



Council Meeting: September 30, 2008

SUBJECT: Amendment to the Classification Plan and Salary Resolution to Add the Newly-Established Classifications of the Water Distribution Series, including: Public Works Maintenance Worker I/II; Water Distribution Worker; Senior Water Distribution Worker; Water Distribution Crew Leader; Senior Water Distribution Crew Leader; Water Operations Manager; and, Approval of Budget Modification No. 11

REPORT IN BRIEF

This report recommends amending the City's Classification Plan and Salary Resolution to add the full time classifications of Public Maintenance Worker I/II; Water Distribution Worker; Senior Water Distribution Worker; Water Distribution Crew Leader; Senior Water Distribution Crew Leader; Water Operations Manager; and, approving Budget Modification No. 11.

BACKGROUND

The Public Works Department, Field Services Division requested that Human Resources Department staff conduct a classification and compensation study to review the positions in the Water Distribution section to ensure compliance with current State certification requirements and to create an updated water distribution classification series.

The Federal Government's Environmental Protection Agency has issued guidelines that establish minimum standards for State water certification and recertification programs. Title 22, Division 4, Chapter 13, Article 2 of the California Code of Regulations includes the water distribution certifications in the State certification program. The California State Legislature has given the California Department of Public Health the responsibility to ensure compliance with these guidelines and minimum standards for certification of water distribution operators.

The State certification standards require employees who make operational decisions affecting the quality or quantity of water distribution to obtain and maintain State certificates through a combination of years of experience, required course work and successful completion of a State administered water distribution operator examination.

EXISTING POLICY

Section 1103, Classification, of the City Charter states that additions or changes to the classification plan may be adopted from time to time by the City Council upon the recommendation of the City Manager. Section 1104, Pay Plan, of the City Charter states that amendments to the pay schedule may be adopted from time to time upon recommendation of the City Manager.

DISCUSSION

The Human Resources Department and the Public Works Department, Field Services Division have completed an analysis of the current State certification requirements and their application to classifications within the Water Distribution section. The State regulations mandate that only certified water distribution operators are able to make decisions regarding a variety of operational activities, including making independent decisions regarding water distribution, the installation and repair of water mains and performing on-call, stand-by duty and responding to after-hours water distribution system emergencies.

Due to the addition of the mandated water distribution certification requirements and the additional knowledge and ability requirements associated with that level of certification, it is recommended that new classifications be established for these positions within the Water Distribution section, Field Services Division, Department of Public Works. The Human Resources Department recommends the following:

- Create a new classification entitled, Water Distribution Worker, with a proposed salary range of \$4230 - \$5142/month. This classification would be alternately staffed with the newly-created, lower-level generalist classification of Public Works Maintenance Worker I/II. The intent of this newly-created generalist Public Works Maintenance Worker I/II classification is to incorporate this classification into future Field Services Division classification and compensation studies. The proposed salary range for Public Works Maintenance Worker I is \$3837 - \$4664/month. The proposed salary range for Public Works Maintenance Worker II is \$4029 - 4897/month.

The Human Resources Department recommends reclassifying the incumbents in the classification of Utility Worker who are currently assigned to the Water Distribution section to the new classification of Water Distribution Worker or the new classification of Public Works Maintenance Worker II, depending on whether the incumbent possesses

a current D2 water distribution certification required for the Water Distribution Worker classification.

- Create a new classification entitled, Senior Water Distribution Worker, with a proposed salary range of \$4480 – \$5446/month. The Human Resources Department recommends reclassifying the Senior Utility Worker incumbents currently assigned to the Water Distribution section to the new classification of Senior Water Distribution Worker.
- Create a new classification entitled, Water Distribution Crew Leader, with a proposed salary range of \$5056 - \$6145/month. The Human Resources Department recommends reclassifying the Equipment Operator and Public Works Leader incumbents currently assigned to the Water Distribution section to the new classification of Water Distribution Crew Leader.
- Create a new classification entitled, Senior Water Distribution Crew Leader, with a proposed salary range of \$5561 - \$6759/month. The Human Resources Department recommends reclassifying the Senior Public Works Leader incumbent currently assigned to the Water Distribution section to the new classification of Senior Water Distribution Crew Leader.
- Create a new classification entitled, Water Operations Manager, with a proposed salary range of Grade 18, \$7981 - \$9389/month. The Human Resources Department recommends reclassifying the Public Works Supervisor currently assigned to the Water Distribution section to the new classification of Water Operations Manager.

The Sunnyvale Managers Association has reviewed the newly-created Water Operations Manager job specification and the associated compensation recommendations. Additionally, several meetings and discussions were held with the Sunnyvale Employees' Association regarding the specific implementation of these proposals and the movement of the incumbents. Both Associations are in agreement with the implementation of the new classifications and compensation structure and all other recommendations presented herein.

FISCAL IMPACT

Based on the current budgeted salaries for the impacted positions, the reclassification of these positions will result in an annual increase of approximately \$56,000 to the operational expenditures for the Water Supply

and Distribution Program. Because this reclassification will not be retroactive to the beginning of the fiscal year and will instead be effective October 5, 2008, pending Council approval, the fiscal impact for the current fiscal year is \$42,266. This represents a 0.15% increase to water rates. Budget Modification No. 11 has been prepared to appropriate funds from the Rate Stabilization Reserve of the Water Supply and Distribution Fund to various operating activities in the Water Supply and Distribution Program to cover the increased expenditures resulting from this reclassification of positions.

**BUDGET MODIFICATION NO. 11
FISCAL YEAR 2008/2009**

	Current	Increase (Decrease)	Revised
Water Supply and Distribution Fund			
<u>Expenditures:</u>			
Program 313 – Water Supply and Distribution – Various Operating Activities	\$18,908,413	\$42,266	\$18,950,679
<u>Reserves:</u>			
Rate Stabilization Reserve	\$2,468,278	(\$42,266)	\$2,426,012

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, in the Council Chambers lobby, in the Office of the City Clerk, at the Library, Senior Center, Community Center and Department of Public Safety; posting the agenda and report on the City's Web site; and making the report available at the Library and the Office of the City Clerk.

ALTERNATIVES

1. Adopt a resolution to amend the City's Classification Plan and Salary Resolution to add the newly-established class specifications of the Water Distribution series that will become effective October 5, 2008 and approve Budget Modification No 11.
2. Do not approve the recommendation contained in this report.

RECOMMENDATION

Staff recommends Alternative 1: Adopt a resolution to amend the City's Classification Plan and Salary Resolution to add the newly-established classifications of the Water Distribution series that will become effective October 5, 2008 and approve Budget Modification No 11.

Reviewed by:

Erwin Young, Director of Human Resources
Prepared by: Karen Woblesky, Human Resources Manager

Reviewed by:

Mary Bradley, Director of Finance

Approved by:

Amy Chan
City Manager

Attachments

- A. Resolution to Amend the Classification Plan
Class Specifications: Public Works Maintenance Worker I/II; Water Distribution Worker; Senior Water Distribution Worker; Water Distribution Crew Leader; Senior Water Distribution Crew Leader; and, Water Operations Manager (Exhibits A through Exhibit F)
- B. Resolution to Amend the Salary Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING THE CLASSIFICATION PLAN OF THE CIVIL SERVICE BY ADDING THE NEWLY ESTABLISHED JOB CLASSIFICATIONS OF THE WATER DISTRIBUTION SERIES: "PUBLIC WORKS MAINTENANCE WORKER I/II," "WATER DISTRIBUTION WORKER," "SENIOR WATER DISTRIBUTION WORKER," WATER DISTRIBUTION CREW LEADER," SENIOR WATER DISTRIBUTION CREW LEADER," AND "WATER OPERATIONS MANAGER" AND BY ADDING THE CLASSIFICATION SPECIFICATIONS THEREFOR

WHEREAS, after conducting a job classification study at the request of the Department of Public Works, the Human Resources staff has proposed an amendment to the Classification Plan of the Civil Service of the City of Sunnyvale to add the newly-established job classifications of the water distribution series: "Public Works Maintenance Worker I/II," "Water Distribution Worker," "Senior Water Distribution Worker," "Water Distribution Crew Leader," "Senior Water Distribution Crew Leader," and "Water Operations Manager" and to add the classification specifications therefore; and

WHEREAS, the City Council having considered such proposals and recommendations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. The City Council hereby amends the Classification Plan of the Civil Service by adding the newly-established job classifications of the water distribution series: "Public Works Maintenance Worker I/II," "Water Distribution Worker," "Senior Water Distribution Worker," "Water Distribution Crew Leader," "Senior Water Distribution Crew Leader," and "Water Operations Manager" and by adding the classification specifications to read as set forth in Exhibits A & B attached hereto.

2. Except as herein modified, the Classification Plan, Resolution No.143-77, as amended, shall remain in full force and effect.

3. This resolution shall take effect upon adoption.

Adopted by the City Council at a regular meeting held on September 30, 2008, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

City Clerk
SEAL

Mayor

APPROVED AS TO FORM AND LEGALITY:

David Kahn, City Attorney

CITY OF SUNNYVALE

Rev/Est		10/05/2008	
Job Code	5860/5850	Rep	SEA
EEOC Category	Service Maintenance		

**PUBLIC WORKS MAINTENANCE WORKER I
PUBLIC WORKS MAINTENANCE II**

DEFINITION

Under supervision, performs a variety of unskilled and semi-skilled assignments in the construction, maintenance and repair of City water systems and streets; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Public Works Maintenance Worker I is the entry and training level of the series. Under supervision and in a training capacity, incumbents are assigned routine, unskilled maintenance tasks while learning the basic construction and maintenance trades as necessary for the specific division to which assigned. Incumbents generally work as a member of a crew, but may be given independent assignments. Upon successful completion of a six-month probationary period, incumbents are expected to promote to Public Works Maintenance Worker II.

Public Works Maintenance Worker II is the fully trained working-level class in the service field operations series. Under supervision, incumbents perform a broad range of duties in the basic construction and maintenance trades as necessary for the specific division to which assigned. Incumbents generally work as a member of a crew, but may be given independent assignments and may, under direction, lead a small crew of trainees or temporary workers and assist with training. Incumbents may be subject to call-back for after hour emergencies. In the Water Distribution Division, the Water Distribution Worker classification is alternately staffed with the Public Works Maintenance Worker I/II classifications. Incumbents may advance to the higher-level Water Distribution Worker classification upon meeting the qualifications of that classification.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

General:

- Shovels, rakes and spreads dirt, sand, gravel, asphalt and other materials.
- Clears debris, brush and weeds from ditches, culverts and other City facilities.
- Participates in digging, widening and backfilling trenches and other excavations.
- Loads, unloads and operates pick-ups and trucks to transport maintenance supplies and materials.
- Places traffic control flags, signs and cones to direct traffic around work sites; may direct traffic.
- Uses general carpentry and mechanical hand tools such as brooms, rakes,

- shovels, ladders, hammers, screwdrivers, pliers, saws, drills and wrenches.
- Operates equipment such as air compressors, pneumatic hammers, power activated hammers, chain saws, concrete saws, pipe cutters, sprayers, compactors, forklifts and rollers.
- Performs routine maintenance and repair of hand and power tools.
- Breaks up and patches asphalt and concrete surfaces.
- Tactfully responds to questions and comments from the public.
- Responsible for the safe operation of equipment and tools used.
- May prepare and keep written records and make material and equipment requests.
- May, under direction and on an irregular basis, operate equipment such as backhoes, front-end loaders and trucks.
- May occasionally perform simple fabrication and repair of equipment, tools, parts and accessory times using arc and gas welding.

In addition to the above, the following duties are also performed in the Water Distribution Section. As a member of a crew, incumbents participate in the following crew activities, independently performing certain tasks as assigned:

- Installing, connecting, relocating and replacing new water mains, service lines, valves, pumps, meters, meter boxes and fire hydrants; cutting and fitting pipes and making taps.
- Repairing leaks on water mains by installing new pipe and/or clamps.
- Locating and marking existing water mains, meters, valves and other facilities for City crews and independent contractors using a sonic and/or magnetic pipe locator.
- Notifying customers of water shut-downs.
- Measuring and recording the location of valves, hydrants and blow-offs.
- Exercising valves by hand or with hydraulic equipment; marking valves to indicate direction of opening and number of turns to open.
- Testing water flow of hydrants.
- Flushing water system through valves and hydrants, testing turbidity and chlorine residual of water and checking for valve leakage.
- Painting valves, pumps, piping and building interiors and exteriors.
- Removing vegetation, cleaning meters and meter vaults and replacing meters.
- Opens and closes valves into water main.
- Performs routine maintenance and repair on pump stations and generators.
- Performs routine maintenance and repair on storage tanks and sites.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. Acute hearing is required in both the field and the office. The ability to lift, carry and push tools, equipment and supplies weighing up to 70 pounds, such as a jackhammer, is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat, and cold. The incumbent may be exposed to fumes, dust chemicals, and air contaminants. The nature of the work may also require the

incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education and experience that provides the required knowledge and abilities may be qualifying. A typical way of obtaining the required qualifications would be:

Public Works Maintenance Worker I

High school graduation or tested equivalent and some (paid or unpaid) manual labor experience.

Public Works Maintenance Worker II

High school graduation or tested equivalent and one year of experience performing duties comparable to those of the City's Public Works Maintenance Worker I classification.

Knowledge, Skills and Abilities

Public Works Maintenance Worker I

Some knowledge of:

- The proper use and care of common hand tools.

Ability to:

- safely perform heavy manual labor.
- learn the operation of power tools and equipment and the performance of a variety of semi-skilled tasks.
- learn to safely handle toxic materials.
- follow oral and written instructions.
- work effectively as a member of a crew.
- act in a courteous and diplomatic manner with members of the public.

Willingness to:

- Wear a uniform.

Licenses

- Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.
- Possession and continued maintenance of a valid California Class B driver's license with tanker endorsements and a safe driving record within six months of appointment.

Public Works Maintenance Worker II

Knowledge, Skills and Abilities

- Working level as required for the Public Works Maintenance Worker I, plus the following:

Working knowledge of:

- the basic techniques, equipment and materials used in the maintenance of water systems and streets, as required by the program to which assigned.
- the safety procedures for operating equipment and power tools.

Ability to:

- work effectively alone and as a member of a crew.
- willingness to perform on-call duty assignment and call-back work as required.

Licenses

- Possession and continued maintenance of a valid California Class B driver's license with tanker endorsements and a safe driving record.

EXHIBIT B TO ATTACHMENT A

CITY OF SUNNYVALE

Rev/Est		10/05/2008	
Job Code	5830	Rep	SEA
EEOC Category	Skilled Craft		

WATER DISTRIBUTION WORKER

DEFINITION

Under supervision, performs a variety of unskilled, semi-skilled and skilled assignments in the construction, maintenance and repair of City water distribution systems, streets and sidewalks; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Water Distribution Worker incumbents perform a broad range of duties in the basic construction, maintenance and repair of the water distribution system. Incumbents generally work as a member of a crew, but may be given independent assignments and may, under direction, lead a small crew of trainees or temporary workers and assist with training. In the Water Distribution Section, the Water Distribution Worker classification is alternately staffed with the Public Works Maintenance Worker I/II classifications. Incumbents of the lower level classifications may advance to the higher-level Water Distribution Worker classification upon meeting the qualifications of that classification. This classification requires a willingness to perform on-call duty assignment and call-back work as required.

Water Distribution Worker is distinguished from the lower level Public Works Maintenance Worker I/II classifications by the formers requirement of a Grade D2 Water Distribution Operator certificate issued by the State Department of Public Health and the performance of more complex water distribution tasks. This classification is distinguished from the higher level Senior Water Distribution Worker in that the latter regularly acts as a lead-worker to small crews and is the advanced working level in the Water Distribution Worker series.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

- Installs, connects, relocates and replaces new water mains, service lines, valves, pumps, meters, meter boxes and fire hydrants; cutting and fitting pipes and making taps; digging, widening, backfilling trenches and other excavations; and performing street and sidewalk repairs.
- Repairs leaks on water mains by installing new pipe and/or clamps.
- Locates and marks existing water mains, meters, valves and other facilities for City crews and independent contractors using a sonic and/or magnetic pipe locator.
- Notifies customers of water shut-downs.
- Measures and records the location of valves, hydrants and blow-offs.

- Exercising valves by hand or with hydraulic equipment; marking valves to indicate direction of opening and number of turns to open.
- Testing water flow of hydrants.
- Flushing water system through valves and hydrants, testing turbidity and chlorine residual of water and checking for valve leakage.
- Painting valves, pumps, piping and building interiors and exteriors.
- Removing vegetation, cleaning meters and meter vaults and replacing meters.
- Opens and closes valves into water main.
- Performs routine maintenance and repair on pump stations and generators.
- Performs routine maintenance and repair on storage tanks and sites.
- Shovels, rakes and spreads dirt, sand, gravel, asphalt and other materials.
- Clears debris, brush and weeds from ditches, culverts and other City facilities.
- Participates in digging, widening and backfilling trenches and other excavations.
- Loads, unloads and operates pick-ups and trucks to transport maintenance supplies and materials.
- Places traffic control flags, signs and cones to direct traffic around work sites; may direct traffic.
- Uses general carpentry and mechanical hand tools such as brooms, rakes, shovels, ladders, hammers, screwdrivers, pliers, saws, drills and wrenches.
- Operates equipment such as air compressors, pneumatic hammers, powder activated hammers, chain saws, concrete saws, pipe cutters, sprayers, compactors, forklifts and rollers.
- Performs routine maintenance and repair of hand and power tools.
- Breaks up and patches asphalt and concrete surfaces.
- Tactfully responds to questions and comments from the public.
- Responsible for the safe operation of equipment and tools used.
- May prepare and keep written records and make material and equipment requests.
- May, under direction and on an irregular basis, operate equipment such as backhoes, front-end loaders and trucks.
- May occasionally perform simple fabrication and repair of equipment, tools, parts and accessory times using arc and gas welding.
- May use a self-contained breathing apparatus during training sessions or emergencies.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. Acute hearing is required in both the field and the office. The ability to lift, carry and push tools, equipment and supplies weighing up to 70 pounds, such as a jackhammer, is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat, and cold. The incumbent may be exposed to fumes, dust chemicals, and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education and experience that provides the required knowledge and abilities may be qualifying. A typical way of obtaining the required qualifications would be:

High school graduation or tested equivalent and one year of maintenance experience related to the operation, maintenance and repair of water distribution systems.

Knowledge, Skills and Abilities:

Some knowledge of:

- basic mechanical, and hydraulic principles.
- water distribution operation, including piping, sources of supply, water quality, disinfection, water-related electricity, and the operational principles of pumps and motors.
- water distribution mathematics, including water terms and definitions, water measurements, water pressure, formulas, and units and conversion factors.
- safety principles related to traffic control and trenching and shoring.

Working knowledge of:

- the proper use and care of common hand tools.
- basic mathematical principles, including fractions, decimals, proportions, measurements, and volume and area calculations.
- the basic techniques, equipment and materials used in the construction, maintenance and repair of water distribution systems.
- safety procedures for operating equipment and power tools.

Ability to:

- safely perform heavy manual labor.
- safely handle toxic materials.
- operate power tools and equipment to perform a variety of semi-skilled tasks.
- perform basic maintenance and repair on tools and equipment.
- follow oral and written instructions.
- read, interpret and record data.
- read and interpret basic sketches, drawings, specifications, technical manuals, and regulations.
- perform mathematical calculations.
- learn more complex principles, practices, techniques and regulations pertaining to water distribution operations.
- recognize unusual or dangerous operating conditions and make sound judgments within established guidelines.
- observe safety principles and work in a safe manner.
- work effectively independently and as a member of a crew.
- establish and maintain effective working relationships and act in a courteous and diplomatic manner with those contacted in the course of work

Licenses/Certificates:

- Possession and continued maintenance of a valid California Class B driver's license with tanker endorsements and a safe driving record.
- Possession and continued maintenance of a Grade D2 Distribution Operator certificate issued by the California State Department of Public Health.

Willingness to:

- Perform on-call duty assignment and call-back work as required.
- Wear a uniform.

DESIRABLE QUALIFICATIONS

- Backflow Tester and Cross-Connection Specialist certifications approved by the American Water Works Association.

EXHIBIT C TO ATTACHMENT A

CITY OF SUNNYVALE

Rev/Est		10/05/2008	
Job Code	5800	Rep	SEA
EEOC Category	Skilled Craft		

SENIOR WATER DISTRIBUTION CREW LEADER

DEFINITION

Under direction, plans, schedules, coordinates and supervises the work of field maintenance crews performing assignments in the construction, installation, testing, maintenance and repair of City water distribution systems, water meters and/or backflow devices, streets and sidewalks; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Senior Water Distribution Crew Leader is the full supervisory level of the Water Distribution Maintenance series. Incumbents regularly plan and supervise the work of several crews. The work requires the application of a thorough knowledge of the tools, equipment and techniques used in the Water Distribution Section and the ability to plan and coordinate a number of simultaneous work activities performed by subordinate staff. Incumbents may operate heavy equipment or supervise others in such operation. Incumbents are subject to call-back for after hour emergencies.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

- Plans and schedules work programs, projects and assignments; coordinates work activities between crews, City personnel and with outside contractors.
- Recommends the hiring of new employees; develops and coordinates skill and safety training programs; supervises and evaluates the performance of workers; maintains discipline and productivity of crews.
- Monitors activities to ensure compliance with safety regulations, performance and operation standards and other City policies and procedures; responsible for ensuring the safety of workers, equipment and the public at a work site.
- Determines quantities and types of materials, tools, equipment and labor needed to complete assigned projects; estimates, selects and orders the supplies, materials and parts used by workers; schedules equipment; arranges for the delivery or pick-up of supplies; contracts with outside vendors for various services.
- Responds to questions and complaints from the public related to division activities and explains applicable policies; consults with crew leaders to resolve technical, operational or personnel problems; troubleshoots complex technical problems, develops alternative solutions and makes recommendations for action.
- Assists with the development of the division budget by developing time and material estimates and recommending major equipment purchases and operational changes; implements and controls the adopted budget.

- Maintains daily logs and records of work performed and materials used; completes work orders and routine reports as required; utilizes and maintains related computer programs and databases.
- Develops and directs maintenance programs for equipment and tools.
- May perform water meter related install, test and/or repair o
- May perform water quality field tests and collects water quality samples.
- May operate equipment such as backhoes, front-end loaders and trucks, and may perform field maintenance.
- May conduct leak surveys by operating electronic leak detection equipment and completing logs, orders and records.
- May perform water related infrastructure locates with electronic locating equipment and complete related work orders.
- May perform fabrication and repair of equipment, tools, parts and fixtures using arc and gas welding.
- May assist crews by performing water distribution duties, including installing, connecting, relocating, adjusting, testing, maintaining, repairing and replacing new water mains, service lines, valves, pumps, meters, meter boxes backflow devices and fire hydrants; cutting and fitting pipes and making taps; safely setting placement of traffic control devices; digging, widening and backfilling trenches and other excavations; and, performing street and sidewalk repairs.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. Acute hearing is required in both the field and the office. The ability to lift, carry and push tools, equipment and supplies weighing up to 50 pounds, such as traffic cones, is also required. Additionally, the incumbent in this position works in all weather conditions, including wet, heat, and cold. The incumbent may be exposed to fumes, dust chemicals, and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education and experience that provides the required knowledge and abilities may be qualifying. A typical way of obtaining the required qualifications would be:

High school graduation or tested equivalent and five years of maintenance experience related to the installation, operation, maintenance, testing and repair of water distribution and/or water meter systems, including two years of supervisory or lead-worker experience.

Knowledge, Skills and Abilities:

Working knowledge of:

- basic principles and practices of supervision and training.
- water distribution operation, including piping, sources of supply, water quality, disinfection, water-related electricity, and the operational principles of pumps and motors.
- current methods, materials and techniques involving water meter and backflow device installation, testing and/or repair.
- water distribution mathematics, including water terms and definitions, water measurements, water pressure, formulas, and units and conversion factors.
- basic mathematical principles, including fractions, decimals, proportions, measurements, and volume and area calculations
- mechanical, and hydraulic principles
- computerized maintenance management systems.

Thorough knowledge of:

- techniques, equipment and materials used in the installation, maintenance and repair of water mains, meters, valves, pumps, motors hydrants, services and related facilities.
- techniques, equipment, and materials used in the maintenance and repair of streets and sidewalks.
- current principles, practices and regulations related to water distribution systems including proper methods and techniques of water quality sampling and field testing.
- current methods, materials and techniques involving water meter installation, testing and/or repair.
- proper use and care of hand tools.
- safety principles related to traffic control and trenching and shoring; and, safety procedures for operating equipment and power tools

Ability to:

- plan, schedule, coordinate and monitor a variety of programs and projects.
- supervise, coordinate and direct the work of a small crew; effectively and appropriately train, evaluate and discipline crewmembers.
- interpret, apply and explain the principles, practices and techniques pertaining to water distribution operations.
- effectively resolve complex technical and maintenance problems.
- safely and effectively operate construction equipment such as backhoes, front-end loaders and trucks.
- safely operate power tools and equipment related to the construction maintenance trades; perform maintenance and repairs on tools and equipment.
- collect various water quality samples and perform related distribution-related water quality tests.
- inspect, test and repair backflow devices and water meters according to established procedures and standards.
- perform utility locates and leak detection surveys with electronic equipment.
- perform complex plumbing and masonry, and rough carpentry.
- prepare and maintain accurate paperwork such as records, logs, orders, surveys

- and routine reports.
- communicate effectively, both orally and in writing.
 - follow oral and written instructions.
 - use a computer for word processing and database maintenance.
 - read and interpret sketches, engineered plans, drawings, specifications, technical manuals, and regulations.
 - take measurements and perform mathematical calculations.
 - perform accurate calculations and estimates of materials and labor.
 - learn more complex principles, practices, techniques and regulations pertaining to water distribution operations.
 - recognize unusual or dangerous operating conditions and make sound judgments within established guidelines.
 - observe safety principles and work in a safe manner.
 - work effectively independently and as a member of a crew.
 - establish and maintain effective working relationships and act in a courteous and diplomatic manner with those contacted in the course of work

Licenses/Certificates:

- Possession and continued maintenance of a valid California Class B driver's license with tanker endorsements and a safe driving record.
- Possession and continued maintenance of a Grade D3 Distribution Operator certificate issued by the California State Department of Public Health.
- Backflow Tester certification approved by the American Water Works Association within one year of appointment.

In addition to the above licenses/certificates, the position assigned to the supervision of the Meter Shop function will be required to possess a Backflow certification approved by the American Water Works Association at time of application and a Cross-Connection Specialist certification approved by the American Water Works Association within one year of appointment.

Willingness to:

- Perform call-back work as required.
- Wear a uniform.

DESIRABLE QUALIFICATIONS

- Possession and continued maintenance of a Grade D4 Distribution Operator certificate issued by the California State Department of Public Health.
- Cross-Connection Specialist certification approved by the American Water Works Association.

EXHIBIT D TO ATTACHMENT A

CITY OF SUNNYVALE

Rev/Est		10/05/2008	
Job Code	5810	Rep	SEA
EEOC Category	Skilled Craft		

WATER DISTRIBUTION CREW LEADER

DEFINITION

Under direction, supervises and actively participates in the work of a crew performing assignments in the construction, maintenance and repair of City water distribution systems, streets and sidewalks; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Water Distribution Crew Leader is the working supervisor responsible for coordinating the work of a Water Distribution Section field crew. Incumbents perform the most complex duties related to the installation, maintenance and repair of the water distribution system, and may operate heavy equipment or supervise others in such operation. The work requires the application of specialized knowledge of the tools, equipment and techniques used in the Water Distribution Section and the ability to coordinate and direct the work of subordinates. Incumbents will also be assigned to on-call duty on a rotating basis and are subject to call-back for after hour emergencies.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

- Supervises all activities of a water distribution maintenance crew; coordinates, schedules, directs and controls crew activities while in the field; trains crew members in all aspects of job performance; assists in the performance evaluations of workers.
- Receives and communicates daily assignments.
- Effectively resolves on-the-job problems as they occur; troubleshoots complex maintenance and repair issues and develops solutions or makes recommendations.
- Responsible for ensuring the safety of workers, equipment and the public at a work site.
- Responsible for the crew's effective interaction with the public, other crews, and outside construction or maintenance workers.
- Determines quantities and types of materials, tools, equipment and labor needed to complete assigned projects; arranges for the delivery or pick-up of supplies.
- Maintains daily logs and records of work performed and materials used; completes work orders and routine reports as required; utilizes and maintains related computer programs and databases.
- Performs water quality field tests and collects water quality samples.
- Directs crewmembers in the flow testing of hydrants, the location and marking of existing water mains, meters, valves and other facilities for City crews and independent contractors using a sonic and/or magnetic pipe locator, and the performance of various water quality field tests.

- Performs any and all duties associated with the classifications within the Water Distribution Worker series, including installing, connecting, relocating and replacing new water mains, service lines, valves, pumps, meters, meter boxes and fire hydrants; cutting and fitting pipes and making taps; safely setting placement of traffic control devices; digging, widening and backfilling trenches and other excavations; and, performing street and sidewalk repairs.
- Operates equipment such as backhoes, front-end loaders and trucks, and performs field maintenance.
- Performs the more complex and repair of tools and equipment.
- Conducts leak surveys by operating electronic leak detection equipment and completing logs, orders and records.
- Performs water related infrastructure locates with electronic locating equipment and complete related work orders.
- May perform fabrication and repair of equipment, tools, parts and fixtures using arc and gas welding.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. Acute hearing is required in both the field and the office. The ability to lift, carry and push tools, equipment and supplies weighing up to 70 pounds, such as a jackhammer, is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat, and cold. The incumbent may be exposed to fumes, dust chemicals, and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education and experience that provides the required knowledge and abilities may be qualifying. A typical way of obtaining the required qualifications would be:

High school graduation or tested equivalent and four years of maintenance experience related to the operation, maintenance and repair of water distribution systems, and some supervisory or lead-worker experience.

Knowledge, Skills and Abilities:

Working knowledge of:

- basic principles and practices of supervision and training.
- water distribution operation, including piping, sources of supply, water quality, disinfection, water-related electricity, and the operational principles of pumps and motors.

- water distribution mathematics, including water terms and definitions, water measurements, water pressure, formulas, and units and conversion factors.
- basic mathematical principles, including fractions, decimals, proportions, measurements, and volume and area calculations
- mechanical, and hydraulic principles.

Thorough knowledge of:

- techniques, equipment and materials used in the installation, maintenance and repair of water mains, meters, valves, pumps, motors hydrants, services and related facilities.
- techniques, equipment, and materials used in the maintenance and repair of streets and sidewalks.
- current principles, practices and regulations related to water distribution systems including proper methods and techniques of water quality sampling and field testing.
- proper use and care of hand tools.
- safety principles related to traffic control and trenching and shoring; and, safety procedures for operating equipment and power tools

Ability to:

- supervise, coordinate and direct the work of a small crew; effectively and appropriately train, evaluate and discipline crewmembers.
- safely and effectively operate construction equipment such as backhoes, front-end loaders and trucks.
- safely perform heavy manual labor.
- safely handle toxic materials.
- safely operate power tools and equipment related to the construction maintenance trades; perform maintenance and repairs on tools and equipment.
- collect various water quality samples and perform related distribution-related water quality tests.
- perform utility locates and leak detection surveys with electronic equipment.
- perform complex plumbing and masonry, and rough carpentry.
- prepare and maintain accurate paperwork such as records, logs, orders, surveys and routine reports.
- communicate effectively, both orally and in writing.
- follow oral and written instructions.
- use a computer for word processing and database maintenance.
- read and interpret sketches, engineered plans, drawings, specifications, technical manuals, and regulations.
- take measurements and perform mathematical calculations.
- learn more complex principles, practices, techniques and regulations pertaining to water distribution operations.
- recognize unusual or dangerous operating conditions and make sound judgments within established guidelines.
- observe safety principles and work in a safe manner.
- work effectively independently and as a member of a crew.
- establish and maintain effective working relationships and act in a courteous and diplomatic manner with those contacted in the course of work

Licenses/Certificates:

- Possession and continued maintenance of a valid California Class B driver's license with tanker endorsements and a safe driving record.
- Possession and continued maintenance of a Grade D2 Distribution Operator certificate issued by the California State Department of Public Health.

In addition to the above licenses/certificates, the position assigned to the Meter Shop function will be required to possess a Backflow certification approved by the American Water Works Association within one year of appointment.

Willingness to:

- Perform on-call duty assignment and call-back work as required.
- Wear a uniform.

DESIRABLE QUALIFICATIONS

- Possession and continued maintenance of a Grade D3 Distribution Operator certificate issued by the California State Department of Public Health.
- Backflow Tester and Cross-Connection Specialist certifications approved by the American Water Works Association.

EXHIBIT E TO ATTACHMENT A

CITY OF SUNNYVALE

Rev/Est		10/05/2008	
Job Code	5820	Rep	SEA
EEOC Category	Skilled Craft		

SENIOR WATER DISTRIBUTION WORKER

DEFINITION

Under general supervision, performs a variety of semi-skilled and skilled assignments in the construction, installation, testing, maintenance and repair of City water distribution systems, water meters and/or backflow devices, streets and sidewalks; acts as a leader worker to small crews; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Senior Water Distribution Worker is the lead-worker to small crews and is the advanced working level in the Water Distribution Worker series. Incumbents are assigned tasks which require the application of advanced skill or specialized knowledge of the techniques and tools used in water distribution operation and/or which require the regular use of specialized equipment. This classification requires a willingness to perform on-call duty assignment and call-back work as required.

The Senior Water Distribution Worker is distinguished from the lower level Water Distribution Worker classification in that the former regularly acts as a lead-worker to small crews and is the advanced working level in the Water Distribution Worker series.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

- Performs all duties associated with water distribution, including installing, connecting, relocating, adjusting, testing, maintaining, repairing and replacing new water mains, service lines, valves, pumps, meters, meter boxes, backflow devices and fire hydrants; cutting and fitting pipes and making taps; digging, widening and backfilling trenches and other excavations; and, performing street and sidewalk repairs.
- Acts as the working leader of a small crew; oversees and coordinates the work of a crew, including ensuring safety at the work site; assists in the or coordinates personnel training; and, provides input into the performance evaluations of workers.
- Regularly operates equipment such as backhoes, front-end loaders and trucks; performs daily field maintenance on equipment and related vehicles.
- Loads, unloads and operates pick-ups and trucks to transport maintenance supplies and materials.
- Notifies customers of water shut-downs.
- Tactfully responds to questions and comments from the public.
- Maintains daily logs and records of work performed and materials used; completes

work orders and routine reports as required; utilizes and maintains related computer programs and databases.

- Orders supplies and materials, as assigned.
- Responsible for the safe operation of equipment and tools used.
- Performs the more complex maintenance and repair on pump stations and generators.
- Performs the more complex maintenance and repair on storage tanks and sites.
- Places traffic control flags, signs and cones to direct traffic around work sites; may direct traffic.
- Uses general carpentry and mechanical hand tools such as brooms, rakes, shovels, ladders, hammers, screwdrivers, pliers, saws, drills and wrenches.
- Operates equipment such as air compressors, pneumatic hammers, power activated hammers, chain saws, concrete saws, pipe cutters, sprayers, compactors, forklifts and rollers.
- Performs the more complex maintenance and repair of hand and power tools.
- Responsible for the safe operation of equipment and tools used.
- May be assigned to perform water related infrastructure locates with electronic locating equipment and complete related work orders.
- May be assigned to conduct leak surveys by operating electronic leak detection equipment and complete logs, orders, and records.
- May flow test hydrants; locate and mark existing water mains, meters, valves and other facilities for City crews using a sonic and/or magnetic pipe locator; and, perform water quality field tests and collect water quality samples.
- May occasionally perform simple fabrication and repair of equipment, tools, parts and fixtures using arc and gas welding.
- May, under direction, estimate materials and determine tools, equipment and labor needed for jobs assigned.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. Acute hearing is required in both the field and the office. The ability to lift, carry and push tools, equipment and supplies weighing up to 70 pounds, such as a jackhammer, is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat, and cold. The incumbent may be exposed to fumes, dust chemicals, and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education and experience that provides the required knowledge and abilities may be qualifying. A typical way of obtaining the required qualifications would be:

High school graduation or tested equivalent and three years of maintenance experience related to the operation, maintenance and repair of water distribution systems.

Knowledge, Skills and Abilities:

Some knowledge of:

- basic principles and practices of supervision and training.

Working knowledge of:

- techniques, equipment and materials used in the installation, maintenance and repair of water mains, meters, valves, pumps, motors hydrants, services and related facilities
- current principles, practices and regulations related to water distribution systems including standard water quality tests.
- current methods, materials and techniques involving water meter and backflow device installation, testing and/or repair.
- water distribution operation, including piping, sources of supply, water quality, disinfection, water-related electricity, and the operational principles of pumps and motors.
- basic mathematical principles, including fractions, decimals, proportions, measurements, and volume and area calculations.
- water distribution mathematics, including water terms and definitions, water measurements, water pressure, formulas, and units and conversion factors.
- proper use and care of hand tools.
- basic mechanical, and hydraulic principles.
- safety principles related to traffic control and trenching and shoring; and, safety procedures for operating equipment and power tools

Ability to:

- coordinate and direct the work of a small crew; assist in the training and evaluation of crewmembers.
- safely and effectively operate construction equipment such as backhoes, front-end loaders and trucks.
- safely perform heavy manual labor.
- safely handle toxic materials.
- safely operate power tools and equipment related to the construction maintenance trades; perform maintenance and repairs on tools and equipment.
- perform plumbing and masonry, and rough carpentry.
- collect various water quality samples and perform related distribution-related water quality tests.
- inspect, test and repair backflow devices and water meters according to

- established procedures and standards.
- read water meters accurately.
- follow oral and written instructions.
- communicate effectively, both orally and in writing.
- learn to use a computer for word processing and database maintenance.
- read and interpret sketches, engineered plans, drawings, specifications, technical manuals, and regulations.
- take measurements and perform mathematical calculations.
- learn more complex principles, practices, techniques and regulations pertaining to water distribution operations.
- recognize unusual or dangerous operating conditions and make sound judgments within established guidelines.
- observe safety principles and work in a safe manner.
- work effectively independently and as a member of a crew.
- establish and maintain effective working relationships and act in a courteous and diplomatic manner with those contacted in the course of work

Licenses/Certificates:

- Possession and continued maintenance of a valid California Class B driver's license with tanker endorsements and a safe driving record.
- Possession and continued maintenance of a Grade D2 Distribution Operator certificate issued by the California State Department of Public Health.

In addition to the above licenses/certificates, the position assigned to the Meter Shop function will be required to possess a Backflow certification approved by the American Water Works Association within one year of appointment.

Willingness to:

- Perform on-call duty assignment and call-back work as required.
- Wear a uniform.

DESIRABLE QUALIFICATIONS

- Possession and continued maintenance of a Grade D3 Distribution Operator certificate issued by the California State Department of Public Health.
- Backflow Tester and Cross-Connection Specialist certifications approved by the American Water Works Association.

EXHIBIT F TO ATTACHMENT A

CITY OF SUNNYVALE

Rev/Est		10/05/2008	
Job Code	0351	Rep	Mgmt
EEOC Category	Official/Administrator		

WATER OPERATIONS MANAGER

DEFINITION

Under general direction, plans, organizes, directs and evaluates operations, programs and activities of the Water Distribution Section of the Field Services Division of the Department of Public Works, including activities related to water supply, water distribution, water conservation, and recycled water systems; develops and implements work programs to ensure compliance with federal and state requirements for City’s drinking water sources, policies and procedures; develops and controls budgets; and, performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Water Operations Manager is a section manager in the Field Services Division responsible for supervision and management of multiple technical functions, both directly and through subordinate supervisors. The Water Operations Manager is responsible for the day-to-day operations of the water supply and distribution system and is recognized as the Chief Operator in accordance with State regulatory agency requirements and administrative procedures. The incumbent is expected to independently perform short and long-range planning, research and analysis related to new and current program activities. This classification is distinguished from the Superintendent of Field Services position by the latter’s responsibility for management of the entire Field Services Division.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

- Manages all functions associated with operation and process control of the water operations; oversees the development, organization and implementation of the City’s recycled water and water conservation programs, including development of new recycled water sites and water conservation ordinances.
- Plans, organizes and oversees the work of field crews involved in water systems construction, maintenance and repair; assists subordinate supervisors in allocating personnel, equipment and materials to accomplish required maintenance, including preventive and unscheduled maintenance, emergency repairs and major maintenance replacement; supervises, trains and evaluates subordinate supervisors and staff; recommends the selection, promotion and discipline of employees.
- Utilizes information from the computerized Supervisory Control and Data Acquisition (SCADA) program to prepare and monitor weekly, monthly and annual water supply planning.

- Assists in forecasting the 20 year water plan to meet future water demands, and assists with the setting of water rates.
- Plans system improvements utilizing new technologies which improve operations, reliability, energy costs and water quality.
- Investigates the feasibility of grid system improvements to improve flows, reliability and quality within the distribution mains.
- Ensures that all water sources meet Federal and State Water Quality Standards.
- Prepares the annual operating budget for assigned programs; oversees the budgeting process and monitors expenditures.
- Plans and organizes capital improvement efforts; prepares and compiles the Water Section capital improvement program for review by the Field Services Superintendent.
- Coordinates water maintenance and construction projects with other City departments, independent contractors, utility companies and customers.
- Monitors construction and maintenance projects to ensure timely and cost efficient completion; regularly inspects work in progress and provides technical direction as needed.
- Develops and enforces field operations policies, procedures, work standards and rules; ensures compliance with Citywide policies and procedures.
- Develops and directs personnel and equipment safety programs.
- Negotiates and administers contracts with consultants, contractors, and suppliers for a variety of projects and studies; prepares requests for proposal and bid specifications; authorizes the procurement of necessary supplies and equipment.
- Prepares technical and administrative reports and correspondence for department superintendent and/or director, City Manager, City Council and others; prepares monthly and annual reports requested by regulatory agencies.
- Receives, investigates and responds to the more complex inquires and complaints regarding Water Section field operations; resolves technical and operational problems.
- Presents operational information on section activities at staff meetings, neighborhood associations, and Council meetings.
- Advises and assists the Engineering Division during design and construction of new facilities, infrastructure replacement projects or facilities modifications.
- Responds to emergency situations involving leaks or interruptions to service.
- May act for the Field Services Superintendent in the superintendent's absence.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Some Knowledge of:

- Budget preparation and control.
- Contract administration.

Working Knowledge of:

- Water system construction methods and techniques, maintenance technology and applicable engineering standards.
- Materials, methods, tools and equipment used in the construction, maintenance, and upgrade of water works systems.

- Supervisory Control and Data Acquisition (SCADA) system management.
- Current principles, practices and regulations relating to potable water treatment operations.
- Principles and practices of planning and administering water works field programs and projects.
- Employee supervision, training and evaluation; performance management and work scheduling.
- Principles and practices of workplace safety, including occupational hazards and standard safety practices associate with water works field programs.
- Standard office practices, procedures and equipment.
- Report preparation using word processing and spreadsheet software.
- Proper grammar, spelling, punctuation and business correspondence format.

Ability to:

- Coordinate and manage effectively all aspects of a multifunctional work unit.
- Develop and control operational and construction budgets.
- Develop and implement effective work schedules and productivity measures.
- Plan, organize, supervise and evaluate the work of others.
- Research and analyze operational and technical issues and develop appropriate recommendations for action.
- Interpret, apply and explain laws, regulations, standards, policies and procedures.
- Communicate technical information clearly and concisely, both in written reports and oral presentations.
- Develop and maintain accurate record keeping systems.
- Establish and maintain effective working relationships with contractors, engineers, regulatory and advisory bodies, city staff and the general public.
- Observe safety principles and work in a safe manner.

Willingness to:

- Respond to emergency situations and work occasional evenings and weekends, as required.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. Acute hearing is required in both the field and the office. Additionally, the position requires near and far vision in reading written reports and work related documents and when inspecting worksites. The need to lift, drag and push files, paper and documents weighing up to 50 pounds, such as a box of printed materials, is also required. The incumbent may be exposed to fumes, dust chemicals, and air contaminants. The nature of the work may also require the incumbent to drive motorized vehicles and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education & Experience:

Any combination of education and experience equivalent to high school graduation and five years of experience performing journey/advanced-journey level work associated with water distribution systems, including two years of supervisory experience. A Bachelor's degree in environmental science, resource management, engineering, or public administration may substitute for one year of the required experience.

License/Certificates:

- Possession and continued maintenance of a valid class C California driver's license and a safe driving record, or the ability to provide alternative transportation which is approved by the appointing authority.
- Possession and continued maintenance of a Grade D4 Water Distribution Operator certificate issued by the California State Department of Public Health.
- Possession and continued maintenance of a Grade T1 Water Treatment Operator certification issued by the California State Department of Health Services.

DESIRABLE QUALIFICATIONS

- Thorough knowledge of Supervisory Control and Data Acquisition (SCADA) system management.
- Possession and continued maintenance of an American Water Works Association Back-Flow Prevention Assembly Tester and Cross-Connection Control Program Specialist certificates.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SUNNYVALE AMENDING RESOLUTION NO. 190-05,
THE CITY'S SALARY RESOLUTION, BY AMENDING
THE PAY SCHEDULE FOR PAY PLAN CATEGORY B
(MISCELLANEOUS CLASSIFIED EMPLOYEES)**

WHEREAS, by separate resolution, the City's Classification Plan, has been amended to add the new classifications of "Public Works Maintenance Worker I/II," "Water Distribution Worker," Senior Water Distribution Worker," "Water Distribution Crew Leader," "Senior Water Distribution Crew Leader," and "Water Operations Manager" for which a pay schedule must be added to the City's Salary Resolution No. 190-05;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Section 2.100 of Resolution No. 190-05 is hereby amended by modifying Pay Plan Category B (Miscellaneous Classified Employees) by adding the following classification, as set forth below:

Classification	Job Code	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Public Works Maintenance Worker I	5860	699	\$22.1350	\$23.2417	\$24.4038	\$25.6240	\$26.9052
Public Works Maintenance Worker II	5850	698	\$23.2417	\$24.4038	\$25.6240	\$26.9052	\$28.2505
Water Distribution Worker	5830	697	\$24.4038	\$25.6240	\$26.9052	\$28.2505	\$29.6630
Senior Water Distribution Worker	5820	696	\$25.8486	\$27.1410	\$28.4981	\$29.9230	\$31.4192
Water Distribution Crew Leader	5810	695	\$29.1664	\$30.6247	\$32.1559	\$33.7637	\$35.4519
Senior Water Distribution Crew Leader	5800	694	\$32.0807	\$33.6847	\$35.3689	\$37.1373	\$38.9942
Water Operations Manager	0351	18	\$95,770 - \$112,671				

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on September 30, 2008, by the following vote:

AYES:
ABSTAIN:
NOES:
ABSENT:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM AND LEGALITY:

David Kahn, City Attorney