reserve meetings, and/or is called to active duty, shall be so compensated up to thirty (30) calendar days and shall be given up to one hundred eighty (180) days of "Leave of Absence," provided the employee has at least one (1) year of service. Employees shall be placed on "Leave of Absence" only upon receipt of the Order to Duty.

15.10 Funeral Leave

A regular employee shall be granted time off with pay to attend the funeral of a member of the immediate family. The immediate family shall be limited to: employee's spouse, parents, grandparents, children, grandchildren, brothers, sisters, brother-in-law, sister-in-law, father-in-law, and mother-in-law. Funeral leave shall consist of up to five (5) working days per occasion. In other cases, the City Administrator may approve paid funeral leave.

Employees who have not attained regular status shall be allowed time off with pay, as provided for in the above paragraph.

15.11 Jury Duty

Employees called for jury duty, grand jury trial, or inquest shall be granted the necessary time off for this purpose under the following conditions: A regular employee called for jury duty, grand jury trial, or inquest shall be compensated by the CITY for the difference between his regular wages and any compensation received as a juror. Expenses and travel allowances which are not taxable and payment for jury duty on non-workdays will not be included in computing the remuneration received from the Court.

15.12 Benefits While On Leave

An employee on "Leave of Absence" as provided herein shall not accrue vacation or sick leave benefits nor maintain group insurance coverage. An employee, may, however, at his option and expense, maintain his group insurance coverage providing the full monthly premium is received in the Finance Department of the CITY on or before the first day of the month for which the premium is intended. Notwithstanding the above, however, if the leave of absence is a result of exhaustion of sick leave benefits, an employee's group insurance may be maintained for up to

three (3) calendar months on the normal premium-sharing formula, providing the employee pays his share of the premium on a timely basis.

15.13 Application

This Title applies to any and all employees on "Leave of Absence" as of the effective date of this Agreement.

15.14 Employee Obligation to Communicate with Employer While on Leave

Employee shall have the obligation to reasonably communicate with the CITY when Employee is absent from work due to leave. Employee's obligation to communicate during vacation leave shall be at Employee's reasonable discretion, and shall not be a requirement subject to these provisions. At all other times and for all other types of leave, Employee shall be under a duty to return phone calls and other electronic communications from the CITY from time to time related to Employee's leave status as well as to respond to the CITY's questions concerning matters relevant to Employee's job with the CITY. To the extent physically able to do so, Employee shall be obligated to return phone call promptly and within 24 hours if Employee is unable to respond to the telephone when the call is initially placed. As to other electronic communications, employee shall promptly respond within 24 hours (again, assuming Employee is physically able to do so). Additionally, Employee shall, to the extent physically able to do so, make themselves personally available to discuss with the CITY Employee's job status and matters related thereto as well as to discuss matters relevant to and related to Employee's job with the CITY. Employee shall report to their regular place of employment or such other location reasonably located within the CITY as the CITY may direct from time to time to meet with the CITY representatives. If Employee is required to physically present themselves, they shall be compensated for time spent during such meetings as if they were actually performing work for the CITY (even though the purpose of such meetings shall be for purposes of communication and not to perform work). Employee shall physically report for face-to-face communications with the CITY upon 72 hours or more notification of the CITY's request for a meeting. Except for vacation leave, the Employee shall provide the CITY with a current telephone number and mailing address at all times while on leave. Employee's failure to communicate with the CITY as described above shall be grounds for discipline up to and including termination. Should the employee not respond within 24 hours, the Employer shall first notify the Employee's Union or Association (if applicable) representative of Employee's failure to respond. Subsequent to CITY notification, the Employee's Union or Association representative shall have a minimum of one-full regular work day in order to contact said Employee in order to open lines of communication. In the event that the Union or Association representative is able to open communications between the Employee within the one work-day timeframe, the Employer shall take no disciplinary actions against the Employee regarding failure to communicate in reasonable and timely fashion.

TITLE 16. SICK LEAVE

16.1 Accumulation

Regular employees shall earn sick leave at a rate of eight (8) hours per calendar month of service or pro-rata portion. There shall be no limit to the accrual of unused sick leave.

16.2 Allowance

Sick leave shall be allowed for an absence due to: (a) a bona fide illness, off duty injury, or confinement for medical treatment; (b) personal medical or dental appointments which are impracticable to schedule outside of regular working hours; (c) the need to attend sick or injured immediate family members (e.g, dependent children, spousal partner, siblings, and parents) for up to seventy-two (72) hours per calendar year; (d) the need to be present during childbirth, surgery, critical illness or injury involving members of the immediate family for up to forty (40) hours per incident. A Doctor's certificate, showing proof of illness may be required by the CITY only when abuse of sick leave is suspected.

16.3 Workers' Compensation

If an employee is injured on the job, and is receiving benefits under Workers' Compensation Act, he shall be allowed to use his unused leave benefits in an amount sufficient to provide wages equal to his salary as if he was normally employed. This provision will cease when the employee's leave benefits are exhausted.

TITLE 17. HOLIDAYS

17.1 Holiday Entitlement

The following are guaranteed holidays for which all regular and probationary employees will be entitled to time off with pay:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Designated Thursday in November
Day after Thanksgiving	
Last Working Day before Christmas	
Christmas Day	December 25
Last Working Day before New Year's Day	
Floating Holidays (2)	

17.2 Saturday And Sunday Holiday

When any of the above holidays falls on a Sunday, the Monday following shall be observed as the Holiday. When any of the above Holidays falls on a Saturday, the employee shall receive the preceding normal workday off with pay. Other provisions for observing Holidays may be agreed to my mutual consent of the parties.

17.3 Work On Holidays

In the event a Holiday, as listed above, shall fall during an employee's vacation period, he shall either receive an extra day of vacation with pay, or an extra day's pay, with the mutual consent of the employee and immediate supervisor.

Notwithstanding the foregoing, employees may be scheduled to work on holidays, in which event such employee will, in addition to his holiday pay, be compensated at his appropriate overtime rate of pay for all hours worked on said Holiday.

TITLE 18. VACATIONS

18.1 Vacation Allowance

Each regular employee in the classified service shall be entitled to earn vacation as follows:

Years of Service	Rate In Hours	Max Accrual
0 through 5 years	80 hours per year	160 hours
6 through 10 years	120 hours per year	240 hours
11 through 20 years	160 hours per year	320 hours
20+ years	200 hours per year	400 hours

Vacation Accumulation – Earned vacation is credited monthly at rates that are based upon length of continuous employment. Effective July 1, 2003 and thereafter, on a monthly basis, an employee who has exceeded the maximum vacation accrual (for his or her length of employment) will be ineligible to earn additional vacation credit. Monthly vacation accrual would resume after the accumulated balance is reduced below the maximum accrual.

Employees may choose to receive the balance of their respective calendar year vacation accrual as pay, (not to exceed eighty (80) hours) provided the employee submits such request in writing to the Finance Director on or before June 1st each fiscal year, and such request is approved by the City Administrator. The City Administrator shall have sole authority for approving, denying or paying a portion of the vacation balance.

Unused Vacation

Employees whose employment with the CITY is terminated for any reason shall, at the time of termination, receive pay for any unused vacation period previously earned

18.2 Sick Leave

The CITY shall not require an employee to take vacation in lieu of sick leave or leave of absence due to illness.

18.3 Personal Leave

Each calendar year, each employee shall be provided a separate bank of thirty-two (32) hours of Personal Leave Time (PLT). Personal Leave is intended to provide the employee with paid time off to address legitimate personal business that may arise from time to time during the year.

Use of PLT is subject to the following:

1. PLT may be used by employees for time off on an hour for hour basis until the employee has exhausted the bank.
2. Use of PLT shall be subject to the operating needs of the City. The City may deny an employee time off in PLT if such release time will adversely impact the operating or staffing needs of a City department.
3. Any PLT time remaining in an employee's PLT bank on the last pay period of the calendar year shall roll over into the next calendar year.
4. Any employee hired after the 1st of the year shall be granted a prorated amount for the remainder of the calendar year.

TITLE 19 MISCELLANEOUS

19.1 Anti-Abrogation

The CITY shall not, by reason of the execution of this Agreement, abrogate or reduce the scope of any present plan, rule or any item which is subject to the Meet and Confer process of the Meyers-Milias-Brown Act, which is not specifically covered by this Agreement.

19.2 Flexible Work Schedule

It is the policy of the CITY to encourage members of the UNION's bargaining unit to pursue higher education. The CITY will, where such modifications can be reasonably accommodated, authorize a flexible work schedule to allow attendance at classes. The modified work schedule must be approved by the Department Head and the City Administrator.

19.3 Plant Operator Position

The CITY has established the classification of Plant Operator. The position will be filled on an assignment basis rather than as a permanent reclassification. The salary for this position will be the equivalent of the Senior Maintenance Worker with assignment pay plus the appropriate certificate pay. The assignment will go into effect when the current individual receiving assignment pay has earned the three qualifying state certifications.

19.4 Electrical Crew Foreperson

The CITY has established the classification of Electrical Crew Foreperson. This position assumes supervisory responsibilities during the absence of the Electrical Superintendent. This position is compensated at 5% above the Electrical Line Worker position.

19.5 Training

The CITY encourages employees to improve their job skills by participating in courses directly related to work activities. A well trained workforce benefits both the employer and employee. The employer benefits by having a qualified workforce. Employees, in some cases, can qualify for additional compensation for earning specific job related certificates.

This includes correspondence courses for water and wastewater certificates and classroom training conducted at off site locations, that may require overnight travel. This does not apply to training provided during the normal work day within the City of Gridley or within a distance that does not require an overnight stay.

- Authorization for training requires prior approval by CITY.
- For approved training, CITY will pay for registration, books, and materials.
- Employees are not compensated for study time.
- During training days, employee will receive straight regular time, not to exceed 8 hours per day. Training varies by course, which may be more or less than an 8 hour day.
- If training is offered on a non-work day, Department Head may authorize a temporary modification of work schedule before or after training so as to minimize impact on employee. (i.e.: If, for example, training occurs on a Saturday, work schedule may be temporarily modified, by providing for a Monday off).
- No compensation for travel time, unless during normal working hours.
- If required, City will pay travel expenses (including lodging, mileage, transportation, and per diem according to CITY travel policy). Payment for such travel is based on State of California Travel policy.

19.6 Tuition Reimbursement

All personnel covered by this agreement shall be eligible for educational cost reimbursement for job related college level courses taken outside of regular work hours. Classes shall be subject to prior approval by the City Administrator. The cost shall not exceed the equivalent cost of registration or tuition for one individual taking 1 class at Chico State University per semester (up to two semesters per year). The individual shall be responsible for additional costs for books, etc. Reimbursement is to be made following satisfactory completion of class with a grade of 2.0 or above on a 4 point scale.

19.7 Educational Incentive

Effective July 1, 2022, educational incentives shall be paid to those employees who qualify as follows:

Associates Arts Degree	1%
Bachelor's Degree	2.5%
Master's Degree	5%

The degrees must be issued by a California Community College, State University or a private educational institution approved by the City Administrator.

19.8 Notary Stipend

Effective July 1, 2022, the City will pay a flat rate incentive of ninety-six ($96) dollar stipend for administrative classifications that maintain a California Notary Public appointment and utilize their appointment for the benefit of the City.

19.9 Take Home Vehicle

Employees may, upon approval of the City Administrator, be assigned to take home a City of Gridley vehicle on a permanent or semi-permanent basis. The following classifications shall be assigned to take home a City vehicle on a permanent basis:

Business Services Supervisor
Electrical Supervisor
Maintenance Supervisor

TITLE 20. BENEFITS

20.1 Benefits Upon Separation From Employment

Upon separation from employment, unexpended balances in an employees Cafeteria Benefit Account, revert to the City, unless a transfer request is made to ICMA-RC prior to retirement and accepted by ICMA-RC for unexpended balances to be deposited to an active Retirement Health Savings Plan. Any funds not requested for reimbursement (for costs incurred during the term of employment) within thirty days of separation are forfeited.

Following is a listing of benefits and their availability upon retirement. This listing is not exhaustive and is only provided as a guide relating to sick and vacation accruals (if any) and remaining balances in the cafeteria plan (if any). Where known, other benefits that extend beyond the retirement date of the employee are also included (dental and health insurance).

Vacation

Balances available at the time of retirement fully accrue to the retiring employee. The employee, at their option, may apply the value equivalent of the vacation accrual to the following:

- "Cash out" the value of the vacation accrual, less any applicable taxes and deductions. This would apply to anywhere between 0% and 100% of available balances.
- Request the City, through an ICMA-RC form to contribute the value of the vacation accrual to the employee's existing Retirement Health Savings Plan. This would apply to anywhere between 0% and 100% of the available balances.
- The employee may utilize the above options in any combination but only up to the total available accrual at the time of retirement for the employee.

Sick Leave:

Balances are available to the employee only upon the retirement into the CalPERS retirement system within 120 days of retirement from the City. If the employee retires from the City to CalPERS retirement in this time, the following options are available to employees hired prior to July 1, 2014:

- Cash out" the value of the sick leave accrual, less any applicable taxes and deductions. This would apply to anywhere between 0% and 100% of available balances.

- Request the City, through an ICMA-RC form to contribute the value of the sick leave accrual to the employee's existing Retirement Health Savings Plan. This would apply to anywhere between 0% and 100% of the available balances.
- Request the City, through a CalPERS form, to convert the sick leave accrue to service credits at the per hour equivalent described by CalPERS. This would apply to anywhere between 0% and 100% of the available balances.
- The employee may utilize 1, 2 & 3 above in any combination but only up to the total available accrual at the time of retirement for the employee.

Employees hired after July 1, 2014, refer to Title 21, Section 21.1 for cashout of sick leave.

Dental Insurance

The employee, upon separation, may apply with the City for COBRA benefits for dental insurance. The payment of insurance premiums would be the obligation of the employee upon retirement at the rate described in COBRA for a period of up to 18 months (the available time period is also described by COBRA).

20.2 Medical

City Medical Plans

The City shall provide the following medical plans:

Anthem Blue Cross HMO – High Option (HMO 1 as outlined in 8-11-14 Company provided summary)

Anthem Blue Cross PPO – High Option (PPO 1 as outlined in 8-11-14 Company provided summary)

Employee Contributions

Effective January 1, 2015 and thereafter, employees shall contribute the following dollar amounts plus 20% of any premium increase for their selected Blue Cross Plan:

Employee:	$64.57
Employee + One:	$104.14
Employee + Family:	$137.88

In no event shall employee contributions exceed the following monthly contribution:

Employee:	$100.00
Employee + One:	$150.00
Employee + Family:	$200.00

Health Savings Accounts

The CITY and the UNION agree to continue to meet and discuss retiree health care with the intent of establishing a medical plan savings plan/s such as Health Care Savings Accounts (HSA), Health Care Reimbursement Arrangement (HRA), Retirement Health Savings Accounts (RHS).

In Lieu Health Plan Contributions

Any employee who submits a written request to waive health insurance coverage and the CITY contribution to the cafeteria plan may do so provided they have proof of other health insurance coverage. Such employee shall receive fifty-percent (50%) of the 2014 monthly premium value of the plan tier for which the employee waives coverage, i.e. Employee Only ($728), Employee +1 ($1460), Family ($1,897), and this payment shall be allocated to employee's payroll or to one of the CITY's tax deferred IRS plans provided herein. An employee may opt out of health coverage only during the regular open enrollment period.

IRS 125 Plan/105 Health Savings Accounts

CITY and UNION agree to convert the current "cafeteria benefit plan", PERS health insurance premium plan, and the current Health Savings Plan to be consistent with applicable Internal Revenue Services' (IRS) regulations. CITY and UNION agree to maintain the same level of contributions for each employee as such contributions exist for such employee at the time of conversion to the new plan. Such contributions may be designated by the employee to be paid as salary, or to the extent provided by applicable IRS regulations, directed to CITY's 457 ICMA-RC Plan beginning with the first pay period in February 2010. Such designation may not be made more than once each year during the month of December for implementation during the first pay period in January of the following year.

To the extent provided by the applicable IRS regulations, an employee shall have the option to designate salary to the IRS Section 125 Plan during open enrollment through a third party vendor contracted by the City.

CITY and UNION agree that it is their intent not to increase CITY costs or reduce the current CITY contributions made on behalf of each employee on the date of conversion.

20.3 Dental Plan

The CITY agrees to provide and maintain a Group Dental Insurance Program at a mutually agreed upon level of benefits and the CITY shall pay 100% of the costs for such coverage for the term of this agreement. The CITY shall provide the above coverage for the employee and his/her dependents.

20.4 Life And Disability Insurance

The CITY shall provide and maintain group life insurance with accidental death and dismemberment benefits. The basic life insurance amount is $50,000 for all employees and $5,000 for dependents. The premium shall be paid for by the CITY. In addition, CITY will provide a Standard Insurance Company short-term and long-term disability plan for the term of this Agreement, the full cost of which shall be borne by the CITY.

20.5 Computer Loan Fund

The CITY has established a computer purchase loan program for its employees. The CITY encourages the use of computers by employees, where such use will result in a more efficient

use of time and an improved work product. CITY personnel will have the opportunity to acquire desktop and laptop computers and accessories that will enhance their personal and professional skills. Participation in the loan program is voluntary and subject to the following conditions:

- Eligible employees may receive a loan of up to $2,000 (two thousand dollars) for the purchase of a computer (desktop or laptop), printer, digital camera, software and other related equipment as provided under the minimum standards as defined under CITY policy. The specific items to be purchased must be approved in advance by the City Administrator (or his designee).The equipment must meet minimum standards established by the CITY: Minimum standards are subject to revision by the CITY as necessary to maintain current technology. Revision to the standards will be via changes to CITY policy approved by City Council.
- The term of the loan shall be 24 months and interest free. The loan repayment schedule shall start with the payroll period following the month in which the CITY paid for the equipment.
- The Finance Department will deduct payments from the employee's paycheck in equal installments. The employee may make payments in excess of the minimum necessary to satisfy the loan in 24 months.
- The loan agreement, included as an exhibit in the original 1998 Resolution approving the loan program must be signed. The loan agreement is included in the CITY policy and may be changed immaterially from time to time based on the circumstances of a particular loan.
- The Security Agreement, included as an exhibit in the original 1998 Resolution approving the loan program must be signed. The Security Agreement is included in the CITY policy and may be changed immaterially from time to time based on the circumstances of a particular loan to adequately identify the security of the loan.

20.6 Physical Fitness

The City will reimburse UNION members up to $50 per month for gym membership. Should a member pay for more than one month at a time (for example, six months in advance) the City will only reimburse that member at a rate of $50 per month. The City Administrator will have the final approval or disapproval authority of any facility or business selected by the member to ensure the intent of this section is met.

20.7 Vision Plan

The City has established a vision plan for members; however members who desire to participate will bear 100% of their costs.

TITLE 21. RETIREMENT

21.1 Sick Leave Pay-Off

Sick leave which has been accumulated during an employee's tenure with the CITY, shall be reimbursed to the employee at the current rate including Title 11 certificate pay, at the time of

retirement, upon his retirement for service under P.E.R.S. For employees hired after July 1, 2014, sick leave which has been accumulated during an employee's tenure with the CITY shall be reimbursed fifty percent (50%) to the employee at the current rate including Title 11 certificate pay, at the time of retirement, upon his retirement for service under P.E.R.S.

21.2 Public Employees Retirement System (P.E.R.S.)

Retirement benefits shall be provided to eligible employees in accordance with the applicable contract between the City and the Public Employees Retirement System (PERS).

The use of terms "Classic Member" and "New Member" shall be as defined by CalPERS and the Public Employee Pension Reform Act of 2013 (PEPRA).

A "Classic Member" is defined as any of the following:

- A new hire that was brought into CalPERS membership for the first time before January 1, 2013.
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who was a member with another qualifying public retirement system prior to January 1, 2013, and is eligible for reciprocity.
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired (by a different CalPERS employer) after a break in service of less than six months.

A "New (PEPRA) Member" is defined in Government Code section 7522.04(f) as any of the following:

- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in a qualifying public retirement system; or
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who was a member with another qualifying public retirement system prior to January 1, 2013, and is not eligible for reciprocity; or
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired (by a different CalPERS employer) after a break in service of greater than six months.

Classic Member - The 2% at 55 PERS formula shall be provided for "Classic Member" employees. The employees shall pay 100% of the employee contribution, 7%.

New (PEPRA) Member - 2% at 62 retirement formula shall be provided for all New (PEPRA) Member employees. The employee shall pay 50% of the PERS "normal costs" rounded to the nearest quarter of 1 percent. (PERS "normal cost" is the employer plus employee share)

All applicable contributions identified above shall be made through payroll deduction on a pre-tax basis.

The City has implemented the retirement benefit known as “Final Year Compensation”, as described in Section 20042 of the Government Code. Employees hired on or after July 1, 2010 shall not be eligible for “Final Year Compensation”, such employees shall have applied the PERS formula of 36 highest paid consecutive months by amendment to the CalPERS Agreement . The following PERSable certifications shall be reported as PERSable compensation:

- Electric: Bilingual Pay/Rubber Glove Pay/Longevity Pay/Class B CDL Customer Serv. Tech./Longevity Pay
- Public Works: Bilingual Pay/Class B CDL/Water Dist. I and II Pay/ Wastewater Treatment Pay/Longevity Pay
- Administrative: Bilingual Pay/Class B CDL/Longevity Pay

21.3 Deferred Compensation Program

The CITY has established for all employees voluntary participation in qualified 457 Deferred Compensation programs. Eligible employee(s) who decline medical coverage, shall be entitled, in lieu of CITY paid medical coverage, amounts as specified in Section 20.2 deposited by the CITY into their Cafeteria Plan account.

21.4 Mission Square Retirement Health Savings Plan

The CITY agrees to implement the Mission Square Retirement Health Savings Plan.

TITLE 22. TERM OF AGREEMENT

22.1 Term

This agreement shall take effect on July 1, 2025 , and shall continue in full force and effect through June 30, 2028 , and thereafter from year to year, unless written notice of intent to modify shall be given by either party to the other sixty (60) days prior to the end of the current year.

22.2 Changes To MOU

This Memorandum of Understanding shall not be amended or supplemented except by agreement of the parties hereto, reduced to writing and duly signed by each.

MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF GRIDLEY AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 1245.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this March, 25, 2026.

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, LOCAL 1245

1. _____
Robert L. Dean Jr., Business Manager

2. _____
Dominic McCurtain, Senior Business Representative

CITY OF GRIDLEY

1. _____
Elisa Arteaga, City Administrator

2. _____
Martin Pineda, Finance Director

NEGOTIATING COMMITTEE MEMBERS

1. _____
Miguel Chavez

2. _____
Scott Taylor

3. _____
Nathan Callaway

APPROVED
INTERNATIONAL OFFICE - I.B.E.W.
7/9/2026
Kenneth Cooper,
International President
This approval does not make the International a party to this agreement.

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS

Salary Schedules

City of Gridley Schedule of Wage Rates - Public Works Series
Bargaining Group: IBEW
Effective Date: 7-1-2025 to
6-30-2028

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Maintenance Supervisor	5,569	5,847	6,139	6,446	6,769	7,107	7,462
Senior Maintenance Worker	4,590	4,820	5,061	5,314	5,580	5,859	6,152
Maintenance Worker II	3,992	4,191	4,400	4,621	4,851	5,094	5,349
Maintenance Worker I	3,594	3,774	3,963	4,160	4,368	4,587	4,816
Incentives and other additional pay							
Bilingual Pay (Flat Rate)							
5% with qualifications + $50							
Maintenance Supervisor							365
Senior Maintenance Worker							318
Maintenance Worker II							290
Maintenance Worker I							271
Class B Drivers License (Flat Rate)							
5% with qualifications + $ 50							
Maintenance Supervisor							365
Senior Maintenance Worker							318
Maintenance Worker II							290
Maintenance Worker I							271
Sewer and Water Certificates							
Flat Rated for D2 Distribution Certificate with $50							
Maintenance Supervisor							361
Senior Maintenance Worker							316
Maintenance Worker II							288
Maintenance Worker I							270
Flat Rated for Level II Water Treatment Certificate with $100							
Maintenance Supervisor							672
Senior Maintenance Worker							581
Maintenance Worker II							526
Maintenance Worker I							490
Flat Rated for Level II Wastewater Treatment Certificate plus $100							
Maintenance Supervisor							672
Senior Maintenance Worker							581
Maintenance Worker II							526
Maintenance Worker I							490
Flat Rated for Water Backflow Prevention Certification plus $50							
Maintenance Supervisor							232

Senior Maintenance Worker							210
Maintenance Worker II							196
Maintenance Worker I							187
Senior Maintenance Worker (WWTP Plant)							296
Education							
Associates Arts Degree 1%							
Maintenance Supervisor	56	58	61	64	68	71	75
Senior Maintenance Worker	46	48	51	53	56	59	62
Maintenance Worker II	40	42	44	46	49	51	53
Maintenance Worker I	36	38	40	42	44	46	48
Bachelor's Degree 2.5%							
Maintenance Supervisor	139	146	153	161	169	178	187
Senior Maintenance Worker	115	120	127	133	139	146	154
Maintenance Worker II	100	105	110	116	121	127	134
Maintenance Worker I	90	94	99	104	109	115	120
Master's Degree 5%							
Maintenance Supervisor	278	292	307	322	338	355	373
Senior Maintenance Worker	230	241	253	266	279	293	308
Maintenance Worker II	200	210	220	231	243	255	267
Maintenance Worker I	180	189	198	208	218	229	241
Longevity							
1% at 10 years of service							
Maintenance Supervisor	56	58	61	64	68	71	75
Senior Maintenance Worker	46	48	51	53	56	59	62
Maintenance Worker II	40	42	44	46	49	51	53
Maintenance Worker I	36	38	40	42	44	46	48
2% at 15 years of service							
Maintenance Supervisor	111	117	123	129	135	142	149
Senior Maintenance Worker	92	96	101	106	112	117	123
Maintenance Worker II	80	84	88	92	97	102	107
Maintenance Worker I	72	75	79	83	87	92	96
3% at 20 years of service							
Maintenance Supervisor	167	175	184	193	203	213	224
Senior Maintenance Worker	138	145	152	159	167	176	185
Maintenance Worker II	120	126	132	139	146	153	160
Maintenance Worker I	108	113	119	125	131	138	144

City of Gridley Schedule of Wage Rates - Admin Series
Bargaining Group: IBEW
Effective Date 7-1-2025 to 6-30-2028

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Accountant 1	5374	5643	5925	6221	6532	6859	7202
Business Service Supervisor	5267	5530	5807	6097	6402	6722	7058
Senior Accounting Technician	4652	4884	5129	5386	5656	5938	6235
Accounting Technician	4231	4443	4665	4898	5142	5399	5669
Administrative Secretary	4228	4439	4662	4895	5140	5397	5667
Administrative Services Clerk II	4028	4229	4440	4662	4895	5140	5397
Administrative Services Clerk I	3445	3618	3799	3989	4188	4398	4618
Transit Operator	4590	4820	5061	5314	5580	5859	6152

Incentives and other additional pay

Bilingual Pay (Flat Rate)	
Accountant 1	321
Business Services Supervisor	321
Senior Accounting Technician	321
Accounting Technician	301
Administrative Secretary	303
Administrative Services Clerk II	291
Administrative Services Clerk I	264
Transit Operator	318
Class B Drivers License (Flat Rate)	
Accountant 1	321
Business Services Supervisor	321
Senior Accounting Technician	321
Accounting Technician	301
Administrative Secretary	175
Administrative Services Clerk II	291
Administrative Services Clerk I	264
Transit Operator	318
Notary Stipend (Flat Rate)	
Accountant 1	96
Business Services Supervisor	96
Senior Accounting Technician	96
Accounting Technician	96
Administrative Secretary	96
Administrative Services Clerk II	96
Administrative Services Clerk I	96

Transit Operator							96
Associates Arts Degree 1%							
Accountant 1	54	56	59	62	65	69	72
Business Services Supervisor	53	55	58	61	64	67	71
Senior Accounting Technician	47	49	51	54	57	59	62
Accounting Technician	42	44	47	49	51	54	57
Administrative Secretary	42	44	47	49	51	54	57
Administrative Services Clerk II	40	42	44	47	49	51	54
Administrative Services Clerk I	34	36	38	40	42	44	46
Transit Operator	46	48	51	53	56	59	62
Bachelor's Degree 2.5%							
Accountant 1	134	141	148	156	163	171	180
Business Services Supervisor	132	138	145	152	160	168	176
Senior Accounting Technician	116	122	128	135	141	148	156
Accounting Technician	106	111	117	122	129	135	142
Administrative Secretary	106	111	117	122	129	135	142
Administrative Services Clerk II	101	106	111	117	122	128	135
Administrative Services Clerk I	86	90	95	100	105	110	115
Transit Operator	115	120	127	133	140	146	154
Master's Degree 5%							
Accountant 1	269	282	296	311	327	343	360
Business Services Supervisor	263	277	290	305	320	336	353
Senior Accounting Technician	233	244	256	269	283	297	312
Accounting Technician	212	222	233	245	257	270	283
Administrative Secretary	211	222	233	245	257	270	283
Administrative Services Clerk II	201	211	222	233	245	257	270
Administrative Services Clerk I	172	181	190	199	209	220	231
Transit Operator	230	241	253	266	279	293	308
Longevity							
1% at 10 years of service							
Accountant 1	54	56	59	62	65	69	72
Business Services Supervisor	53	55	58	61	64	67	71
Senior Accounting Technician	47	49	51	54	57	59	62
Accounting Technician	42	44	47	49	51	54	57
Administrative Secretary	42	44	47	49	51	54	57
Administrative Services Clerk II	40	42	44	47	49	51	54
Administrative Services Clerk I	34	36	38	40	42	44	46
Transit Operator	46	48	51	53	56	59	62
2% at 15 years of service							
Accountant 1	107	113	118	124	131	137	144
Business Services Supervisor	105	111	116	122	128	134	141
Senior Accounting Technician	93	98	103	108	113	119	125
Accounting Technician	85	89	93	98	103	108	113

Administrative Secretary	85	89	93	98	103	108	113
Administrative Services Clerk II	81	85	89	93	98	103	108
Administrative Services Clerk I	69	72	76	80	84	88	92
Transit Operator	92	96	101	106	112	117	123
3% at 20 years of service							
Accountant 1	161	169	178	187	196	206	216
Business Services Supervisor	158	166	174	183	192	202	212
Senior Accounting Technician	140	147	154	162	170	178	187
Accounting Technician	127	133	140	147	154	162	170
Administrative Secretary	127	133	140	147	154	162	170
Administrative Services Clerk II	121	127	133	140	147	154	162
Administrative Services Clerk I	103	109	114	120	126	132	139
Transit Operator	138	145	152	159	167	176	185

City of Gridley Schedule of Wage Rates - Electric Dept

(Electric Line Series includes: Elect Sup., Senior Elect Line Worker, Line Worker, and Apprentice)

Bargaining Group: IBEW

Effective Date 7-1-2025

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Top Step
Electrical Supervisor	-	-	-	-	-	-	-	13,600
Electrical Crew Foreperson	-	-	-	-	-	-	-	12,607
Electric Line Worker	-	-	-	-	-	-	-	12,006
Apprentice Line Worker	7,204	7,804	8,405	9,005	9,604	10,205	10,805	-
Utility Technician	-	-	-	-	6,433	-	-	-
Electrical Ground support Worker	5,268	5,637	6,032	6,454	6,906	7,389	7,906	-
Incentives and other additional pay								
Class B Drivers License (Flat Rate)								
Included in the base pay for Electric Supervisor, Senior Electric Line Worker, Electric Line Worker & Apprentice Line Worker +$ 50								
Utility Technician	-	-	-	-	380	-	-	-
Bilingual Pay (Flat Rate)								
Electric Supervisor	-	-	-	-	-	-	-	516
Electrical Crew Foreperson	-	-	-	-	-	-	-	497
Electric Line Worker	-	-	-	-	-	-	-	478
Apprentice Line Worker	327	345	364	383	402	421	440	-
Utility Technician	-	-	-	-	330	-	-	-
Electrical Ground support Worker	211	225	241	258	276	296	316	-
Rubber Glove Certificate (Electric Line Series only)								
Electric Supervisor	-	-	-	-	-	-	-	1,088
Electrical Crew Foreperson	-	-	-	-	-	-	-	1,009
Electric Line Worker	-	-	-	-	-	-	-	960
Apprentice Line Worker	576	624	672	720	768	816	864	-
Associates Arts Degree 1%								
Electrical Supervisor	-	-	-	-	-	-	-	136
Electrical Crew Foreperson	-	-	-	-	-	-	-	126
Electric Line Worker	-	-	-	-	-	-	-	120

Apprentice Line Worker	72	78	84	90	96	102	108	-
Utility Technician	-	-	-	-	64	-	-	-
Electrical Ground support Worker	53	56	60	65	69	74	79	-
Bachelor's Degree 2.5%								
Electrical Supervisor	-	-	-	-	-	-	-	340
Electrical Crew Foreperson	-	-	-	-	-	-	-	315
Electric Line Worker	-	-	-	-	-	-	-	300
Apprentice Line Worker	180	195	210	225	240	255	270	-
Utility Technician	-	-	-	-	161	-	-	-
Electrical Ground support Worker	132	141	151	161	173	185	198	-
Master's Degree 5%								
Electrical Supervisor	-	-	-	-	-	-	-	680
Electrical Crew Foreperson	-	-	-	-	-	-	-	630
Electric Line Worker	-	-	-	-	-	-	-	600
Apprentice Line Worker	360	390	420	450	480	510	540	-
Utility Technician	-	-	-	-	322	-	-	-
Electrical Ground support Worker	263	282	302	323	345	369	395	-
Longevity								
1% at 10 years of service								
Electrical Supervisor	-	-	-	-	-	-	-	136
Electrical Crew Foreperson	-	-	-	-	-	-	-	126
Electric Line Worker	-	-	-	-	-	-	-	120
Apprentice Line Worker	72	78	84	90	96	102	108	-
Utility Technician	-	-	-	-	64	-	-	-
Electrical Ground support Worker	53	56	60	65	69	74	79	-
2% at 15 years of service								
Electrical Supervisor	-	-	-	-	-	-	-	272
Electrical Crew Foreperson	-	-	-	-	-	-	-	252
Electric Line Worker	-	-	-	-	-	-	-	240
Apprentice Line Worker	144	156	168	180	192	204	216	-
Utility Technician	-	-	-	-	129	-	-	-
Electrical Ground support Worker	105	113	121	129	138	148	158	-
3% at 20 years of service								
Electrical Supervisor	-	-	-	-	-	-	-	408
Electrical Crew Foreperson	-	-	-	-	-	-	-	378
Electric Line Worker	-	-	-	-	-	-	-	360
Apprentice Line Worker	216	234	252	270	288	306	324	-
Utility Technician	-	-	-	-	193	-	-	-

Electrical Ground support Worker	158	169	181	194	207	222	237	-

City of Gridley Schedule of Wage Rates - Electric Dept

(Electric Line Series includes: Elect Sup., Senior Elect Line Worker, Line Worker, and Apprentice)

Bargaining Group: IBEW

Effective Date 7-1-2026

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Top Step
Electrical Supervisor	-	-	-	-	-	-	-	14,280
Electrical Crew Foreperson	-	-	-	-	-	-	-	13,238
Electric Line Worker	-	-	-	-	-	-	-	12,606
Apprentice Line Worker	7,564	8,194	8,825	9,455	10,085	10,716	11,346	-
Utility Technician	-	-	-	-	6,755	-	-	-
Electrical Ground support Worker	5,532	5,919	6,333	6,776	7,251	7,758	8,301	-

Incentives and other additional pay

Class B Drivers License (Flat Rate)

Included in the base pay for Electric Supervisor, Senior Electric Line Worker, Electric Line Worker & Apprentice Line Worker +$ 50

Utility Technician	-	-	-	-	380	-	-	-

Bilingual Pay (Flat Rate)

Electric Supervisor	-	-	-	-	-	-	-	516
Electrical Crew Foreperson	-	-	-	-	-	-	-	497
Electric Line Worker	-	-	-	-	-	-	-	478
Apprentice Line Worker	327	345	364	383	402	421	440	-
Utility Technician	-	-	-	-	330	-	-	-
Electrical Ground support Worker	211	225	241	258	276	296	316	-

Rubber Glove Certificate (Electric Line Series only)

Electric Supervisor	-	-	-	-	-	-	-	1,142
Electrical Crew Foreperson	-	-	-	-	-	-	-	1,059
Electric Line Worker	-	-	-	-	-	-	-	1,009
Apprentice Line Worker	605	656	706	756	807	857	908	-

Associates Arts Degree 1%

Electrical Supervisor								
Electrical Crew Foreperson	-	-	-	-	-	-	-	143
Electric Line Worker	-	-	-	-	-	-	-	132
Apprentice Line Worker	-	-	-	-	-	-	-	126
Utility Technician	76	82	88	95	101	107	113	-
Electrical Ground support Worker	-	-	-	-	68	-	-	-

Bachelor's Degree 2.5%	55	59	63	68	73	78	83	-
Electrical Supervisor								
Electrical Crew Foreperson	-	-	-	-	-	-	-	357
Electric Line Worker	-	-	-	-	-	-	-	331
Apprentice Line Worker	-	-	-	-	-	-	-	315
Utility Technician	189	205	221	236	252	268	284	-
Electrical Ground support Worker	-	-	-	-	169	-	-	-
Master's Degree 5%	138	148	158	169	181	194	208	-
Electrical Supervisor								
Electrical Crew Foreperson	-	-	-	-	-	-	-	714
Electric Line Worker	-	-	-	-	-	-	-	662
Apprentice Line Worker	-	-	-	-	-	-	-	630
Utility Technician	378	410	441	473	504	536	567	-
Electrical Ground support Worker	-	-	-	-	338			-
	277	296	317	339	363	388	415	-
Longevity								
1% at 10 years of service								
Electrical Supervisor	-	-	-	-	-	-	-	143
Electrical Crew Foreperson	-	-	-	-	-	-	-	132
Electric Line Worker	-	-	-	-	-	-	-	126
Apprentice Line Worker	76	82	88	95	101	107	113	-
Utility Technician	-	-	-	-	68	-	-	-
Electrical Ground support Worker	55	59	63	68	73	78	83	
2% at 15 years of service								
Electrical Supervisor	-	-	-	-	-	-	-	286
Electrical Crew Foreperson	-	-	-	-	-	-	-	265
Electric Line Worker	-	-	-	-	-	-	-	252
Apprentice Line Worker	151	164	177	189	202	214	227	-
Utility Technician					135			-
Electrical Ground support Worker	111	118	127	136	145	155	166	
3% at 20 years of service								
Electrical Supervisor								428
Electrical Crew Foreperson								397
Electric Line Worker								378
Apprentice Line Worker	227	246	265	284	303	321	340	-
Utility Technician	-	-	-	-	203	-	-	-
Electrical Ground support Worker	166	178	190	203	218	233	249	-

City of Gridley Schedule of Wage Rates - Electric Dept
(Electric Line Series includes: Elect Sup., Senior Elect Line Worker, Line Worker, and Apprentice)
Bargaining Group: IBEW
Effective Date 7-1-2027

	Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Top Step
Electrical Supervisor	-	-	-	-	-	-	-	-	14,565
Electrical Crew Foreperson	-	-	-	-	-	-	-	-	13,502
Electric Line Worker	-	-	-	-	-	-	-	-	12,859
Apprentice Line Worker	7,564	7,715	8,358	9,002	9,644	10,286	10,930	11,572	-
Utility Technician		-	-	-	-	6,890	-	-	-
Electrical Ground support Worker	5,532	5,642	6,037	6,460	6,912	7,396	7,914	8,467	-
Incentives and other additional pay									
Class B Drivers License (Flat Rate)									
Included in the base pay for Electric Supervisor, Senior Electric Line Worker, Electric Line Worker & Apprentice Line Worker +$ 50									
Utility Technician	-	-	-	-	-	380	-	-	-
Bilingual Pay (Flat Rate)									
Electric Supervisor	-	-	-	-	-	-	-	-	516
Electrical Crew Foreperson	-	-	-	-	-	-	-	-	497
Electric Line Worker	-	-	-	-	-	-	-	-	478
Apprentice Line Worker	327	327	345	364	383	402	421	400	-
Utility Technician	-	-	-	-	-	330	-	-	-
Electrical Ground support Worker		211	225	241	258	276	296	316	-
Rubber Glove Certificate (Electric Line Series only)									
Electric Supervisor	-	-	-	-	-	-	-	-	1,165
Electrical Crew Foreperson	-	-	-	-	-	-	-	-	1,080
Electric Line Worker	-	-	-	-	-	-	-	-	1,029
Apprentice Line Worker	576	617	669	720	772	823	874	926	-
Associates Arts Degree 1%									
Electrical Supervisor	-	-	-	-	-	-	-	-	146
Electrical Crew Foreperson	-	-	-	-	-	-	-	-	135
Electric Line Worker	-	-	-	-	-	-	-	-	129

Apprentice Line Worker	76	77	84	90	96	103	109	116	-
Utility Technician	-	-	-	-	-	69	-	-	-
Electrical Ground support Worker	55	56	60	65	69	74	79	85	-
Bachelor's Degree 2.5%									
Electrical Supervisor	-	-	-	-	-	-	-	-	364
Electrical Crew Foreperson	-	-	-	-	-	-	-	-	338
Electric Line Worker	-	-	-	-	-	-	-	-	321
Apprentice Line Worker	189	193	209	225	241	257	273	289	-
Utility Technician	-	-	-	-	-	172	-	-	-
Electrical Ground support Worker	138	141	151	161	173	185	198	212	-
Master's Degree 5%									
Electrical Supervisor	-	-	-	-	-	-	-	-	728
Electrical Crew Foreperson	-	-	-	-	-	-	-	-	675
Electric Line Worker	-	-	-	-	-	-	-	-	643
Apprentice Line Worker	378	386	418	450	482	514	547	579	-
Utility Technician	-	-	-	-	-	344	-	-	-
Electrical Ground support Worker	277	282	302	323	346	370	396	423	-
Longevity									
1% at 10 years of service									
Electrical Supervisor	-	-	-	-	-	-	-	-	146
Electrical Crew Foreperson	-	-	-	-	-	-	-	-	135
Electric Line Worker	-	-	-	-	-	-	-	-	129
Apprentice Line Worker	76	77	84	90	96	103	109	116	-
Utility Technician	-	-	-	-	-	69	-	-	-
Electrical Ground support Worker	55	56	60	65	69	74	79	85	-
2% at 15 years of service									
Electrical Supervisor	-	-	-	-	-	-	-	-	291
Electrical Crew Foreperson	-	-	-	-	-	-	-	-	270
Electric Line Worker	-	-	-	-	-	-	-	-	257
Apprentice Line Worker	151	154	167	180	193	206	219	231	-
Utility Technician		-	-	-	-	138	-	-	-
Electrical Ground support Worker	111	113	121	129	138	148	158	169	-
3% at 20 years of service									
Electrical Supervisor	-	-	-	-	-	-	-	-	437
Electrical Crew Foreperson	-	-	-	-	-	-	-	-	405
Electric Line Worker	-	-	-	-	-	-	-	-	386
Apprentice Line Worker	227	231	251	270	289	309	328	347	-
Utility Technician	-	-	-	-	-	207	-	-	-

Electrical Ground support Worker	166	169	181	194	207	222	237	254	-

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS

Job Descriptions

Accountant I
Accounting / Senior Accounting Technician
Administrative Secretary
Administrative Services Clerk I/II
Apprentice Lineworker
Business Services Supervisor
Electric Lineworker
Electric Supervisor
Electrical Ground Support Worker
Electrical Crew Foreperson
Maintenance Worker I/II
Public Works Maintenance Supervisor
Senior Maintenance Worker
Transit Vehicle Operator
Utility Technician

ACCOUNTANT I
Job Description

DEFINITION
Under general direction of the Finance Director or designee performs professional accounting work including the examination, maintenance, verification, analysis and reconciliation of financial records; assists in developing and installing accounting systems; prepares accounting, auditing and budget reports; assists in daily clerical accounting activities; and prepares county, state and federal reports; to process City's payroll, maintain related benefits records, and prepare necessary reports; to participate in the maintenance of the general ledger and subsidiary ledgers; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS
Employees in this classification are fully competent and knowledgeable in all areas of technical accounting, including accounts receivable, payroll, benefits and general ledger. Employees in this classification must possess and in-depth knowledge of these technical accounting functions in order to act as a resource and/or lead to others in the performance of responsible technical/clerical accounting assignments. This job class also requires excellent organizational skills, communication skills and a high level of attention to detail.

SUPERVISION RECEIVED
Employees in this classification receive general supervision from the Finance Director within a framework of established policies and standard operating procedures. Employees in this classification may provide technical and/or functional supervision over assigned staff, temporary workers and/or volunteers.

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

- Provides responsible professional and technical assistance in the administration a implementation of the City’s financial, auditing, and accounting programs.
- Participates in operating an automated office and computerized financial and information system, identify, develop and implement new automated applications as needed to facilitate effectiveness and efficiency.
- Participates in and assumes responsibility for various departmental programs including financial statements, general ledger, monthly statements, payroll, and assessment districts accounting conducts and prepares special studies and reports.
- Receives, reviews, audits and processes payroll for City employees; full maintenance of payroll database/system including all data for new employees and any modification/updates; codes and posts payroll to labor distribution master.
- Oversees, monitors, and participates in preparing the City's federal and state tax payroll reports on a monthly, quarterly and annual basis.
- Loan management from housing assistance program: calculates principal and interest, posts to subsidiary ledger and clients' payment record books.
- Prepares journal entries and periodic reconciliation of general ledger, revenue, expenditure, or subsidiary accounts and bank statements.

- Prepares a variety of financial and statistical reports including year-end reporting, budgetary and management analysis.
- Assists in the coordination of the annual audits and assumes a lead role as needed.
- Acts as a resource to City staff, management and other agencies/organizations regarding accounting and processes, procedures and guidelines.
- Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws and regulations affecting the financial operations of municipal government.
- Demonstrates a high level of integrity as well as being highly organized and detail oriented.
- Trains clerical staff, temporary workers and/or volunteers in the City's Finance Department on the operations, procedures and practices within the department as assigned.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Responsible for carrying out the mission of the City and the department and adherence to the City's and department's organization values.
- Performs related duties as required.

EMPLOYMENT STANDARDS

In addition to the above knowledge and abilities, this classification also requires:

Knowledge of:

- Generally accepted accounting principles and theories, principles and practices of budgeting and finance.
- Current information technology principles and applications for fiscal and financial systems.
- Federal, State and local laws and regulations relating to fiscal management.
- Principles of organization and management.
- Modern methods of records management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- City's organization, policies, operations and services.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Understand, interpret and carry out a variety of both oral and written instructions in and independent manner.
- Prepare accounting worksheets, journal entries, adjustments and related documentation according to established procedures and guidelines.
- Organize and prioritize a variety of tasks for self and others in an effective and timely manner.
- Establish and maintain a variety of highly organized recordkeeping/filing systems and/or databases including highly sensitive and confidential documentation and generate requested reports.
- Identify problems/issues, collect relevant data, analyze options according to established criteria, and recommend appropriate course of action within prescribed alternatives.
- Perform professional, technical financial management analysis including the preparation of

complex analytical reports and documents.
- Interact with the public effectively and courteously.
- Identify with management and City goals and objectives and understand and support City priorities and needs.
- Prepare reports and efficiently maintain accurate records.
- Demonstrate continuing effectiveness in maintaining the knowledge and skills required of this position.

LICENSES AND CERTIFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standards policy.

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. Atypical way to obtain these abilities and knowledge would be:

Training

- Equivalent to four years of college with significant course work in the areas of accounting, financial management, public administration, business administration, or related fields including significant course work in the area of accounting and financial management.
- Associate degrees considered when combined with sufficient applicable experience.

Experience

- At least one (1) year of recent full-time responsible accounting or fiscal experience. Governmental and/or fund accounting experience, CPA or CPFO is highly desirable.

TYPICAL PHYSICAL REQUIREMENTS

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping and lifting in the performance of assigned duties. Normal manual dexterity and eye hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required; verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall are necessary for the accurate and timely transfer of information.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an office environment. Continuous contact with other staff, citizens, other agencies and businesses as well as the general public.

Accounting Technician
Senior Accounting Technician
Job Description

DEFINITION
To perform and/or monitor the performance of a variety of responsible clerical/technical accounting and fiscal record management functions utilizing manual and computerized systems and processes; to process City's payroll, maintain related benefits records, process accounts payable invoices and payment, and prepare necessary reports; to participate in the maintenance of the general ledger and subsidiary ledgers; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS
Accounting Technician

This classification functions at the full journey level of job performance. Employees in this classification perform the full range of assigned duties in an independent manner. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable in at least two (2) of the following areas: accounts payable, accounts receivable, payroll, benefits and general ledger bookkeeping. Employees in this job class may also be cross trained in other clerical and accounting functions in order to provide competent back-up and additional administrative/operational support as necessary.

Senior Accounting Technician

This classification functions at the advanced journey level of job performance. Employees in this classification perform the more complex of a full range of duties in an independent manner. Employees in this classification are fully competent and knowledgeable in all areas of accounts payable, accounts receivable, payroll, benefits and general ledger bookkeeping. Employees in this classification must possess and in-depth knowledge of these technical accounting functions in order to act as a resource and/or lead to others in the performance of responsible technical/clerical accounting assignments. This job class also requires excellent organizational skills, communication skills and a high level of attention to detail.

SUPERVISION RECEIVED
Accounting Technician

Employees in this classification receive general supervision from the Finance Director or his/her designee within a framework of established policies and standard operating procedures.

Senior Accounting Technician

Employees in this classification receive general supervision from the Finance Director within a framework of established policies and standard operating procedures.

Employees in this classification may provide technical and/or functional supervision over assigned staff, temporary workers and/or volunteers.

EXAMPLES OF DUTIES

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

- Oversees, monitors and participates in the City's processing of accounts payable; preparing purchase orders; verifying invoices against receiving documents for accuracy; coding accounts payable for departmental responsibility.
- Oversees, monitors and participates in auditing incoming invoices and supporting documentation to verify accuracy and adherence to legal mandates and operational guidelines; prepares and issues checks; processes manual check requests.
- Receives, reviews, audits and processes payroll documents for City employees; inputs all data into payroll database/system including all data for new employees and any modification/updates; codes and posts payroll to labor distribution master; calculates and processes special pay to include overtime, stand-by, compensation time and holiday.
- Oversees monitors and participates in preparing the City's federal and state tax payroll reports on a monthly, quarterly, and annual basis.
- Receives and records loan payments from housing assistance clients; calculates principal and interest, posts to subsidiary ledger and client's payment record books.
- Reconciles bank account for City's payroll; transfers funds between accounts as appropriate; maintains control of designated funds and prepares regular and periodic reports.
- Reviews, verifies, balances, posts, adjusts, and maintains various accounting and fiscal records and documents according to established policies and guidelines in support of the City's general and subsidiary ledgers.
- Assembles, tabulates, calculates, verifies, and reconciles a variety of incoming accounting/fiscal data and posts to the general ledger according to established procedures and guidelines; enters data into computerized and/or manual recordkeeping systems and/or worksheets.
- Acts as a resource to City staff, management and other agencies/organizations regarding accounting and bookkeeping processes, procedures, and guidelines.
- Trains clerical staff, temporary workers and/or volunteers in the City's Finance Department on the operations, procedures and practices within the department as assigned.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Accounting Technician

Knowledge of:

- Standard and accepted procedures, policies and guidelines of payroll processing, recordkeeping, and reporting systems.
- Standard and accepted accounts payable, accounts receivable, collections and general bookkeeping systems and practices.
- Standard and accepted office practices, procedures, and techniques.
- Standard and accepted English usage in spelling, grammar, and punctuation.
- Designated computer software and appropriate applications.

Ability to:

- Learn and understand pertinent laws, codes, regulations, and guidelines governing fiscal recordkeeping and reporting for municipalities.
- Learn and understand the City's organization, policies, operations, and services.
- Understand and carry out a variety of both oral and written instructions in an independent manner.
- Operate designated software programs including word processing, spreadsheets, and databases effectively.
- Operate a variety of office machines and equipment including computer terminal, peripheral equipment, fax machine, copier, and calculator.
- Audit, verify and transfer large quantities of numbers and related data accurately and at a speed sufficient for successful job performance.
- Communicate effectively and positively in both oral and written forms.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Senior Accounting Technician

In addition to the above knowledge and abilities, this classification also requires:

Knowledge of:

- Pertinent laws, codes, regulations, and guidelines governing fiscal recordkeeping and reporting for municipalities.
- City's organization, policies, operations, and services.

Ability to:

- Understand, interpret, and carry out a variety of both oral and written instructions in and independent manner.
- Prepare accounting worksheets, journal entries, adjustments, and related documentation according to established procedures and guidelines.
- Organize and prioritize a variety of tasks for self and others in an effective and timely manner.
- Establish and maintain a variety of recordkeeping/filing systems and/or databases including highly sensitive and confidential documentation and generate requested reports.

- Identify problems/issues, collect relevant data, analyze options according to established criteria, and recommend appropriate course of action within prescribed alternatives.

LICENSES AND CERTIFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standards policy.

TRAINING AND EXPERIENCE

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

Accounting Technician

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance. Supplemental coursework in accounting or finance highly desirable.

Experience

- At least two (2) years of responsible experience performing clerical accounting/bookkeeping support, preferably with a municipality or similar public agency.

Senior Accounting Technician

Training

- The successful completion of the twelfth grade supplemented with coursework in accounting, fiscal records management or a closely related field.

Experience

- At least three (3) years of progressively responsible work equivalent to the duties performed by the Accounting Technician with City of Gridley.

TYPICAL PHYSICAL REQUIREMENTS

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required; verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall is necessary for the accurate and timely transfer of information.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an office environment. Continuous contact with other staff, citizens, other agencies and businesses as well as the general public.

ADMINISTRATIVE SECRETARY

Job Description

DEFINITION

To perform the more complex and responsible administrative support functions for assigned departments; to perform a high level of skilled secretarial duties in support of City's administrative and operational programs/departments; to issue and process various permits and fees; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

This job class functions at the advanced journey level of job performance. Employees in this classification, under general direction, perform a variety of clerical, administrative, analytical, and customer service functions from the routine to complex for multiple departments/managers. Employees in this classification serve as the primary resource person regarding assigned departments'/programs' administrative and operational processes and procedures. Employees in this classification perform assigned duties in a highly independent manner according to overall directives and within the context of established guidelines. Positions assigned to this job class may be responsible for significant administrative/operational processes requiring specialized knowledge and skills in addition to excellent organizational and communication skills, and attention to detail.

SUPERVISION RECEIVED AND EXERCISED

Employees in this classification receive general supervision form a director or his/her designee within a framework of established policies and standard operating procedures.

Employees in this classification may exercise technical and functional supervision over other clerical staff, temporary workers and/or volunteers.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Oversees, monitors and participates in various clerical support for assigned and multiple City work units; maintains and develops multiple filing systems; oversees and participates in necessary word processing, billing, calculating, record keeping, photocopying, proof-reading and distribution for the City.
- Performs responsible and skilled secretarial duties in support of City management; performing and coordinating a variety of administrative details not requiring the attention of assigned management.
- Acts as a primary resource person regarding a variety of City's administrative and operational processes and procedures; responds to inquiries and requests from other City staff, public agencies and community organizations, businesses, and the general public; escalates or refers only the most complex and sensitive matters.
- Organizes, coordinates and schedules numerous meetings, committees, and other special projects to include setting the schedule, reserving facilities, contacting participants

ordering and assembling materials and supplies and monitoring all related follow-up activities.

- Assists assigned director with various phases of the budget preparation and production process; producing related reports and information upon request.
- Coordinates travel arrangements; schedules and books air and land transport in coordination with event times, prepares and tracks requisition for expenses.
- Assembles, prepares and distributes meeting agendas; prepares and posts Notices of Public Hearings; reviews agendas for follow-up items.
- Performs receptionist duties; answers the telephone and initiates outgoing calls; greets visitors and responds to questions, referring to appropriate department or individual as necessary and takes messages.
- Provides customer service at the counter in collection of utility payments, issuing of permits for building, issuing licensing and processing licensing fees; provides general and specific information to the public regarding City services, programs and operations; provides interpretation of City codes; provides and explains zoning and parcel information to customers.
- Prepares building permit applications; finalizes routine applications; schedules inspections; files appropriate reports; and responds to customers' requests for information.
- Maintains complex records in compliance with federal, state and local regulations.
- Word processes a variety of materials and documents including memoranda, agendas, meeting minutes, reports, correspondence, logs, and forms from rough draft and/or written/verbal instructions and which require familiarity with pertinent governing regulations, policies, ordinances, and operational procedures.
- Researches a variety of information; gathering, compiling, and inputting data into computerized spreadsheets and/or databases; verifies data prior to inputting and proofreading output reports.
- Prepares a variety of reports periodically and as needed for multiple City functions and services; compiles data from appropriate databases, statistics, and other recordkeeping; analyzes data for reports.
- Assists all departments and staff as needed in a positive and proactive manner.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted office practices, procedures and techniques.
- Standard and accepted English usage, spelling, grammar and punctuation.
- Standard and accepted receptionist techniques and telephone etiquette.
- Designated computer software and its applications.
- Basic principles and practices of developing and maintaining municipal records.
- Administrative and operational procedures and practices of City's departments and services.
- Standard and accepted principles and practices of data collection and report preparation.
- City's organization, policies and administrative/operational processes.

Ability to:

- Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.
- Word process accurately and at a speed sufficient for successful job performance.
- Utilize designated word processing, spreadsheet, database and specialized software programs accurately.
- Perform mathematical calculations including addition, subtraction, multiplication, and division with speed and accuracy.
- Identify problems/issues, collect relevant data, analyze options according to established criteria, and recommend appropriate course of action within prescribed alternatives.
- Operate a variety of office machines and equipment including computer terminal, peripheral equipment, fax machine, copier and calculator.
- Take and transcribe notes, minutes and/or dictation at a speed and manner sufficient for successful job performance.
- Establish and maintain a variety of recordkeeping/filing systems and/or databases including highly sensitive and confidential documentation and generate requested reports.
- Communicate effectively, tactfully and positively in both oral and written forms.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

TRAINING AND EXPERIENCE

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

Training:

- The successful completion of the twelfth grade supplemented with coursework in business, office management, word processing or related fields.

Experience:

- At least three (3) years of progressively responsible work experience performing clerical/secretarial duties in support of administrative and operational processes; preferably with a public sector organization.

TYPICAL PHYSICAL REQUIREMENTS

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required, verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall are necessary for the accurate and timely transfer of information.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an office environment. Continuous contact with other staff, citizens, other agencies, and businesses as well as the general public.

ADMINISTRATIVE SERVICES CLERK I/II

Job Description

DEFINITION

To perform a wide variety of clerical and customer service functions in support of the City's administrative and operational departments; to perform clerical accounting functions in the billing and collection of utility payments; to issue and process various permits, licenses and fees; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

Administrative Services Clerk I

This job class is an entry level in the Administrative Services Clerk series. This classification is distinguished from the Administrative Services Clerk II by the performance of more routine tasks and duties assigned to incumbents within this job class. Incumbents in the Administrative Services Clerk I classification perform highly defined procedural tasks. Employees in this job class will also perform higher level tasks in a training capacity. Assigned duties fall within established parameters and there is less variation in the type of duties assigned or the amount of discretion assumed in the performance of assigned duties. This job class requires clerical and word processing skills, organizational skills, the ability to produce quality work within established timelines and a positive customer service orientation.

Administrative Services Clerk II

This job class is the journey level in the Administrative Services Clerk series. This classification is distinguished from the Administrative Services Clerk I by the wider variety of assigned tasks. Employees in this job class may also perform higher level tasks in a training capacity. Incumbents in this classification perform the full range of assigned duties in an independent manner. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the operating procedures and policies within the City. This job class may assume responsibility for performing multiple tasks in the initiating, tracking, follow through and completion of assigned operational processes. Employees in this job class may also be cross trained in other clerical and accounting functions in order to provide competent back-up and additional administrative and operational support as necessary. This job class requires clerical and word processing skills, organizational skills, mathematical skills, the ability to produce quality work within established timelines and a positive customer service orientation.

SUPERVISION RECEIVED

Administrative Services Clerk I

Employees in this classification receive direct supervision from the appropriate management position within a well-defined framework of established policies and standard operating procedures.

Administrative Services Clerk II

Employees in this classification receive general supervision from the appropriate management position within a framework of established policies and standard operating procedures.

EXAMPLES OF DUTIES

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

- Provides various clerical support for City departments; provides necessary typing, billing, calculating, record keeping, photocopying and distribution for the City.
- Acts as receptionist; answers the phone and initiates outgoing calls, greets visitors, responds to routine questions and requests for information, takes messages and refers more complex questions to the appropriate City resource.
- Provides customer service at the counter in the collection of utility payments as well as permit and licensing fees; issues various licenses and permits; and provides general and specific information to public regarding City services, programs and operations.
- Acts as cashier; receives cash, makes change, prepares receipts; counts out daily cash drawer and reconciles.
- Attends Council, committee, and/or management meetings; prepares and distributes agendas and related documentation, takes notes, transcribes minutes and tracks and monitors designated follow-up activities.
- Processes utility payments; logs and enters payments into computerized database; notifies utility customers of policies and timelines regarding late payments; tracks non- payments and completes required reports and documentation.
- Prepares billing for City's utility services; distributes in a timely manner and adjusts billing per direction and/or standard operating procedures as necessary.
- Follows-up on delinquent accounts to collect money owed from utility customers to ensure due process requirements and notification timelines are met; documents all action taken.
- Gathers, prepares, and inputs data into computerized spreadsheets and/or databases; verifying data prior to inputting and proofreading output reports.
- Maintains and updates customer database and records for all utility services; receives orders for new services and requests for shut-offs; notifies Public Works or Electrical Services of work orders pertaining to customer requests.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Administrative Services Clerk I

Knowledge of:

- Standard and accepted office practices, procedures and techniques.

- Standard and accepted English usage in spelling, grammar and punctuation.
- Standard and accepted receptionist techniques and telephone etiquette.
- Standard and accepted cash accounting and balancing practices.
- Designated computer software and its applications.

Ability to:

- Learn and understand the administrative/operational procedures and practices of City's operations and services.
- Learn and understand the City's organization, policies and administrative/operational processes.
- Understand and carry out a variety of both oral and written instructions.
- Type/word process accurately and at a speed sufficient for successful job performance.
- Utilize designated word processing, spreadsheet and database software programs accurately and effectively.
- Perform mathematical calculations including addition, subtraction, multiplication and division accurately.
- Operate a variety of office machines and equipment including computer terminal, peripheral equipment, fax machine, copier and calculator.
- Communicate effectively and positively in both oral and written forms.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Administrative Services Clerk II

In addition to the above knowledge and abilities, this classification also requires:

Knowledge of:

- Standard and accepted principles, practices and terminology used in basic accounting and bookkeeping.
- Administrative/operational procedures and practices of City's operations and services.
- City's organization, policies and administrative/operational processes.

Ability to:

- Understand and carry out a variety of oral and written instructions in an independent manner.
- Organize and prioritize a variety of tasks in an effective and timely manner.

TRAINING AND EXPERIENCE

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

Administrative Services Clerk I

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

Experience

- At least one (1) year of work experience performing clerical, receptionist or public contact duties.

Administrative Services Clerk II

Experience

- At least one (1) year of work experience performing duties similar to the Administrative Services Clerk I with the City of Gridley.

TYPICAL PHYSICAL REQUIREMENTS

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required; verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall is necessary for the accurate and timely transfer of information.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an office environment. Continuous contact with other staff, citizens, other agencies and businesses as well as the general public.

APPRENTICE LINE WORKER
Job Description

DEFINITION
To assist in the installation, construction, maintenance and repair of City's overhead and underground electrical transmission/distribution lines, substations and related electrical equipment in a training capacity; to perform a variety of manual labor in the performance of assigned duties and in support of designated work crew's activities; to read, repair and maintain meters; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS
This job class is the entry/training level in the Electrical Line Worker series. This classification is distinguished from the journey level Electrical Line Worker job class by the performance of the more routine tasks and duties assigned to positions within this job class. Incumbents in this job class are not expected or allowed to perform with the same independence of action as journey level Line Workers.

This job class also provides on-the-job training for individuals completing a certified three-year apprenticeship program. Incumbents in this job class must commit to working in this classification in addition to off-the-job home study (uncompensated time) in order to complete the apprenticeship program. Continued employment in this job class is contingent upon both continuing satisfactory job performance and academic progress. Failure to maintain satisfactory progress during the apprenticeship program may be grounds for termination of employment with the City.

Incumbents in this job class and participants of the apprenticeship program shall be subject to the Apprentice On-The-Job Work Rules as specified in the California-Nevada Joint Apprentice Training Trust Fund.

SUPERVISION RECEIVED
Employees in this classification receive direct supervision from the Electrical Supervisor within a well-defined framework or established policies and standard operating procedures.

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

- Assists in the performance of a wide range of skilled and technical tasks in the construction, installation, maintenance and repair of overhead and underground electrical transmission/distribution lines, substations, electrical services equipment and related facilities in a training capacity.

- Climbs poles; splices and repairs energized lines.
- Constructs new overhead and underground transmission and distribution lines.
- Sets poles, installs cross arms and breakers; strings, pulls, dead ends and energizes primary and secondary wires.
- Mounts, buses and energizes transformers and capacitors.
- Installs switches, cutouts, lighting arresters, insulators, street lamps and other equipment on overhead lines.
- Installs and mounts switches, transformers, cable, risers, potheads, substructures, conduits and underground circuits.
- Runs service lines from poles to consumer's premises.
- Connects, disconnects and replaces service loops.
- Builds bypass lines; phases out and cuts in new circuits; cuts and taps primary lines.
- Mounts street light standards, heads and electrical control devices.
- Trims trees to clear wires; operates aerial bucket truck and high ranger.
- Reads residential and commercial electric and water meters; enters readings into record book as assigned and as necessary.
- Cleans meter boxes and replaces broken meter boxes and lids; assists in performing routine testing and maintenance on meters.
- Operates a variety of motorized, power, and hand-powered machines and equipment to include line truck, backhoe, front loader, aerial tower truck, jackhammer, tamper, compressor, trencher and forklift.
- Responds to service calls as well as emergency calls on weekends, holidays and evenings to assist work crew with duties on an as-needed basis.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Basic principles of electricity.
- Basic methods, procedures, materials and tools utilized in electrical installations and maintenance.
- Basic work safety practices and methods.
- Standard and accepted methods and procedures of recordkeeping

Ability to:

- Read and write English at a level sufficient for successful job performance and related academic program.
- Understand and carry out a variety of oral and written instructions.
- Learn a variety of technical, complex and specialized electrical maintenance, repair and construction tasks.
- Learn the City and department operations, policies and procedures as they relate to assigned duties
- Learn to apply and practice a variety of safety practices, procedures and operating methods.
- Learn to operate a variety of hand powered electrical maintenance and construction equipment in a safe and effective manner.

- Learn to operate a variety of motorized power equipment utilized in the maintenance, construction and repair of electrical distribution lines, equipment, substations and related facilities in a safe and effective manner.
- Perform mathematical calculations including addition, subtraction, multiplication and division.
- Maintain routine records and logs.
- Communicate orally and in writing in an effective and tactful manner.
- Provide courteous and positive customer service.
- Perform assigned duties on high poles, in confined spaces, and among high voltage/energized power lines in a safe and effective manner.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSES AND CERTIFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.

TRAINING AND EXPERIENCE

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

Training:

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

Experience:

- Prior experience working in electrical utility services, maintenance or construction is highly desirable.

TYPICAL PHYSICAL REQUIREMENTS

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles and other motorized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach and crouch; talk and hear clearly and concisely to communicate with customers, supervisors and fellow employees on a continuous basis. Employee is regularly required to frequently lift and/or carry and/or move objects weighing up to 25 pounds and occasionally lift and/or move up to 100 pounds. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. In the performance of essential and required duties, and employee is required to climb electric poles and perform duties up to 90 feet above the ground; an employee is required to work around and on live (hot) wires.

TYPICAL WORKING CONDITIONS

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in traffic, at heights and underground. Continuous contact with staff and service users; occasional contact with other agencies and businesses as well as the general public.

BUSINESS SERVICES SUPERVISOR

Job Description

DEFINITION

Under general direction of the Finance Director, plans, directs, supervises and participates in providing billing and collections operational oversight with an emphasis on customer service which includes resolving customer billing problems and complaints; establishing, disconnecting and reconnecting service; performing high/low bill investigation; resolving customer inquiries; and oversight of business license functions, and accepting payments for other City financial responsibilities. Additionally, business services include various clerical and technical accounting and fiscal record management functions utilizing manual and computerized systems and procedures to process accounts payable invoices and payment and prepare necessary reports; to participate in the maintenance of the general ledger and subsidiary ledgers; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

Employees in this classification are fully competent and knowledgeable in all areas of utility billing, accounts payable, accounts receivable, and general ledger bookkeeping. Employees in this classification must possess and in-depth knowledge of these technical accounting functions in order to act as a resource and lead to others in the performance of responsible technical/clerical accounting assignments. This job class also requires excellent organizational skills, communication skills and a high level of attention to detail.

SUPERVISION

Employees in this classification receive general supervision from the Finance Director within a framework of established policies and standard operating procedures.

Employees in this classification provide technical and/or functional supervision over Administrative Services Clerk I and II.

ESSENTIAL FUNCTIONS:

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

- Plan, organize and direct electric, water, and wastewater utility billing, revenue protection, meter reading, field services, customer service, and business licensing activities.
- Plans, directs and supervises the work of Administrative Services Clerks I and II.

- Plans, monitors, evaluates work, reviews workload, status of projects and availability of supervised personnel for assignments.
- Schedules, assigns and oversees work processes to meet regular and delinquent billing schedules; analyzes and plans for potential problems.
- Resolves the most complex problems involving customer complaints, billing, statements, fees, payments and other service related problems.
- Receives revenues from licenses, permits, recreation fees and other City revenue accounts.
- Acts as a liaison to field personnel to initiate or resolve issues relating to high or low bill investigations, meter reliability, disconnections and reconnections of water service.
- Reviews and approves cash receipt and utility billing adjustments to customer accounts prepared by employees that are supervised.
- Actively supervises incoming calls and takes the lead role in providing outstanding customer service through innovation, staffing, active participation and continuous improvement efforts.
- Trains others in and supervises cash handling to ensure compliance with City standards and procedures.
- Oversees, monitors and participates in the City's processing of accounts payable; preparing purchase orders; verifying invoices against receiving documents for accuracy; coding accounts payable for departmental responsibility.
- Oversees, monitors and participates in auditing incoming invoices and supporting documentation to verify accuracy and adherence to legal mandates and operational guidelines; prepares and issues checks; processes manual check requests.
- Records and maintains appropriate controls over purchase orders and accounts payable system, auditing and financial analysis, grant accounting and special reports.
- Calculates business license fees and fines and administers and assigns the business license process while ensuring that all entities conducting business within the City have a required business license.
- Trains clerical staff, temporary workers and/or volunteers in the City's Finance Department on the operations, procedures and practices within the department as assigned.
- Recommends controls to ensure the reliability of the system and integrity of the data and ensures implemented processes continue to support the financial system reporting and functional capabilities.
- Develops and maintains positive public relations with emphasis on customer service.
- Participates in the selection, supervision, continuous improvement, evaluation and approved progressive discipline of personnel; assists in the design and implementation of motivational programs; facilitates staff training and professional development; coaches, recommends and implements goals and objectives.
- Participates as a member of the Finance Department management team to assist in developing and enforcing department policies
- Performs related duties as required.

EMPLOYMENT STANDARDS

In addition to the above knowledge and abilities, this classification also requires:

Knowledge of:

- Principles of organization, management, and effective supervision.
- Customer service, customer billing and collection techniques.

- Modern methods of records management.
- Utility rate structures and schedules.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- City's organization, policies, operations and services.
- Standard and accepted accounts payable, accounts receivable, collections and general financial systems and practices.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Develop logical, concise and clear reports and correspondence; use standard business English, spelling and punctuation.
- Learn and understand pertinent laws, codes, regulations and guidelines governing fiscal recordkeeping and reporting for municipalities.
- Interact with the public effectively and courteously, with excellent face-to face and telephone communications
- Explain policies and utility rates to customers.
- Learn and understand the City's organization, policies, operations and services.
- Operate designated software programs including word processing, spreadsheets and databases effectively.
- Audit, verify and transfer large quantities of numbers and related data accurately and at a speed sufficient for successful job performance.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Organize and prioritize a variety of tasks for self and others in an effective and timely manner.
- Identify problems/issues, collect relevant data, analyze options according to established criteria, and recommend appropriate course of action within prescribed alternatives.

LICENSES AND CERTIFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standards policy.

EDUCATION AND EXPERIENCE

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

- Education: High school diploma or equivalent supplemented with coursework in accounting, fiscal records management or a closely related field. Associate degree in applicable field of Business preferred.
- Experience: At least three (3) years of full-time increasingly responsible relevant banking, accounting or office experience which included work experience in customer service, general administration or municipal utility billing, of which at least one (1) year must have been served in a supervisory capacity.

TYPICAL PHYSICAL REQUIREMENTS

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required; verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall are necessary for the accurate and timely transfer of information.

TYPICAL WORKING CONDITION

Assigned work is normally performed in an office environment. Continuous contact with other staff, citizens, other agencies and businesses as well as the general public.

ELECTRIC LINEWORKER

Job Description

DEFINITION

To install, construct, maintain and repair City's overhead and underground electric distribution lines, and substations; to perform skilled and technical work in support of the City's electrical utility services; to perform a variety of manual labor in the accomplishment of assigned duties; to perform other responsible and specialized tasks related to customer services and/or in support of the City organization; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISITICS

This job class functions at the journey level of job performance and are expected to perform the full range of assigned duties in an independent manner. Incumbents perform a variety of skilled and technical activities in the maintenance, construction, and repair of electrical distribution facilities and equipment. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of industry standards as well as the operating procedures and policies within the Electric Department.

SUPERVISION RECEIVED

Employees in this classification receive general supervision from the Electric Supervisor within a framework of established policies and standard operating procedures.

EXAMPLES OF DUTIES

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

- Performs a wide range of skilled and technical tasks in the construction, installation, maintenance and repair of overhead and underground electrical distribution lines, substations, electrical services equipment and related facilities.
- Climbs poles, works from aerial tower truck and underground to install and replace primary and secondary lines and related equipment.
- Sets and guys poles, installs cross arms and brackets, strings lines.
- Installs line equipment such as transformers, switches, cut-outs, disconnects, lighting arrestors, insulators, circuit breakers, street light fixtures, and other line apparatus.

- Installs, hooks-up and maintains pole mounted transformer banks or stations serving industrial, commercial and residential customers.
- Reconstructs existing primary lines, hardware and transformers.
- Phases out and cuts in new circuits.
- Switches load from one primary to another by closing and opening switches and disconnects.
- Tests pole lines and other facilities.
- Removes, tests, calibrates and replaces electrical meters.
- Trims trees to line clearance standards.
- Performs a variety of maintenance, testing and repair work on live wires and power lines utilizing hot stick in a safe and effective manner.
- Provides training and direction to other unit staff on an as needed basis; acts as a resource in areas of expertise or the more routine operations and procedures.
- Operates a variety of motorized, power, and hand-powered machines and equipment to include line truck, backhoe, front loader, aerial tower truck, jackhammer, tamper, compressor, trencher and forklift.
- Responds to emergency calls on weekends, holidays and evenings as well as being available for standby duty as assigned and as necessary.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted methods, tools, and equipment used in the construction, maintenance and repair of electrical transmission/distribution lines, related equipment and facilities.
- Standard and accepted principles and techniques in the construction and repair of high-voltage overhead and underground electrical lines, equipment and facilities.
- Standard and accepted operation and maintenance of a variety of power equipment and vehicles.
- National electric codes and safety orders.
- Standard and accepted safety practices and standards applicable to high voltage and electrical linework.

Ability to:

- Understand and carry out a variety of oral and written instructions in an independent manner.
- Learn the City's operations, policies and procedures as they relate to assigned duties.
- Operate a variety of hand powered electrical maintenance and construction equipment in a safe and effective manner.
- Operate a variety of motorized power equipment utilized in the maintenance, construction and repair of electrical distribution lines, equipment, substations and related facilities in a safe and effective manner.

- Perform mathematical calculations including addition, subtraction, multiplication and division.
- Maintain routine records and logs and prepare routine reports.
- Communicate orally and in writing in an effective and tactful manner.
- Provide courteous and positive customer service.
- Perform assigned duties on high poles, in confined spaces, and among high voltage/energized power lines in a safe and effective manner.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSES AND CERTIFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.

TRAINING AND EXPERIENCE

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

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.
- The successful completion of an approved apprenticeship program as an electrical line worker.

Experience

- Prior experience working in electrical utility services.

TYPICAL PHYSICAL REQUIREMENTS

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other motorized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with customers, supervisors, and fellow employees on a continuous basis. Employee is regularly required to frequently lift and/or carry and/or move objects weighing up to 25 pounds and occasionally life and/or move up to 100 pounds. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. In the performance of essential and required duties, an employee is required to climb electric poles and perform duties up to 90 feet above the ground; an employee is required to work around and on live (hot) wires.

TYPICAL WORKING CONDITIONS

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in traffic, at heights, and underground. Continuous contact with staff and service users; occasional contact with other agencies and businesses as well as the general public.

ELECTRICAL SUPERVISOR

Job Description

DEFINITION

To plan, schedule, supervise and participate in the construction, maintenance, repair and operation of designated municipal electrical distribution systems; to plan, schedule, supervise and participate in the repair and maintenance of electrical utility equipment, lines and facilities; to provide technical assistance and resources to assigned staff; and to function as a positive and cooperative team member.

DISTIINGUISHING CHARACTERISTICS

This job class is the first line, working supervisor in the electrical services job series. Employees in this classification perform a variety of specialized and technical functions and are expected to possess in-depth knowledge of electrical utility operations, standards and procedures for a municipal agency. Incumbents in this job class are responsible for the completion and coordination of assigned and on-going electrical services projects as well as special project activities. In addition to performing the full range of duties assigned to the Electrical Services Line Worker, this job class is also responsible for supervising and training subordinate staff in all day to day activities as well as special projects/assignments and emergency responses. This job class requires a high degree of technical knowledge and expertise as well as organizational, communications and customer service skills.

SUPERVISION RECEIVED AND EXERCISED

Employees in this classification receive general direction from the City Administrator within a framework of established policies and standard operating procedures.

Employees in this classification exercise direct supervision over skilled and semi-skilled technical staff, apprentice and clerical positions.

EXAMPLES OF DUTIES

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

- Plans, schedules, supervises and participates in a wide range of skilled and technical tasks in the construction, installation, maintenance and repair of overhead and underground electrical distribution lines, substations, electrical services equipment and related facilities.
- Coordinates, supervises and monitors the customer service and meter reading/recording functions for the City's electrical utility services to include the maintenance, repair and installation of meters for both residential and commercial services.
- Provides and/or coordinates all training activities for assigned staff to include safety, technical and operations training and education; coordinates, monitors, tests and participates in teaching/mentoring a certified apprenticeship program.
- Inspects electrical transmission/distribution lines, facilities, equipment and work in progress to ensure that proper maintenance and repair are occurring; reviews schedules, timelines, work and equipment usage records to ensure the proper allocation of resources; re-allocates and/or recommends re-allocation of resources as necessary.
- Receives and responds to a variety of customer requests, concerns and complaints regarding electrical utility functions and activities; gathers pertinent data, researches inquiry and initiates appropriate response/action and/or refers customer to an alternative resource.
- Oversees, coordinates and monitors the work of contractors and outside engineers performing new construction or repairs for the City's electrical services projects; inspects work in progress and provides management with updates and status reports.
- Establishes and/or maintains a variety of logs, work orders and records and prepares reports on operations periodically and upon request; reviews and verifies logs and reports completed by subordinate staff to ensure compliance with pertinent regulatory requirements.
- Operates a variety of motorized, power and hand-powered machines and equipment to include line truck, backhoe, front loader, aerial tower truck, jackhammer, tamper, compressor, trencher and forklift.
- Responds to emergency calls on weekends, holidays and evenings as well as being available for standby duty as assigned and as necessary.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted methods, tools and equipment used in the construction, maintenance and repair of electrical transmission/distribution lines, related equipment and facilities.
- Standard and accepted principles and techniques in the construction and repair of high-voltage overhead and underground electrical lines, equipment and facilities.
- Standard and accepted operation and maintenance of a variety of power equipment and vehicles.
- National electrical codes and safety orders.
- Standard and accepted safety practices and standards applicable to high voltage and electrical line work.
- City's operations, policies and procedures as related to assigned duties.
- Standard and accepted principles of supervision and employee training.
- Basic budgeting and control processes and methods.

Ability to:

- Understand, interpret and carry out a wide variety of oral and written instructions in an independent manner.
- Operate a variety of hand powered electrical maintenance and construction equipment in a safe and effective manner.
- Operate a variety of motorized power equipment utilized in the maintenance, construction and repair of electrical distribution lines, equipment, substations and related facilities in a safe and effective manner.
- Perform mathematical calculations including addition, subtraction, multiplication and division.
- Supervise, train and motivate assigned clerical and technical staff in an effective and positive manner.
- Prioritize and schedule workload effectively for self and others.
- Identify problem, research and gather pertinent information, determine alternatives, and initiate/recommend the proper course of action.
- Establish and maintain a variety of administrative records and logs and prepare clear and concise reports.
- Communicate orally and in writing in an effective and tactful manner.
- Provide courteous and positive customer service.
- Perform assigned duties on high poles, in confined spaces and among high voltage/energized power lines in a safe and effective manner.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSES AND CERTIFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.

TRAINING AND EXPERIENCE

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

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.
- The successful completion of an approved apprenticeship program as an electrical line worker.

Experience

- Four (4) years of increasingly responsible experience performing electrical line worker construction, maintenance and repair work including at least two (2) years in a lead capacity.

TYPICAL PHYSICAL REQUIREMENTS

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles and other motorized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk,

reach and crouch; talk and hear clearly and concisely to communicate with customers, supervisors and fellow employees on a continuous basis. Employee is regularly required to frequently lift and/or carry and/or move objects weighing up to 25 pounds and occasionally lift and/or move up to 100 pounds. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. In the performance of essential and required duties, an employee is required to climb electric poles and perform duties up to 90 feet above the ground; and employee is required to work around and on live (hot) wires.

TYPICAL WORKING CONDITIONS

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in traffic, at heights, and underground. Continuous contact with staff and service users; occasional contact with other agencies and businesses as well as the general public is also required.

ELECTRICAL GROUND SUPPORT WORKER

Job Description

DEFINITION:

To assist with the installation, construct maintenance, and repair the City's underground electric distribution lines, and substations; to perform work in support of the City's electrical utility services; to perform a variety of manual labor in the accomplishment of assigned duties; to perform other responsible and specialized tasks related to customer services and/or in support of the City organization; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS:

This job class functions at an apprentice level of job performance and Incumbents are expected to perform the full range of assigned duties with general supervision and will work on a line crew on the ground as a helper and assist Line Workers by securing and preparing in readiness tools and materials for various line construction, maintenance and underground jobs; and to perform other specifically related work as required. Incumbents of the class Electrical Ground Support Worker serve as helpers or assistants to higher level workers in the Electrical Utility Division. This is an entry level class which does not require specific previous work experience.

SUPERVISION RECEIVED:

Employees in this classification receive general supervision from the Electrical Foremen, Electrical Supervisor, or Superintendent within a framework of established policies and standard operating procedures.

ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES:

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices:

Drives pick-up and larger trucks to haul materials and personnel; lays out and keeps in readiness Line Worker's tools and equipment, such as protective equipment, hand tools, rope hoists and mechanical jumpers; makes up on the ground cross arms, dead ends, pole and arm guys, grounds, and other materials and hoists up to Line Workers as needed; helps raise and lower transformers and pull in new wire; removes old wire, trims trees and splices wires; assists in underground line installations; as assigned, assists in keeping time, drawing sketches, and making location records and tools and material inventories; helps on pole crews; operates a variety of equipment and vehicles used in overhead and underground electrical services. Will perform all duties associated with the electrical departments Underground Service Alert (USA) program such as but not limited to locating and marking electrical facilities, Marking projects for USA and notifying the USA agency of pending electrical projects for marking Assists the finance Department as needed with customer service as needed but not limited to meter reading, sets and out of accounts, 24hrnnn-payment notices, Meter rereads, and handle customer complaints. Incumbents will perform related work as required and other duties as assigned.

EDUCATION/EXPERIENCE:

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is one year of experience in mechanical or crafts work.

KNOWLEDGE OF:

Tools and materials used by skilled Line Workers in the electrical related fields; first aid and methods of applying resuscitation; and simple recordkeeping.

ABILITY TO:

Use mechanical tools and equipment with skill; read and write at the level required for successful job performance; maintain simple records; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; and establish and maintain effective relationships with those contacted in the course of work.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

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

PHYSICAL:

Strength: Heavy- Exert force of 50-100 pounds occasionally, or 25-50 pounds frequently, or 10-20 pounds constantly, to lift, carry, push, pull, or move objects. Constantly handle, grip, and grasp; occasional fingering. Frequently stand or walk, reach below shoulder level, bend, stoop, crouch, push/pull, climb, extend neck up, down or side to side; and twist at the waist. Occasionally climb stairs, ladders, and scaffolding; crawl and kneel; reach above or at shoulder level; sit occasionally.

Vision: Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.

Hearing: Hearing ability to effectively hear and comprehend oral instructions and communication; and hear in noisy environment.

MENTAL/PSYCHOLOGICAL: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; read/comprehend simple material; utilize simple math skills; utilize simple writing skills; understand, remember and carry out detailed but not complex job instructions; respond quickly to changing situations under emergency pressures; deal with the general public; communicate effectively orally; ability to work under pressure; work within deadlines.

ENVIRONMENTAL CONDITIONS:
Constantly work outdoors, occasionally indoors. Work around machinery. Frequent exposure to dust, fumes, smoke, gases, odors and electrical energy. Frequently work at unprotected heights. Occasional exposure to excessive noises, slippery or uneven walking surfaces, chemicals, solvents, grease or oil. Frequently drives equipment/vehicles. Rarely uses a computer. Exposed to heavy equipment and traffic noise. Constantly works with others; rarely works alone. Rarely exposed to extreme temperatures, flames or smoke. Incumbents must perform strenuous physical and potentially hazardous work under all weather conditions.

LICENSE REQUIRED:
Possession of a valid and appropriate California Driver's class "B" License.

ELECTRICAL CREW FOREPERSON
Job Description

DEFINITION
To organize, assign and review the work of assigned staff engaged the maintenance, repair and installation of overhead and underground transmission and distribution lines and electrical repair work; to perform technical electric duties requiring specialized knowledge; and to provide highly responsible technical support to assigned supervisor, acts in the absence of the Electric Supervisor, as assigned.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level in the technical Lineworker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing planning and reviewing duties and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Exercises technical and functional supervision over assigned technical, maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Plan, prioritize, and review the work of staff assigned to maintenance, repair and installation of overhead and underground transmission, distribution, and substation electrical repair work.
- Develop schedules and set the work methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Assists in the coordination of staff training; works with employees to correct deficiencies.
- Oversee, organize, coordinate, and participate in the activities of the line crew.
- Oversee, personally operate, and safely use line and bucket trucks, forklifts, cable pullers and manual, electric, hydraulic, and gas-powered tools and other specialized equipment used to perform construction and maintenance duties including underground installations of cables, equipment, and sub-structures.
- Perform inspections of equipment and systems including both underground and overhead.
- Assist in preparing and assigning work orders; confer with the Electric Operations and Maintenance Superintendent in reviewing and discussing the day-to-day operations of the department; assist the Superintendent in planning major installations and maintenance projects.
- Requisition materials and supplies for the line crew and ensure proper maintenance of electrical equipment and tools.
- Maintain records of locations, quantity and condition of transformers, capacitors, and related facilities; read, write, and perform critical switching orders.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Relevant local, State, and Federal laws, rules, regulations, and industry standards related to area of assignment.
- Methods, tools, equipment, and materials used in the planning, construction and maintenance of high and low voltage lines including the precautions necessary for working on high and low voltage electric lines.
- Principles and practices of electrical theory and their broad application, and the methods, equipment and materials used in repairing of substation equipment.
- Maintain familiarity with the City's electrical substation equipment, functionality, and unique general safety requirements. Readily assist fully trained substation personnel when assigned as necessary.
- Basic principles and procedures involved in planning major electrical installations.

- City of Gridley Rubber Gloving Manual, APPA Safety Manual, Industry Construction Standards and other documents affecting work methods and procedures.
- Modern office equipment and software including email, word processing, basic data entry, and other related software systems, metering and electronic-based relays, controls, and equipment.

Ability to:

- Organize, assign, review and perform the most complex duties related to maintenance of overhead and underground transmission and distribution lines and electrical repair work.
- On a continuous basis, know and understand maintenance activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Troubleshoot difficult electrical utility problems, during normal workhours and after-hours, determining necessary repair work; call out additional electric staff as required; make reports about condition of lines and equipment during emergency conditions and always implement safe and sound solutions.
- Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders or climb up on to heavy equipment to begin operations; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.
- Provide technical and functional supervision over assigned staff; effectively train staff.
- Safely climb poles, dig holes, lift, and move heavy equipment and perform visual or intrusive inspections of a variety of underground and overhead electrical systems.
- Maintain and safely operate a variety of tools, vehicles and equipment used in the course of the work including line trucks, bucket trucks, digger derricks, forklifts, cable pullers and manual, electric, hydraulic, and gas-powered tools.
- Review, read, write, and perform switching orders properly and safely; read and correctly interpret job prints, specification, industry standards, operating procedures, and circuit maps.
- Assist in determining the electrical needs of the City in planning major electrical installations.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers, smart-phones, tablets, and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.

LICENSE AND CERTIFICATE

- Possession of a valid California Class A Driver License is required at the time of appointment. Failure to maintain such required license(s) may be cause for disciplinary action.
- Incumbents in this class are required to have completed a formal apprenticeship program as a Line worker and be fully qualified to work on or near energized electrical transmission circuits, distribution circuits, substations, and all related facilities or equipment.
- Possession of or ability to obtain a forklift certification.
- Possession of cardiopulmonary resuscitation (CPR) and First Aid certified or the ability to become and maintain certification.

TRAINING AND EXPERIENCE

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

Training:

- Equivalent to the completion of the twelfth grade and a formalized apprenticeship program. Completion of leadership focused classes highly desired.

Experience:

- Two years of increasing responsibility as a journey Lineworker/Troubleshooter with the City of Gridley.

TYPICAL PHYSICAL REQUIREMENTS

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other motorized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach and crouch; talk and hear clearly and concisely to communicate with customers, supervisors, and fellow employees on a continuous basis. Employee is regularly required to frequently lift and/or carry and/or move objects weighing up to 25 pounds and occasionally lift and/or move up to 100 pounds. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. In the performance of essential and required duties, an employee is required to climb electric poles and perform duties up to 90 feet above the ground; and employee is required to work around and on live (hot) wires.

TYPICAL WORKING CONDITIONS

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in traffic, at heights, and underground. Continuous contact with staff and service users; occasional contact with other agencies and businesses as well as the public is also required.

MAINTENANCE WORKER I/II

Job Description

DEFINITION

To perform a wide variety of maintenance, repair and construction work on city streets, storm drains, water and sewer system operations, parks, buildings and other city facilities; to assist in the operational support of public wells, sewer treatment plant and related services; to provide efficient customer service and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I

This job class is the entry level in the Maintenance Worker series. This classification is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this job class. Incumbents in this job class are not expected to perform with the same independence of action as journey level employees. Incumbents in this job class may perform the more skilled tasks in a training capacity.

Maintenance Worker II

Incumbents in this classification function at the journey level of job performance and are expected to perform the full range of assigned duties in an independent manner. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the operating procedures and policies within the Public Works department. Although individual positions may be assigned to specialized work units, incumbents in this job class are expected to be cross-trained and fully functional in all areas of public work activities and assignments. Positions within this job class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED

Maintenance Worker I
Employees in this classification receive direct supervision from the Public Works Director or his/her designee within a well-defined framework of established policies and standard operating procedures.

Maintenance Worker II
Employees in this classification receive general supervision from the Public Works Director or his/her designee within a well-defined framework of established policies and standard operating procedures.

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

- Performs a wide range of maintenance, repair and construction activities on city streets, water/sewer systems, storm drains, curbs, sidewalks, parks and other facilities.
- Assists in the performance of operational and monitoring activities in support of the City's water/sewer treatment facilities.
- Repairs and maintains water and wastewater distribution and pumping equipment; repairs leaks; replaces broken lines with appropriate pipes; measures, cuts and threads pipe.
- Maintains and cleans sewer lines; enters manholes to access lines; operates power and hand rodders in the cleaning process.
- Repairs, maintains, constructs and breaks up a variety of paved surfaces; patches and paves utilizing pre-mixed asphalt; breaks up and removes old concrete utilizing a jackhammer and a variety of hand tools; builds forms, mixes and pours new concrete sidewalks, curbs, gutters, drop inlets and catch basins.
- Repairs, maintains, constructs and installs traffic signs; paints curb and traffic markings on streets and intersections utilizing hand brush, roller and/or spray guns; controls traffic in a safe and effective manner.
- Performs a variety of grounds keeping and landscaping activities in the maintenance of city parks, playgrounds and areas surrounding city buildings and other facilities; mows weeds, waters, trims, seeds and fertilizes lawns, turf and planting areas; prunes trees and shrubs utilizing a ladder and /or other climbing equipment.
- Installs and repairs sprinkler systems; removes and replaces sprinkler heads and automatic controllers.
- Performs a variety of unskilled/semi-skilled and heavy physical labor; removes, hauls and dumps trash.
- Operates a variety of motorized, power and hand-powered machines and equipment to include roller, dump truck, backhoe/front loader, jackhammer, tamper, compressor, arc welder, sewer rodder, mower, concrete saw, auger or sand blasting machine, pick-up truck, street sweeper, shovels, rakes, picks, hoes, wrenches, edgers, drills and saws.

- Performs preventative and routine maintenance on assigned vehicles and other motorized and power equipment, notifies appropriate personnel regarding needed repairs and/or other operational problems.
- Identifies a variety of safety/health hazards as well as public works facilities and systems in need of maintenance or repair; notifies appropriate party of potential problems to ensure a timely and effective response.
- Responds to emergency calls on weekends, holidays and evenings as well as being available for standby duty as assigned and as necessary.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Maintenance Worker I

Knowledge of:

- Standard and accepted methods, tools and equipment utilized in the maintenance, repair and construction of a variety of municipal public works operations and facilities.
- Standard and accepted operation and routine maintenance of motorized vehicles and power equipment utilized in the maintenance, repair and construction of a variety of municipal public works operations and facilities.
- Standard and accepted safety procedures applicable to a variety of maintenance and construction activities.

Ability to:

- Understand and carry out a variety of oral and written instructions.
- Learn the City's operations, policies and procedures as they relate to assigned duties.
- Learn the operations and maintenance of city's water and sewer treatment and distribution operations and related systems.
- Learn to operate a variety of light to heavy motorized and power equipment utilized in the maintenance, repair and construction of the City's public works operations and facilities in a safe and effective manner.
- Operate a variety of hand powered maintenance and constructions equipment in a safe and effective manner.
- Perform routine mathematical calculations including addition, subtraction, multiplication and division.
- Maintain routine records and logs.
- Communicate orally in an effective and tactful manner.
- Provide courteous and positive customer service.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Maintenance Worker II

In addition to the above knowledge and abilities, this classification also requires:

Knowledge of:

- Water/wastewater treatment plant and systems operations and maintenance.

Ability to:

- Understand and follow a variety of oral and written instructions in an independent manner.
- Operate and maintain the City's water/wastewater treatment plant operations and related systems.
- Operate a variety of motorized power equipment utilized in the maintenance, repair and construction of the City's public works operations and facilities in a safe and effective manner.

LICENSES AND CERTIFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standards policy.

TRAINING AND EXPERIENCE

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain this knowledge and ability would be:

Maintenance Worker I

Training

- The successful completion of the twelfth grade to include the ability to read and write at level required for successful job performance.

Experience

- Some prior experience in the construction, maintenance, grounds keeping or landscaping industry.

Maintenance Worker II

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

Experience

- Two (2) years of increasingly responsible work equivalent to the duties performed by the Maintenance Worker I with City of Gridley.

TYPICAL PHYSICAL REQUIREMENTS

Required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles and other motorized equipment; stand, climb, stoop, kneel, crawl, bend, walk, reach and crouch; talk and hear clearly and concisely to communicate with customers, supervisors and fellow employees on a continuous basis. Required to frequently lift and/or carry and/or move objects

weighing up to 25 pounds and occasionally lift and/or move up to 100 pounds. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TYPICAL WORKING CONDITIONS

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in traffic and underground. Continuous contact with staff, service users, other agencies and businesses as well as the general public.

PUBLIC WORKS MAINTENANCE SUPERVISOR

Job Description

DEFINITION

To oversee, coordinate and monitor the City's Public Works maintenance and field construction which includes a variety of maintenance, repair and construction work on City streets, storm drains, water and sewer system operations, parks and other City facilities; to perform the more complex maintenance, repair and construction tasks; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

This job class is the working supervisor in the Maintenance Worker series. Incumbents in this classification perform a variety of specialized maintenance functions and are expected to possess in-depth knowledge of Public Works operations, standards and procedures. Incumbents in this job class are responsible for the completion and coordination of assigned and on-going public works programs as well as special project activities. In addition to performing the full range of duties assigned to the Maintenance Worker series, this job class is also responsible for supervising and training subordinate staff in the day to day activities and as assigned. Job duties are performed according to standard and accepted trade practices but with latitude for independent judgment in the determination of work methods and materials to be used.

SUPERVISION RECEIVED AND EXERCISED

Employees in this classification receive general supervision from the Public Works Director within a framework of established policies and standard operating procedures. Employees in this classification exercise direct supervision over Maintenance Worker I, Maintenance Worker II and Senior Maintenance Worker positions.

EXAMPLES OF DUTIES

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

- Coordinates, oversees, monitors and participates in the performance of a wide range of maintenance, repair and construction activities on City streets, water/wastewater plants and systems, storm drains, curbs, sidewalks, parks and other facilities.
- Coordinates, oversees, monitors and participates in the installation of new water and sewer mains and repair of existing mains and service lines as well as the maintenance and cleaning of sewer lines.
- Oversees, coordinates, monitors and participates in the City's water/wastewater treatment plants and related systems operations to ensure that City complies with all pertinent regulations and guidelines.
- Receives and responds to a variety of customer requests, concerns and complaints regarding public works functions and activities; researches inquiry and initiates appropriate response/action and/or refers customer to appropriate resource.
- Supervises, monitors and participates in the repair, maintenance, construction and break up of a variety of paved surfaces; patches and paves new concrete sidewalks, curbs, gutters, drop inlets and catch basins utilizing pre-mixed asphalt.
- Supervises, monitors and participates in the repair, maintenance, construction and installation of traffic signs; painting curb and traffic markings on streets and intersections utilizing hand brush, roller and/or spray guns.
- Supervises, monitors and participates in the performance of a variety of grounds keeping and landscaping activities in the maintenance of City parks, playgrounds, landscape strips and the swimming pool; installing and repairing sprinkler systems.
- Oversees, coordinates and monitors the work of contractors and outside engineers performing new construction or repair for the City's public works projects; inspects work in progress and provides management with updates and status reports.
- Trains subordinate staff in the City's and Public Works' operations, procedures and system maintenance as well as the safe and efficient operation of a variety of motorized vehicles, equipment and machines.
- Establishes and/or maintains a variety of logs, work orders and records and prepares reports on operations periodically and upon request; reviews and verifies logs and reports completed by subordinate staff to ensure compliance with pertinent regulatory requirements.
- Supervises and evaluates assigned work teams to ensure the completion of daily work orders; monitors and inspects completed projects/assignments.
- Operates a variety of motorized, power and hand-powered machines and equipment to include roller, dump truck, backhoe/loader, jackhammer, tamper, compressor, sewer rodder, mower, concrete saw, auger or sand blasting machine, pick-up truck and street sweeper.
- Assists the Public Works Director in administrative and operational functions as assigned; provides backup to the Public Works Director in his/her absence and as necessary.
- Responds to emergency calls on weekends, holidays and evenings as well as being available for standby duty as assigned and necessary.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted methods, tools and equipment utilized in the maintenance, repair and construction of a variety of municipal public works operations and facilities.
- Standard and accepted operation and routine maintenance of motorized vehicles and power equipment utilized in the maintenance, repair and construction of a variety of municipal public works operations and facilities.
- City's operations, policies and procedures as they relate to assigned duties.
- Standard and accepted operations and maintenance of City's water/wastewater treatment plants and related systems.
- Standard and accepted safety procedures applicable to a variety of maintenance and construction activities.
- Basic principles and practices of supervision.

Ability to:

- Understand, carry out and interpret a variety of oral and written instructions in an independent and successful manner.
- Operate a variety of motorized power equipment utilized in the maintenance, repair and construction of the City's public works operations and facilities in a safe and effective manner.
- Operate a variety of hand powered maintenance and construction equipment in a safe and effective manner.
- Perform routine mathematical calculations including addition, subtraction, multiplication and division.
- Identify problem, gather pertinent information and develop alternative solutions, make appropriate recommendation for plan of action.
- Establish and maintain routine records and logs.
- Prepare a variety of administrative documentation, forms and reports.
- Communicate effectively and tactfully in both oral and written forms.
- Provide courteous and positive customer service.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSES AND CERTIFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.

TRAINING AND EXPERIENCE

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

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

Experience

- At least two (2) years of progressively responsible work experience equivalent to the duties performed by the Senior Maintenance Worker with the City of Gridley and including some supervisory experience.

TYPICAL PHYSICAL REQUIREMENTS

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles and other motorized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach and crouch; talk and hear clearly and concisely to communicate with customers, supervisors and fellow employees on a continuous basis. Employee is regularly required to frequently lift and/or carry and/or move objects weighing up to 25 pounds and occasionally lift and/or move up to 100 pounds. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. In the performance of essential and required duties, an employee is regularly exposed to hot or cold temperatures, working outdoors and in cramped spaces, underground work and in traffic.

TYPICAL WORKING CONDITIONS

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in traffic and underground. Continuous contact with staff, service users, other agencies and businesses as well as the general public.

SENIOR MAINTENANCE WORKER

Job Description

DEFINITION

To oversee, monitor and participate in a variety of maintenance, repair and construction work on City streets, storm drains, water and sewer system operations, parks, buildings and other City facilities; to maintain, monitor and oversee the City's well water and wastewater treatment operations and distribution systems; to perform the more complex maintenance, repair and construction tasks and to function as a positive and cooperative team member

DISTINGUISHING CHARACTERISTICS

This job class is the advanced journey level in the Maintenance Worker series. Incumbents in this classification perform a variety of specialized maintenance functions and are expected to possess in-depth knowledge of public works operations, standards, and procedures. Incumbents in this job class are responsible for the performance and completion of assigned and on-going public works programs as well as special project activities. In addition to performing the full range of duties assigned to the Maintenance Worker series, this job class may also be responsible for providing lead direction and training subordinate staff as assigned. Incumbents in this job class may have the day to day responsibility of a designated work area/public works function. Job duties are performed according to standard and accepted trade practices, but with considerable latitude for independent judgment in the determination of work methods and materials to be used.

SUPERVISION RECEIVED AND EXERCISED

Employees in this classification receive general supervision from the Public Works Director within a framework of established policies and standard operating procedures. Employees in this classification exercise technical and functional supervision over Maintenance Worker I and Maintenance Worker II positions.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Oversees, monitors and participates in the performance of a wide range of maintenance, repair, and construction activities on City streets, water/wastewater distribution operations and systems, storm drains, curbs, sidewalks, parks and other facilities.
- Controls the operations of well water distribution and wastewater treatment and pumping facilities and systems to ensure proper processing of water and wastewater and disposal of sludge and effluent in compliance with all applicable and mandated operating requirements; samples and tests water/wastewater, adjusting chemicals as necessary; verifying and recording results and findings; and preparing necessary and required reports and logs.
- Oversees, monitors, and participates in the installation of new water and sewer mains and repair of existing mains and service lines as well as the maintenance and cleaning of sewer lines.
- Receives and responds to a variety of customer requests, concerns and complaints regarding public works functions and activities; researches answer or refers inquiry to appropriate resource.
- Oversees, monitors and participates in the repair, maintenance, construction and break up of a variety of paved surfaces; patching and paving of new concrete and sidewalks, curbs, gutters, drop inlets and catch basins utilizing pre-mixed asphalt.
- Oversees, monitors and participates in the repair, maintenance, construction and installation of traffic signs; painting curb and traffic markings on streets and intersections utilizing hand brush, roller and /or spray guns; oversees traffic control according to pertinent safety procedures and practices.
- Oversees, monitors, and participates in the performance of a variety of groundskeeping and landscaping activities in the maintenance of City parks, playgrounds, and other landscaped areas; installing and repairing sprinkler systems.
- Establishes and maintains a variety of logs, work orders, and records and prepares reports on operations periodically and upon request.
- Inspects assigned facilities and work areas to identify needed maintenance and repair work, safety or health hazards, and/or unusual operating conditions; diagnoses problem and initiates appropriate response activities.
- Oversees and monitors assigned work teams to ensure the completion of daily work orders; monitors and inspects completed projects/assignments
- Initiates requests for the purchase of necessary equipment, supplies and materials; prepares the purchase requisition and researches costs and availability.
- Operates a variety of motorized, power, and hand-powered machines and equipment to include roller, dump truck, backhoe, front loader, camera truck, hydro flusher, jackhammer, tamper, compressor, sewer rodder, mower, concrete saw, auger or sand blasting machine, pick-up truck and street sweeper.
- Responds to emergency calls on week-ends, holidays and evenings as well as being available for standby duty as assigned and necessary.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted methods, tools and equipment utilized in the maintenance, repair and construction of a variety of municipal public works operations and facilities.
- Standard and accepted operation and routine maintenance of motorized vehicles and power equipment utilized in the maintenance, repair and construction of a variety of municipal public works operations and facilities.
- City's operations, policies and procedures as they relate to assigned duties.
- Standard and accepted operations and maintenance of City's water/wastewater distribution and treatment plant operations and related systems.
- Standard and accepted safety procedures applicable to a variety of maintenance and construction activities.

Ability to:

- Understand, carry out, and interpret a variety of oral and written instructions in an independent and successful manner.
- Operate a variety of motorized power equipment utilized in the maintenance, repair, and construction of the City's public works operations and facilities in a safe and effective manner.
- Operate a variety of hand powered maintenance and construction equipment in a safe and effective manner.
- Perform routine mathematical calculations including addition, subtraction, multiplication and division.
- Establish and maintain routine records and logs.
- Prepare a variety of administrative documentation, forms and reports.
- Communicate effectively and tactfully in both oral and written forms.
- Provide courteous and positive customer service.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSES AND CERTFICATES

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.
- Possession of a valid Water Treatment Plant Operator's Certificate II issued by the State of California Department of Public Health.
- Possession of a valid Wastewater Treatment Plant Operator's Certificate II issued by the State of California Water Resources Control Board

TRAINING AND EXPERIENCE

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

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

Experience

- At least two (2) years of progressively responsible work experience equivalent to the duties performed by the Maintenance Worker II with the City of Gridley.

TYPICAL PHYSICAL REQUIREMENTS

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other motorized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with customers, supervisors, and fellow employees on a continuous basis. Employee is regularly required to frequently lift and /or carry and / or move objects weighing up to 25 pounds and occasionally lift and/or move up to 100 pounds. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. In the performance of essential and required duties, an employee is regularly exposed to hot or cold temperatures, working outdoors and in cramped spaces, underground work and in traffic.

TYPICAL WORKING CONDITIONS

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in traffic and underground. Continuous contact with staff, service users, other agencies and businesses as well as the general public.

TRANSIT VEHICLE OPERATOR

Job Description

DEFINITION

To operate various types of buses through light to heavy city traffic in a safe and prudent manner. Ensures that the highest quality of dial-a-ride bus service is delivered to the transit system's customers. To assist in the operational support of the City's dial-a-ride transit service as well as support for the City's recreation department and Recreation Coordinator. To provide customer service and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

This job class functions at the journey level of job performance and incumbents are expected to perform in the full range of assigned duties in an independent manner. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the operating procedures and policies within the Transit Department.

SUPERVISION RECEIVED

Employees in this classification receive general supervision from the City Administrator or his/her designee within a well-defined framework or established policies and standard operating procedures.

EXAMPLES OF DUTIES

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

- Assists customers in a friendly, courteous, helpful manner. This includes assisting persons with disabilities onto and off of the wheelchair lift and with safety restraints, as requested by the customer.

- Acts as front-line point of contact to ensure delivery of quality customer service.
- Complies with all City safety rules and operates assigned vehicle to meet customer standards.
- Complies with all state and local laws pertaining to the operation of buses, traffic and safety.
- Safely and efficiently boards, de-boards and transports customers from one point to another, using a variety of bus types and potentially a 14-passenger paratransit van with an installed wheelchair lift.
- Effectively utilizes customer schedules, and information of choice (i.e., operator handbook) to meet timepoints and to efficiently carry passengers.
- Maintains and accurate daily log of passengers served, miles traveled and service hours; including preparation of a daily vehicle checklist.
- Safely and efficiently utilizes equipment on buses, including lifts, cellular phone, radio, emergency equipment, hatches, rear engine compartment door, etc.
- Maneuvers bus safely and on schedule through busy traffic.
- Performs pre-trip and post-trip inspections to ensure bus and equipment is in safe, proper working condition. Provides documentation of daily inspections through the use of the logbook.
- Communicates detour, accident, and incident information to radio dispatch, and responds to instructions given.
- Makes effective independent decisions and handles conflicts base on experience, training and policies.
- Works a variety of hours, days and shifts, including specified holidays and split shifts.
- Fuels vehicles and secures regular preventative maintenance (such as oil changes) as needed.
- Complies with the Operators Manual.
- Other related duties as assigned.
- Assists the Recreation Coordinator with clerical, office and communications duties as requested.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted methods, tools and equipment utilized in the operations of a paratransit dial-a-ride bus system.
- Standard and accepted operation of motorized vehicles and power equipment utilized in the operations of a paratransit dial-a-ride system.
- Excellent interpersonal and communication skills essential.

Ability to:

- Understand and carry out a variety of oral and written instructions.
- Learn the City's operations, policies and procedures as they relate to assigned duties.
- Learn the operations of the City's dial-a-ride transit system and the maintenance requirements of the City's dial-a-ride transit bus and van.

- Quickly gain a thorough knowledge of all routes and fare structures of all systems.
- Safely operate a bus in stressful situations is required.
- Interact with passengers and traffic in a calm, professional manner at all times while maintaining an on-time route schedule.
- Read, follow, and comprehend paddles, schedules, timetables, detours, bulletins and any other training and job-related information
- Comprehend and complete accident and incident reports.
- Operate all equipment in a safe, efficient and proper manner, including lift, radio, cellular phone, emergency equipment, hatches, rear engine compartment, etc.
- Operate any assigned vehicle and its equipment, including every type of bus and van owned by the City
- Work varied hours, days and shifts, including holidays, Saturdays, Sundays and split shifts.
- Maintain a valid Class B with Passenger endorsed Commercial Driver's License and an excellent driving record.
- Pass an employment physical examination (pre-employment or renewal) including a substance abuse screening.

LICENSES AND CERTIFICATES

- Carries valid Class C, passenger endorsed driver license and City issued CPR and First Aid cards at all times while on duty. (May require Class B driver license.)
- Possession of a safe driving record per the City's driving standards policy.

TRAINING AND EXPERIENCE

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

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance. (Possible requirement: The incumbent would have had to successfully complete transit training as required to receive the passenger endorsement for a DMV Class B license.)

Experience

- Prior experience in the dial-a-ride transit industry. Two years of increasingly responsible work equivalent to the duties performed by the Transit Operator with City of Gridley. Must be 21 years of age or older.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods. Kneel, stoop, crawl, bend, reach and crouch. Stand, climb and walk. Push or pull an occupied wheelchair. Lift or carry objects weighing up to 25 pounds frequently and occasionally lift, carry or move up to 100 pounds. Required use of hands, fingers, legs and feet to operate the paratransit vehicles. Talk and hear clearly and concisely to communicate with customers, supervisors and fellow employees on a continuous basis. Employees vision

requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TYPICAL WORKING CONDITIONS

Employee performs many of the assigned duties outdoors in a variety of climatic conditions, including exposure to hot and cold temperatures, working in cramped spaces, in traffic and in all types of weather conditions. Continuous contact with staff, service users (riders) other agencies and businesses as well as the general public.

UTILITY TECHNICIAN

Job Description

DEFINITION

To read and record readings of electric and water meters for all City utility customers; to provide a variety of customer services for utility users including service set-ups and shut-offs, delinquency notification; to perform electrical grounds worker duties in support of line crew; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are expected to perform the full range of assigned duties in an independent manner. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the operating procedures and policies related to both electric and water utility services. In addition to performing on-going and assigned customer service functions, this job class may assist the line crew as a grounds worker on an as needed basis. This job class requires excellent communication and organizational skills as well as the technical knowledge and skills to effectively provide the necessary customer services.

SUPERVISION RECEIVED

Employees in this classification receive general supervision from the Electrical Supervisor within a well-defined framework of established policies and standard operating procedures.

EXAMPLES OF DUTIES

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

- Collects automated meter reading data for both residential and commercial meters for City's water and electric customers.
- Performs Underground Service Alert locating services to identify and accurately mark sewer, water, storm drain and electric facilities, install and remove utility (water and electric) meters, obtain voltage reads, maintain clearances, reports meter malfunctions to appropriate source, ground maintenance at substations and corporation yard.
- Investigates fence permit applications and marks City Right of Way.
- Performs utility turn-ons and turn-offs per work orders; notifies customer of payment delinquency, posts notice, tracks time lines per regulation/guidelines, and terminates service as necessary.
- Acts as a resource and liaison to utility customers; receives complaints, inquiries and/or requests and initiates response and/or refers to appropriate resource.
- Follows up on any billing and/or usage discrepancies/questions; gathers relevant data, investigates and troubleshoots to resolve potential problems or discrepancies.
- Notes and reports any illegal or non-compliance issues/conditions related to utility services and accompanying equipment such as illegal utility connections/reconnections; code violations, and/or unsafe or hazardous conditions; follows up on issues/problems to ensure a successful conclusion.
- Enters new/revised utility account information into electronic data collector; verifies data on existing and new accounts to ensure proper correlation with the City's system.
- Performs a variety of unskilled, semi-skilled and manual labor in support of the electrical line crew and the City's electrical services; hoists and places utility poles in holes; raises and lowers equipment and tools, digs trenches.
- Operates motor vehicles, service truck, performs preventative maintenance and minor repair work on assigned vehicles on an ongoing and as needed basis.
- Operates a variety of equipment and machines such as jackhammer, basic hand tools, personal computer and electronic data collector.
- Assists in a variety of electrical services and/or customer support activities in emergency situations.
- Identifies a variety of safety/health hazards as well as public works facilities and systems in need of maintenance or repair; notifies appropriate party of potential problems to ensure a timely and effective response.
- Responds to emergency calls on weekends, holidays and evenings as necessary.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard and accepted meter reading and recording methods and procedures.
- Standard and accepted utility meter and related equipment's maintenance and repair methods and technology.
- Standard and accepted methods, tools, and equipment utilized in the maintenance, repair and construction of a variety of electrical and water services operations and facilities.

- Standard and accepted operation and maintenance of a variety of power equipment and vehicles.
- Standard and accepted safety procedures applicable to a variety of maintenance and construction activities.
- Pertinent regulations and guidelines related to delinquency notification procedures and utility termination processes.
- Personal computers and designated database software.

Ability to:

- Understand and carry out a variety of oral and written instructions in an independent manner.
- Learn the City's operations, policies, and procedures as they relate to assigned duties.
- Operate assigned and specialized trucks/motorized vehicles in a safe and effective manner.
- Perform mathematical calculations including addition, subtraction, multiplication, and division.
- Operate a variety of hand-powered maintenance and construction equipment in a safe and effective manner.
- Maintain routine records and logs and prepare routine reports.
- Communicate orally and in writing in an effective and tactful manner.
- Provide courteous and positive customer service.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

LICENSES AND CERTIFICATES

- Possession of a valid and appropriate California state driver's license. (Class B desirable)
- Possession of a safe driving record per the City's driving standard policy.

TRAINING AND EXPERIENCE

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

Training

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

Experience

- At least one (1) year of general labor work including the repair and maintenance of equipment and facilities. Prior experience working in electrical utility services, maintenance, or construction is highly desirable.

TYPICAL PHYSICAL REQUIREMENTS

Required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other motorized equipment; stand, climb, stop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with customers, supervisors, and fellow employees on a continuous basis. Required to frequently lift and/or carry and/or move objects weighing up to 50 pounds and occasionally lift and/or move up to 100 pounds. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TYPICAL WORKING CONDITIONS

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces; occasionally required to work in traffic and underground. Employee may occasionally be subject of customer hostility.