

**PERSONNEL BOARD OF MONTEREY PARK
AGENDA**

**REGULAR MEETING
Monterey Park City Hall Council Chambers
320 West Newmark Avenue, Monterey Park, CA 91754**

**Wednesday
May 8, 2019
7:00 PM**

MISSION STATEMENT

**The mission of the City of Monterey Park is to provide excellent services
to enhance the quality of life for our entire community.**

Documents related to an Agenda item are available to the public in the Human Resources Department located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at www.montereypark.ca.gov.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Commission Chair and Commissioners may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1334 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

CALL TO ORDER **Chairperson**

FLAG SALUTE

ROLL CALL **Harvey Chin, Liane Kwan, Gustavo Reynoso, Greg Verbeck**

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATIONS – None.

[2.] CONSENT CALENDAR

2-A. Approval of Minutes

It is recommended that the Personnel Board:

- (1) Approve minutes from the April 10, 2019 meeting; and
- (2) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING – None.

[4.] OLD BUSINESS – None.

[5.] NEW BUSINESS

5-A. Update and reclassify the Deputy Fire Marshal class specification

It is recommended that the Personnel Board:

- (1) Approve the recommended request to update and reclassify the Deputy Fire Marshal class specification; and
- (2) Take such additional, related, action that may be desirable.

5-B. Update the Water Utility Maintenance Worker class specification

It is recommended that the Personnel Board:

- (1) Approve the recommended changes to the Water Utility Maintenance Worker class specifications; and
- (2) Take such additional, related, action that may be desirable.

5-C. Annual Residency Verification for continuing service with respective commission

5-D. 2019 Personnel Board Attendance Record

It is recommended that the Personnel Board:

- (1) Review the 2019 Personnel Board Attendance Record; and
- (2) Take such additional, related, action that may be desirable.

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

ADJOURN



Personnel Board Staff Report

DATE: May 8, 2019

AGENDA ITEM NO: 2-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Personnel Board Minutes

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the minutes from the regular meeting of April 10, 2019; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

None.

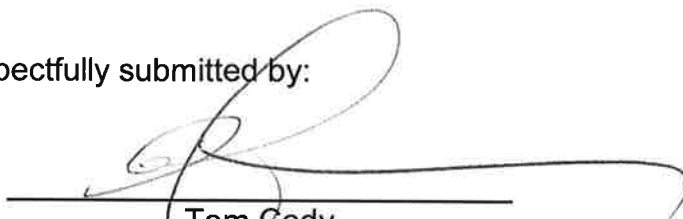
BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:



Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. April 10, 2019 Regular Meeting Minutes

ATTACHMENT 1
April 10, 2019 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
APRIL 10, 2019**

The Personnel Board of the City of Monterey Park held a Regular Meeting of the Board in the Council Chambers located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, April 10, 2019 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:12 p.m.

FLAG SALUTE:

Board member Liane Kwan led the flag salute.

ROLL CALL:

Director of Human Resources & Risk Management Tom Cody called the roll:

Board Members Present: Harvey Chin, Liane Kwan, Gustavo Reynoso, Greg Verbeck

Board Members Absent: None

ALSO PRESENT: Director of Recreation & Community Services Inez Alvarez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

Change to agenda item 5B. Item 5B will be heard at the next Personnel Board Meeting on May 8, 2019.

ORAL AND WRITTEN COMMUNICATIONS

1. PRESENTATION

None.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the February 13, 2019 minutes. The minutes have been approved as presented.

Motion: Board Member Gustavo Reynoso moved to approve the February 13, 2019 minutes and Board Member Liane Kwan seconded, motion carried by the following vote:

Ayes:	Board Members:	Chin, Kwan, Reynoso, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	None

3. **PUBLIC HEARING**

None.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

5A. **EXTENSION OF THE FIRE CAPTAIN ELIGIBILITY LIST**

Discussion: The Fire Captain Eligibility List was certified on October 23, 2017. This list was recertified on October 22, 2018 and is set to expire April 22, 2019. In anticipation of upcoming vacancies, Chief Haberle is requesting an extension of the current Eligibility List for six months. There are a number of qualified candidates on the current Eligibility List who have all gone through an intensive two-day Assessment Center and only one candidate has been selected to fill a vacancy since last year. It is recommended that the Personnel Board approve the extension of the Fire Captain Eligibility List.

Action Taken: The Personnel Board approved the recommended extension of the Fire Captain Eligibility List.

Motion: Board Member Harvey Chin moved to approve the extension of the Fire Captain Eligibility List till October 22, 2019 and Board Member Liane Kwan seconded, motion carried by the following vote:

Ayes:	Board Members:	Chin, Kwan, Reynoso, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	None

5B. **UPDATE AND RECLASSIFY THE DEPUTY FIRE MARSHAL CLASS SPECIFICATION**

Discussion: The Deputy Fire Marshal position at the Fire Prevention Division of the Monterey Park Fire Department has evolved over the years to the point where it no longer is accurately portrayed by its class specification. The duties of the Deputy Fire Marshal in the Fire Department are not similar to those of a traditional Deputy Fire Marshal. A new classification, Fire Marshal, is needed to accurately describe the scope of duties of the position. It is recommended that the Deputy Fire Marshal class specification in the Fire Department be updated and reclassified to a civilian class specification of Fire Marshal.

Action Taken: This item was tabled to the next regular Personnel Board meeting on May 8, 2019.

5C. UPDATE AND RECLASSIFY THE RECREATION SUPERINTENDENT CLASS SPECIFICATION

Discussion: The Recreation Superintendent position in the Recreation and Community Services Department has evolved over the years. The current class specification, last modified 19 years ago, does not accurately represent the position. The duties of the Recreation Superintendent has absorbed additional duties from positions that were eliminated during the recession and has taken on new responsibilities as the field continues to evolve and change. It is recommended that the Recreation Superintendent class specification in the Recreation and Community Services Department be updated and reclassified to Recreation Manager.

Action Taken: The Personnel Board approved the recommended request to update and reclassify the Recreation Superintendent class specification.

Motion: Board Member Liane Kwan moved to approve the request to update and reclassify the Recreation Superintendent class specification and Board Member Harvey Chin seconded, motion carried by the following vote:

Ayes:	Board Members:	Chin, Kwan, Reynoso, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	None

6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS

Director of HR & Risk Management Tom Cody hands out the conclusion and write up of the Grievance Hearing from the last meeting on April 10, 2019 written by Assistant City Attorney Karl Berger. No action is needed. Received and file.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 8:00 p.m.

Tom Cody
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: May 8, 2019

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
Scott Haberle, Fire Chief
SUBJECT: Update and Reclassify the Deputy Fire Marshal Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request to update and reclassify the Deputy Fire Marshal class specification; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

The Deputy Fire Marshal position at the Fire Prevention Division of the Monterey Park Fire Department has evolved over the years to the point where it no longer is accurately portrayed by its class specification. The duties of the Deputy Fire Marshal in the Fire Department are not similar to those of a traditional Deputy Fire Marshal. A new classification, Fire Marshal, is needed to accurately describe the scope of duties of the position.

It is recommended that the Deputy Fire Marshal class specification in the Fire Department be updated and reclassified to a civilian class specification of Fire Marshal.

BACKGROUND:

The Deputy Fire Marshal position reports to the Fire Chief, or designated Division Chief, in the Fire Department. The classification is represented by the Monterey Park Mid-Management Association. The primary duties of a Deputy Fire Marshal position, according to its class specifications, include but are not limited to:

- Supervises Fire Prevention Inspectors and staff assigned to the division
- Inspects commercial and industrial buildings, schools, and other related structures and facilities
- Reviews building plans for conformance with fire protection laws and regulations and for possible fire hazards
- Investigates complaints from private citizens and other city departments relating to fire and safety hazards
- Provides technical advice regarding the installation and maintenance of fire prevention equipment

- Instructs fire department personnel on inspection procedures and problems
- Speaks before school groups and other organizations on fire prevention matters
- Confers with the Division Chief supervising the division regarding overall departmental fire prevention and inspection programs
- Administers restaurant interceptor program
- Maintains required records and prepares reports; issues correction notices and citations
- Prepares public education programs on safety

The Deputy Fire Marshal position currently performs at a level that is consistent with that of a Fire Marshal and has done so for the past two years. Moving forward, the position will supervise the Code Enforcement Division staff in addition to Fire Marshal duties. The following duties listed for the proposed Fire Marshal reclassification include but are not limited to:

- Performs responsible management, technical, and administrative work in Fire Prevention and Code Enforcement operations;
- Supervise, direct, plan, and review the work of the Fire Prevention Inspectors, Code Enforcement Officers, and staff assigned to the division
- Verify the investigative and inspection work of employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
- Develop, supervise, and coordinate the department's fire prevention and code enforcement program promoting community risk reduction programs by identifying existing and potential fire hazards and neighborhood degradation in the community and effectively implement prevention, mitigation, and enforcement to mitigate hazards
- Plans, organizes, and directs the work of fire prevention and code enforcement personnel in the inspection of industrial, commercial, residential, and public buildings to ascertain evidence of fire hazards, neighborhood degradation, and community risk reduction
- Participate in the development and implementation of a comprehensive code enforcement program
- Enforce fire laws, codes, and regulations, initiate notices, citations, and criminal complaint procedure, and serve as an expert witness testifying in court cases involving fire and code violations
- Stays current on the legal and technical developments in the fire protection field
- Provides input at meetings with local, regional, and state officials regarding the City's positions on items of interest to the City
- Promotes public relations through community risk reduction programs, speaks at various civic and professional organizations to promote the goals of the City, meets with industrial and business representatives to promote cooperation and provide information regarding codes and standards, makes presentations and participates in promotional events, demonstrations, and fire and life safety programs

- Participate in the development and implementation of program goals, objectives, policies, and priorities for assigned area; identify needs; recommend and implement policies and procedures
- Participate in the development, preparation, and monitoring of the budget for assigned area of responsibility, forecast funds needed for staffing, equipment, materials, and supplies, direct the monitoring and approval of expenditures, recommend adjustments as necessary
- Develop, coordinate, and establish community risk reduction plans for fire prevention and code enforcement services, programs, and activities
- Responsible for recovering costs for inspection services, plan reviews, and fire permits required by the California Fire Code or other regulations and investigations
- Respond to and resolve difficult and sensitive customer requests, complaints, and inquiries
- Ensure compliance with appropriate laws, codes, and regulations

The Fire Marshal position would work independent of the Fire Division Chief and work directly for the Fire Chief. Therefore, the Fire Marshal must have the knowledge and ability to carry out the duties normally overseen by the Division Chief. A Safety grade Division Chief Position was eliminated in 2008. This position would assume the duties associated with the previous position minus the safety designation and associated duties. In addition, this position would assume the leadership and supervision of the Code Enforcement Division for the City as well as the Fire Prevention duties. The proposed position will be represented by the Monterey Park Mid-Management Association

FISCAL IMPACT:

A survey was conducted of nearby cities. Six of the cities surveyed use the classification of Fire Marshal which performs duties similar to those described above and at a comparable level of responsibility of the proposed Fire Marshal. The job descriptions of these cities were reviewed to ensure that they were compatible with duties and level of responsibility with the proposed City's classification. The average salary range of the Fire Marshal positions of two cities surveyed most like Monterey Park is \$8,564 to \$10,573 and it should be noted that neither of these cities include oversight of their City Code Enforcement Division.

The monthly salary range of the current Deputy Fire Marshal classification is \$6,147 to \$7,863. It is recommended that the monthly salary range of the Fire Marshal be set at \$8,564 to \$10,573. The proposed salary is commensurate with the duties and the level of responsibility of the position.

Therefore, it is recommended that the Fire Marshal class specification be approved and the Deputy Fire Marshal position in the Fire Department be reclassified.

Respectfully submitted by:



Tom Cody
Director of Human Resources & Risk
Management

Scott Haberle
Fire Chief

ATTACHMENT(S):

1. City of Monterey Park – Fire Marshal Class Specification
2. Fire Marshal Salary Survey

ATTACHMENT 1
City of Monterey Park – Fire Marshal Class
Specification

~~DEPUTY~~ FIRE MARSHAL

DEFINITION

Under the supervision of the Fire Chief; ~~or the designated Battalion Chief, the Fire Marshal plans, supervises, organizes, integrates, directs and actively participates with staff in the programs and operations of the Fire Department's Fire Prevention Division, Code Enforcement operations, and community relations.~~ the Fire Marshal provides direct oversight of the fire and life safety plan review, permit issuance, and inspections for new construction in commercial, industrial, and residential building; field inspections of buildings, fire permits, and state mandated occupancies; manage the Code Enforcement program coordinating the organization, staffing, and operation activities to augment the community risk reduction program; coordinate assigned activities with other divisions, outside agencies, and the general public; and provide highly responsible and complex staff assistance to the Fire Chief or their designee.

The Fire Marshal performs specialized public safety work to minimize fire hazards and develop fire protection programs, including managing code enforcement activities to maintain and improve neighborhood standards, safety, and property values.

~~inspects for fire and life safety hazards; enforce all applicable codes, regulations and ordinances for the prevention of fire and the protection of life and property against fire and panic.~~

REPRESENTATIVE DUTIES

Performs highly complex research, technical and administrative work in support of the Fire Chief for Fire Prevention and Code Enforcement operations. Assumes responsibility Responsible for a wide variety of fire prevention and code enforcement activities of the department, including vegetation management; supervise, direct, plan and review the work of the Fire Prevention Inspectors, Code Enforcement Officers, and staff assigned to the division; select, train and evaluate assigned employees in the areas of work methods, techniques, and customer service; verify the investigative and inspection work of employees for accuracy, proper work methods, techniques, record keeping, tracking and compliance with applicable standards and specifications.

Develop, supervises, train, evaluate and coordinate the department's Fire Prevention Inspectors and Code Enforcement divisions, and staff assigned to the divisions; develop, monitor and coordinate the department's fire prevention and code enforcement programs promoting community risk reduction programs by identifying existing and potential fire hazards, building code violations, neighborhood degradation in the community, and effectively implement prevention, mitigation, and enforcement to mitigate hazards; inspects commercial and industrial buildings, schools, and other related structures and facilities for compliance and safety; reviews building plans for conformance with fire protection laws, building codes, and regulations, and for possible fire and building code hazards and violations; investigates complaints from private citizens and other city departments relating to fire, building code violations, and safety hazards; provides technical advice regarding the installation and maintenance of fire prevention equipment; trains/instructs fire and code enforcement department personnel on inspection procedures and problems; promote public relations through community risk reduction programs/speaks before school groups and other organizations on fire prevention matters;

meet with industrial and business representatives to promote cooperation and provide information regarding codes and standards; make presentations and participates in promotional events, demonstrations including fire and life safety programs, building codes and vegetation management; confers with the Battalion Fire Chief supervising the division regarding overall departmental fire prevention, code enforcement, vegetation management, and inspection programs; administers restaurant interceptor program; maintains required records and prepares reports; issues correction notices and citations; prepares public education programs on safety.

Participate in the development and implementation of program goals, objectives, policies, and priorities for assigned area; identify needs; interpret, recommend and implement policies and procedures.

Participate in the development, preparation, and monitoring of the budget for assigned area of responsibility; forecast funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approval of expenditures; recommend adjustments as necessary.

Develop, coordinate, and establish community risk reduction plans for fire prevention and code enforcement services, programs, and activities.

Responsible for recovering costs for inspection services, plan reviews, and fire permits required by the California Fire Code or other regulations and investigations.

Respond to and resolve difficult and sensitive customer requests, complaints, and inquiries. Ensure compliance with appropriate laws, codes, and regulations.

QUALIFICATION GUIDELINES

Knowledge of:

Principles, practices and procedures in fire prevention, code enforcement and vegetation management; rules and regulations of the fire department; the incident command system; operation and capabilities of different types of fire department apparatus and the ability to apply this knowledge to the fire prevention situations; geography and major target hazards in the city; local, state and national codes and laws that are related to fire prevention; building materials and construction and the principals of heat travel and combustion; fire protection and life safety systems; technical fire protection and inspection practices and procedures; federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility; California Building Code requirements as they pertain to fire safety and building codes, building construction, national fire safety and prevention standards; principles and practices of budgeting, purchasing, and maintenance of public records; research methods and analysis techniques; principles and practices of effective management and supervision; City personnel policies and labor contract provisions; principles and practices of sound business communications; safe work practices and safety equipment related to the work; operate a personal computer and software applications related to the work.

Skills/Abilities:

Research, analyze, report writing, and make sound recommendations on complex management and administrative issues; understand, interpret, explain and apply City policy and procedures governing assigned areas of responsibility; represent the City effectively in negotiations; develop and implement appropriate procedures and controls, tracking and record keeping systems; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of City management, other government officials, contractors, vendors, employees and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

~~Under general supervision, make independent decisions in emergent and non-emergent situations based on applicable codes and established procedures; investigate complaints, make recommendations or corrections, write letters or citations and monitors cases until they are closed; work with other city and state agencies in making inspections and assisting them with investigations as necessary; establish and maintain cooperative relationships with citizens, business owners, schools and all other organizations; prepare clear and concise reports that will be used for prosecution in criminal cases; review and interpret building plans, specifications and blueprints; continue to pursue education necessary to remain current with all aspects of the position.~~

Education and Experience:

A Bachelor's degree in Fire Science, Public or Business Administration, or closely related field from an accredited college or university and five years of progressively responsible professional experience in fire prevention, code enforcement or fire protection system plan review, inspection and enforcement with two (2) years in a supervisory capacity; or an equivalent combination of training and experience is required. Two years of supervisory experience in fire prevention is desirable.

~~Five years of experience as a full time, Fire Safety Inspector or the equivalent with a municipal fire agency. Graduation from high school or GED, supplemented by related college level course work in fire prevention and building inspection.~~

Licenses and Certificates:

Possession of a valid California Class 'C' driver's license and completion of POST certification in P.C. 832 Arrest and Firearms ~~within six months of appointment~~ is required.

Certificates from California State Fire Marshal (CSFM):

Option A: CSFM Fire Inspector II (or Fire Inspector 2A, 2B, 2C, & 2D course certificates)

Option B: CSFM Fire Inspector I Certificate (or Fire Prevention Officer Certificate)

Option C: CSFM Plan Examiner Certificate (or Plan Examiner 1A, 1B, and 1C course certificates).

Physical Requirements:

Fire Marshal

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Ability to sit, stand, walk run, kneel, stoop, crawl, twist, cling and lift 50 pounds; exposure to cold, heat, noise, inclement weather, confined work space, chemicals, explosive materials, mechanical and electrical hazards; ability to drive to different sites and locations.

FLSA: Exempt

Union Affiliation: Mid-Management Association

~~APPROVED BY PERSONNEL BOARD JULY 11, 2012~~

APPROVED BY PERSONNEL BOARD xxxxxxxxxxxxx

ATTACHMENT 2
Fire Marshal Salary Survey

	A	B	C	D	E	F	G
1	2019 FIRE MARSHAL SALARY SURVEY						
	Hazardous Vegetation Code Enf Materials Mgmt						
2	Agency	Position	Civilian	Program	Program	Program	Monthly Salary Range
3	Arcadia	FM	Y	N	N	N	8,531 - 10,652
4	Corona	FM	Y	N	N	Y	8,596 - 10,494
5	Pasadena	DFC/FM	N	N	Y	N	14,743 - 18,429
6	Glendale	FM	Y	N	Y	Y	9,546 - 13,886
7	Burbank	FM	N	N	Y	Y	10,056 - 13,895
8	Montebello	FM	N	N	Y	Y	8,347 - 10,146
9							
10							
11	Arcadia	FM	Y	N	N	N	8,531 - 10,652
12	Corona	FM	Y	N	N	Y	8,596 - 10,494
13							
14	Average non-safety						\$8,564 - \$10,573
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Personnel Board Staff Report

DATE: May 8, 2019

AGENDA ITEM NO: 5-B

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources & Risk Management
Mark McAvoy, Director of Public Works
SUBJECT: Update the Water Utility Maintenance Worker Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended changes to the Water Utility Maintenance Worker class specifications; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Staff reviewed the existing class specifications for the Water Utility Maintenance Worker position and noticed it was outdated. It is recommended that the proposed changes to the Water Utility Maintenance Worker class specification be approved.

BACKGROUND:

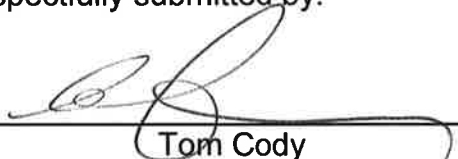
The Water Utility Maintenance Worker Class Specification was last approved by the Personnel Board on August 9, 2006. There are four (4) minor recommended changes to update the class specification.

1. Under *Representative Duties*: Remove "and a graveyard shift is required 1 month out of the year during the annual flushing program...." This duty is no longer part of water related programs due to water conservation.
2. Under *License*: Add "Class B License is highly desirable."
3. Under *Certificate*: Replace "State of California Department of Health Services" with "State Water Resource Control Board." The certification program was transferred to the State Water Resource Control Board in 2014.
4. Under *Certificate*: Delete "D2 Certificate is highly desirable." The needs of the division no longer require a D-2 certification.

FISCAL IMPACT:

There is no fiscal impact for the changes to the Water Utility Maintenance Worker class specification. The salary range remains the same.

Respectfully submitted by:



Tom Cody
Director of Human Resources and Risk
Management

Mark McAvoy
Director of Public Works

ATTACHMENT:

1. City of Monterey Park – Water Utility Maintenance Worker Class Specification

ATTACHMENT 1
City of Monterey Park
Water Utility Maintenance Worker
Class Specification

CITY OF MONTEREY PARK

CLASS SPECIFICATION

WATER UTILITY MAINTENANCE WORKER

DEFINITION

Under general supervision from a Crew Supervisor or Lead Worker, performs a variety of skilled, semi-skilled or unskilled tasks in the construction, maintenance and servicing of City water system facilities, streets, public facilities and performs related duties as required.

REPRESENTATIVE DUTIES

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

Operates trucks, tractors, skip loader and other light and medium equipment, rollers, jack hammers, and sprayers as assigned; assists in the pouring and finishing of concrete slabs and walks; performs unskilled and semi-skilled labor in the installation, maintenance, and repair of water service meters, mains, and pipes; assists in the installation, maintenance and repair of fire hydrants, valves, and related facilities; hauls, spreads and rakes asphalt for new or repaired thoroughfares; sets up equipment and barriers; installs and maintains warning and directional signs; maintains manholes, sewers, and storm drains; assists in construction and maintenance of streets and street components as assigned; may occasionally be assigned to work evenings, weekends, holidays and a graveyard shift is required 1 month out of the year during the annual flushing program. Individuals in this classification are subject to after-hours; weekend and emergency response call out. Performs other related duties as required.

QUALIFICATIONS GUIDELINES

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Equivalent to graduation from high school or GED and one year of experience in construction maintenance work, related labor or semi-skilled work of Maintenance Workers. Previous experience in a water utility is desired.

Knowledge, Skills and Abilities

Working knowledge of basic construction and maintenance methods, equipment, materials, hand tools, power tools and equipment, pertaining to construction and maintenance; safe work practices. Ability to follow written-and oral instructions; perform manual labor and strenuous tasks; perform semi-skilled duties; work safely and

efficiently, deal tactfully with the public; establish and maintain effective working relationships.

License

Possession of a valid California motor vehicle operator's license and a satisfactory driving record is required at the time of appointment. Depending on the assignment, some positions may require a Class B Driver's License. Class B License is highly desirable.

Certificate

Possession of a ~~State of California Department of Health Services~~ State Water Resource Control Board, Water Distribution Operator 1 (D1) certificate within 12 months of appointment is required as a condition of passing probation and as a continuing condition of employment. Possession of the D1 certificate at time of appointment is highly desired. ~~D2 Certificate is highly desirable.~~

Physical Effort

Requires some physical effort including bending, stooping, climbing and lifting items weighing 20 – 100 lbs. Tasks are occasionally performed in inclement weather and in adverse conditions such as in muddy trenches and/or confined spaces such as vaults.

| Approved by the Personnel Board on XXXXXXXXXX

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
www.montereypark.ca.gov



City Council
 Peter Chan
 Mitchell Ing
 Hans Liang
 Teresa Real Sebastian
 Stephen Lam

City Clerk
 Vincent D. Chang

City Treasurer
 Joseph Leon

Commissions/Committees/ Boards Annual Verification

In accordance with MPMC 2.82.40 (B), residency will be verified annually by the City Clerk's Office. Should any member cease to be a city resident, that office is deemed vacant and the term of such member terminated.

Thank you for volunteering your time to serve on a City commission/committee/board "Commissions". To continue serving on your respective Commissions, please complete the section below.

If you have any question, please contact the City Clerk's office at 626-307-1359 or via email at mpclerk@montereypark.ca.gov

Name:

Commissions:

Contact Information (please complete if you have any changes)

Home Address:

Business Address:

Preferred Phone No.:

Email:

I declare under penalty of perjury, under the laws of the State of California, that all statements is true and correct, with full knowledge that all statements made on this form are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

I further acknowledge that information contained in this application is a public record and may be subject to disclosure and I may be required to file a Statement of Economic Interests Form (Form 700).

Date

Signature

2019 PERSONNEL BOARD ATTENDANCE
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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Chin	Harvey	NM	P	NM	P								
Kwan	Liane	NM	P	NM	P								
Lemire	Pauline	NM	P	NM	-								
Reynoso	Gustavo	NM	P	NM	P								
Verbeck	Greg	NM	P	NM	P								

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy