

Pursuant to Assembly Bill 361, Governor Newsom's Proclamation of a State of Emergency on March, 4, 2020, and the Order of the Health Officer of the County of Los Angeles Department of Public Health (revised January 5, 2022), members of the Civil Service Commission and staff will participate in this meeting via teleconference or other electronic means.

**PARTICIPATE BEFORE THE MEETING** by emailing [CivilServiceCommission@TorranceCA.Gov](mailto:CivilServiceCommission@TorranceCA.Gov) and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item with your comments.

**MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING** via Zoom by using the following link or by calling in with the phone number listed below: <https://bit.ly/3dBZ1T6>  
Phone number: 1-669-900-9128  
ID: 857 3095 1581  
Passcode: 390588

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session.

**TORRANCE CIVIL SERVICE COMMISSION AGENDA  
MONDAY, JANUARY 10, 2022  
REGULAR MEETING  
6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS**

**CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Adelsman, Dean, Hamada, Herring, Lewis, Sasaki, Chair Shwarts

**2. FLAG SALUTE:**

**3. REPORT OF THE CITY CLERK ON THE POSTING OF THE AGENDA**

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Friday, January 7, 2022.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS**

*This portion of the meeting is reserved for public comment on items not on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 3 minutes per speaker. Your comment to the Commission meeting will be recorded as part of the meeting. By staying in the meeting and making public comment during the meeting, you are agreeing to have your comment recorded.*

**6. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.*

**6A. Approve Civil Service Commission Minutes.**

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of November 8, 2021 and December 13, 2021. (*Minutes provided to Commission members only, copies available in the Personnel Building*).

**6B. Accept and File Employee Transition Report for December 2021.**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of December 2021.

**6C. Approve the Examination for Principal Human Resources Analyst.**

Recommendation of Human Resources Manager that your Honorable Body approve conducting the Principal Human Resources Analyst examination on an open basis consisting of the following exam components and weights: Application Review (qualifying) and a Technical Oral Interview (weighted 100%). Staff is requesting approval for a six month eligible list.

**6D. Approve the Examination for Wastewater Technician.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Wastewater Technician examination on a promotional basis consisting of the following exam components and weights: Written Test (20%), Performance Test (50%) and Oral Interview (30%). Staff is requesting approval for a six (6) month eligibility list.

**7. ADMINISTRATIVE MATTERS**

**7A. Hear the Appeal of Performance Evaluation Filed by Sanitation Equipment Operator. *Consideration of public employee performance will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session.***

Recommendation of the Civil Service Manager that your Honorable Body hear the appeal of the performance evaluation filed by a Sanitation Equipment Operator.

**8. HEARINGS**

**8A. Appeal of Discipline of a Torrance Police Officer (3).**

(Confidential under Penal Code 832.7 and Copley Press v. Superior Court 39 Cal. 4<sup>th</sup> 1272 (2006)). Consideration of Public Employee discipline may be conducted in a closed session per California Government Code 54957(b)(1).

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

**10A.** Adjournment of Civil Service Commission Meeting to Monday, January 24, 2022, at 6:00 p.m.

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR DECEMBER 2021**

**RECOMMENDATION:**

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of December 2021.

**BACKGROUND/ANALYSIS:**

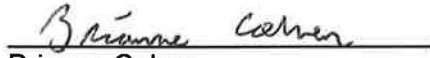
The Employee Transition Report for December 2021 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga  
Human Resources Technician

CONCUR:



Brianne Cohen  
Civil Service Manager

Attachment: A) Employee Transition Report for December 2021

**EMPLOYEE TRANSITION REPORT  
DECEMBER 2021**

This report includes all internal promotions, internal transfers, and new hires throughout the City.

**INTERNAL PROMOTIONS**

<b>FROM TITLE</b>	<b>DEPARTMENT</b>	<b>TO TITLE</b>	<b>DEPARTMENT</b>
Community Services Leader I	Community Services	Community Services Leader III	Community Services
Community Services Leader II	Community Services	Community Services Leader III	Community Services
Community Services Leader II	Community Services	Community Services Leader III	Community Services
Fire Fighter	Fire	Fire Engineer	Fire
Management Aide (Intern II)	City Manager's Office	Management Assistant	Community Development
Management Aide (Intern II)	City Manager's Office	Management Assistant	Finance
Fire Prevention Specialist	Fire	Senior Fire Prevention Specialist	Fire

**NEW HIRES**

<b>TITLE</b>	<b>DEPARTMENT</b>
Management Aide (Intern II)	City Manager's Office
Management Aide (Intern II)	City Manager's Office
Management Aide (Intern II)	General Services
Police Records Technician	Police

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR PRINCIPAL HUMAN RESOURCES ANALYST**

**RECOMMENDATION:**

Recommendation of Human Resources Manager that your Honorable Body approve conducting the Principal Human Resources Analyst examination on an open basis consisting of the following exam components and weights: Application Review (qualifying) and a Technical Oral Interview (weighted 100%). Staff is requesting approval for a six month eligible list.

**SALARY:**

The monthly rage for this position is \$8,900.00 - \$10,680.00.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Principal Human Resources Analyst. There are two current vacancies in the Transit and Public Works departments due to resignations.

On December 13, 2021, the honorable body approved the retitled and revised class specification of the Human Resources Senior Management Associate to Principal Human Resources Analyst to appropriately reflect the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Minimum Qualifications section of attached Class Specification.

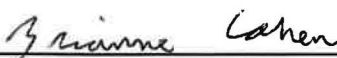
The previous examination in 2018 was weighted as follows: Application Review (qualifying), and Panel Interview (100%). There will be no change in the exam types and weights.

There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

By   
\_\_\_\_\_  
Hedieh Khajavi  
Human Resources Manager

CONCUR:

  
\_\_\_\_\_  
Brianne Cohen  
Civil Service Manager

Attachment: A) Principal Human Resources Analyst Class Specification

## **Principal Human Resources Analyst**

### **Definition**

Under general direction, this management position manages, coordinates, and participates in a variety of professional-level human resources management functions such as recruitment, assessment, selection, classification, compensation, benefits, leaves management, employee relations, performance management, policy development, labor relations, and Human Resources Information Systems (HRIS). The position seeks to support departments and continuously improve programs and services in the assigned human resources management functions.

### **Distinguishing Characteristics**

Reports to Human Resources management and Department Head and is distinguished from the Human Resources Manager in that the incumbent is not responsible for managing the full range of human resources functions. Distinguished from the Human Resources Analyst in that the incumbent has administrative responsibility over the operations of City wide human resources programs. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals, and objectives and to apply concepts, plans and strategies that may deviate from traditional goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

### **Supervision Exercised/Received**

Receives general direction from Human Resources management and Department Head. Exercises supervision over assigned professional staff and office support staff.

### **Example of Essential Duties**

*The following duties represent the principal job duties; however, they are not all inclusive.*

- Commits to implementing City of Torrance's Mission, Vision, and commitments.
- Develops, plans, organizes, supervises and evaluates assigned programs, projects and activities related to a variety of human resources functions and programs.
- Manages the daily operations of assigned human resources functions.
- Supervises the City's recruitment and assessment program and ensures that hiring and examination processes are conducted in a fair, objective and independent manner; develops and administers examinations for a variety of job classifications; provides policy direction and resolves controversial and sensitive recruitment issues.
- Supervises and participates in job analysis/audits, classification studies and career ladders for recruitment/selection and classification and compensation purposes.
- Coordinates and collaborates with the City Attorney's Office on complex investigations and assumes primary responsibility for the human resources support role to City Manager and city departments on disciplinary matters.
- Prepares investigative scope, findings, and progressive disciplinary documents.
- Ensures compliance related to Americans with Disabilities Act, sexual harassment, discrimination, and other federal and state laws.
- Prepares written reports and policies and makes formal oral presentations to managers, executives, City Council, Civil Service Commission and community-based organizations as necessary.
- Reviews and evaluates the results of discrimination and harassment investigations; develops and approves recommendations for resolution of complaints and allegations.
- Stays abreast of new trends and innovations in the field of Human Resources including

benefits administration, sexual harassment, equal employment opportunity (EEO) issues, selection, classification and compensation, labor relations and Human Resource Information Systems.

- Performs a range of professional, analytical and technical duties involved in the implementation of the City's benefits program; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Supervises and participates in the development and presentation of benefits information programs and activities; coordinates with external agents such as benefits brokers, vendors, task forces to manage and improve employee benefits and resolve policy compliance and other complex issues.
- Plans and directs the work of professional and support staff including: training, assigning, reviewing, evaluating work performance, coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending employee discipline.
- Manages the employee leaves of absence within assigned areas of responsibility.
- Plans time and activities to ensure the achievement of City and division objectives within assigned areas of responsibility. Monitors program success using appropriate tracking and feedback systems.
- Coordinates activities related to return-to-work and accommodation issues arising out of non-job related injuries that involve city departments, vendors, risk management programs, and human resources.
- Provides counsel to managers and employees on complex labor and employee relations matters, City policies, procedures and practices, contractual provisions, and other applicable laws, rules and regulations and prepares written reports/responses.
- Develops and facilitates department-wide training programs; conducts need assessments to identify specific training needs; conducts formal training sessions and acts as a course instructor; assesses training effectiveness and modifies training programs as needed.
- Identifies opportunities for improving service delivery methods and procedures; identifies resources needs; reviews recommendations with appropriate management staff; implements improvements.
- Analyzes trends and metrics to develop strategies, solutions, programs and policies.
- Performs a range of duties involved in the identification, planning, development, and implementation of new and/or modified programs that would support the mission and goals of the City; oversees or performs the necessary research and analysis to justify the appropriateness or implementing the proposed program/project.
- Assists the Department Head with strategic planning, budget forecasting and administration.
- Attends City Council and Commission meetings, as needed.
- Attends and conducts meetings as required.
- Assists the City's Chief Negotiator in administering and participating in difficult and complex labor negotiations in order to establish wages, benefits, and terms and conditions of employment; assists and participates in the development and presentation of strategies and proposals for labor negotiations including preparation of management and labor proposals and counterproposals.
- Assists the City's Chief Negotiator in preparing, analyzing, and maintaining a variety of records, reports, studies, documents, and statistical findings; assists with drafting Memoranda of Understanding (MOUs); assists with drafting ordinances, resolutions, policy statements, and administrative instruction to implement terms of the MOUs.
- Assists the City's Chief Negotiator in the advocacy and representation of the City on labor relations matters.

- Establishes highly effective working relationships with managers, employees, and labor representatives on employee relations issues.

### **Examples of Other Duties**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Attends department meetings, as required.
- Serves on various committees, as appropriate.
- Performs related duties as required.

### **Qualification Guidelines**

#### **Knowledge of:**

- Current federal, state and local legislation and guidelines pertaining to assigned areas of responsibility;
- Principles and practices of public personnel administration including job analysis and classification methods, compensation and benefits administration, recruitment and selection, and employee relations;
- Principles of employee investigations techniques and progressive disciplinary process
- Principles and practices of labor-management relations, negotiation and contract administration;
- Principles, methods and techniques of strategic business planning and process improvement;
- Trends, practices and technology in human resources management;
- Principles of effective management and supervision;
- Customer service principles and practices;
- Comprehensive understanding of city functions, policies, practices and procedures;
- Principles of project leadership/coordination;
- Principles of business letter writing and basic report preparation for investigations and disciplinary documents;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- Applicable local, State and Federal regulations;
- General City operations.

#### **Ability to:**

- Plan, organize and direct human resources management programs;
- Analyze complex and technical problems and develop sound and appropriate short and long-term solutions;
- Maintain confidentiality of private and sensitive information;
- Foster a collaborative/teamwork environment; handle conflicts and confrontations effectively;
- Analyze trends, metrics and problems to develop short and long-range plans and solutions;
- Plan and prepare effective written reports and oral presentations; present proposals, recommendations and technical information clearly, logically and persuasively;



- Communicate effectively both orally and in writing on routine or controversial subjects using proper English grammar, document construction and correct spelling;
- Plan, organize, prioritize, train, monitor and evaluate the work of subordinates;
- Plan and organize information in a manner that facilitates understanding by employees and the public;
- Identify potential compliance or litigious risks in the workplace; apply principles and techniques for effective investigations, with objective findings and recommendations related to law and legal precedence;
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility;
- Utilize word processing and spreadsheet applications;
- Maintain a friendly and pleasant attitude and deal tactfully, politely and effectively with Council members, Commissioners, senior staff, employees, retirees, labor representatives, and the general public.

### **Licenses and Certifications**

Professional designation or certification from Human Resources associations such as International Public Management Association for Human Resources (IPMA-HR), Society for Human Resources Management (SHRM), California Public Employers Labor Relations Association (CALPELRA) is highly desirable.

### **Experience and Education**

*Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:*

Bachelor's Degree from a college or university in Public Administration, Business Administration, Psychology, Industrial and Organizational Psychology, or a related field and three (3) years of progressively responsible professional Human Resources experience which includes at least one (1) year of lead or supervisory experience of at least one major human resources program.

### **Special Requirements**

*Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Job duties are generally performed in an office environment. Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another. While performing the job duties employee is regularly required to sit. Requires sufficient hand-eye coordination to perform semi-skilled repetitive movements, such as use hands to keyboard, type, or handle materials, and talk or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push or pull up to 25 pounds with or without assistance and with or without the use of devices or equipment used to aid the lifting process. While performing the duties of this job, the noise level in the work environment is usually quiet. Tasks are regularly performed without exposure to adverse environmental conditions.

Reasonable accommodations will be made to enable an individual with disabilities to perform the essential functions.

**Career Ladder Information**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Human Resources Manager.

**Appointment**

1. Management.
2. Exempt from FLSA.
3. Employees in these classes are subject to the reporting requirements of the City's Conflict of Interest Code.

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR WASTEWATER TECHNICIAN**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Wastewater Technician examination on a promotional basis consisting of the following exam components and weights: Written Test (20%), Performance Test (50%) and Oral Interview (30%). Staff is requesting approval for a six (6) month eligibility list.

**SALARY:**

\$23.70 - \$24.90 - \$26.13 - \$27.43 per hour

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Wastewater Technician. There is one (1) vacancy due resignation.

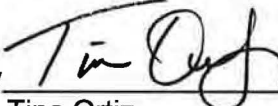
Staff recommends conducting the examination for Wastewater Technician on a promotional basis provided that a minimum of eight (8) applications are filed and accepted from City employees. If less than eight (8) applications are filed and accepted, the promotional examination will be canceled and the examination will be conducted on an open basis.

The class specification has been reviewed and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Minimum Qualifications section of attached Class Specification.

The previous examination in 2016 was weighted as follows: Performance Test (70%) and Oral Interview (30%). A written test component (weighted 20%) was added to the test components in 2018 to ensure candidates possess the knowledge, skills, and abilities required of the position.

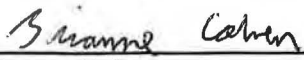
There is a sufficient pool of internal candidates to qualify, therefore, a promotional recruitment is recommended.

Respectfully submitted,

By   
Tina Ortiz  
Interim Human Resources Sr. Management Associate

CONCUR:

  
Hedieh Khajavi  
Human Resources Manager

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Wastewater Technician Class Specification



# WASTEWATER TECHNICIAN

Class Code:  
5708

Bargaining Unit: Torrance Municipal  
Employees (AFSCME Local 1117)

CITY OF TORRANCE  
Established Date: Mar 1, 2009

## SALARY RANGE

\$23.70 - \$27.43 Hourly  
\$4,108.00 - \$4,754.53 Monthly  
\$49,296.00 - \$57,054.40 Annually

### DEFINITION:

Under general supervision, performs a variety of routine duties to assist with the servicing, cleaning, maintenance, inspection and repair of the City's wastewater collection systems; learns to safely operate a sewer vacuum truck, video truck and a variety of manual and power driven equipment, devices and tools; cleans and ensures maintenance of all assigned vehicles, equipment and tools; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Wastewater Technician is the journey level classification in the Wastewater Technician series. Incumbents in this classification are distinguished from the Maintenance Worker by the ability to perform the full range of assigned duties and tasks under general supervision, the safe operation of assigned tools and equipment, and a greater complexity of work assignments. Distinguished from the Public Works Supervisor as incumbents are not responsible for supervising the work of crews collecting refuse or cleaning City streets.

Receives general supervision from the Public Works Supervisor; may provide technical supervision to Maintenance Workers.

### EXAMPLES OF ESSENTIAL DUTIES:

Attachment A

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Reads sewer and storm drain system maps to locate manholes, sewer lines and connections;
- Uses a variety of hydro-jet equipment to clean and maintain the City's sewer systems and storm drain facilities;
- Uses a variety of manual and power driven equipment, devices and tools to clean, repair and replace pumps and valves at sewer lift and storm drain pumping stations;
- Locates breaks in sewer line and storm drain pipes; excavates and shores trenches; repairs, replaces or installs new sewer and/or storm drain pipes as appropriate;
- Safely operates large trucks, backhoes, skip loaders and a variety of manual and power-driven equipment, devices and tools; tows equipment to job sites;
- Inspects assigned equipment daily to ensure safe and reliable operation;
- Flags and directs traffic, and properly positions safety cones, signs and other safety equipment around work sites to ensure the safety of the public and the crew;
- Responds to routine questions from the public relative to clogged drains or system breaks and refers unresolved complaints to supervisor for resolution;
- Prepares a variety of routine reports and maintains a variety of system, equipment and work activity logs and records;
- Responds to various sewer maintenance emergencies and may be subject to call out during non-work hours.

#### **Example of Other Duties**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- May provide training to less-experienced staff or Maintenance Workers;
- May set flow and sample meter devices;
- Performs other job-related duties as required.

## **QUALIFICATION GUIDELINES:**

#### **Education and Experience**

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

A minimum of one (1) year of responsible experience performing inspection, construction, maintenance and servicing of wastewater collection comparable to the work performed by a Maintenance Worker assigned to Wastewater which includes completion of required training and attainment of required proficiency, licenses and certifications.

#### **Licenses and/or Certificates**

Possess and maintain a valid Class B California Driver's License with appropriate endorsements; and forklift certification prior to the completion of the probationary period.

#### **Knowledge of**

- Methods, practices, equipment, tools, and materials used in the inspection, cleaning, maintenance and repair of wastewater collection systems;
- Safety practices applicable to biohazard conditions and wastewater collection systems cleaning, maintenance and repair;
- Pumps and valves used in sewer lift pumping stations;
- Basic methods and use of hand and power tools, materials and equipment used in public works maintenance and construction work;
- Safe work methods and pertinent safety regulations;
- Basic safety and first aid practices;

- Effective public service techniques.

**Ability to**

- Safely and effectively operate all types of specialized wastewater collection system maintenance equipment;
- Perform heavy physical labor safely for extended periods;
- Work in confined spaces;
- Wear specialized breathing apparatus;
- Safely and properly set up work sites on public streets;
- Prepare and maintain a variety of routine system, equipment and work activity reports and records;
- Follow and understand oral and written instructions, including wastewater collection system maps, work orders, safety and operating manuals and a variety of policies, procedures, rules and regulations;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Perform heavy and sustained manual labor;
- Effectively follow oral and written instructions;
- Learn and effectively perform work methods specific to the maintenance of wastewater collection systems;
- Follow work safety procedures and practices;
- Safely and effectively operate a variety of hand and power tools and equipment;
- Operate vehicles while observing legal and defensive driving practices;
- Complete basic time and activity records and reports;
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work.

**SPECIAL REQUIREMENTS:**

Incumbents may be subject to call-out during non-working hours; may be required to wear breathing apparatus to safely perform duties of the job and may perform work in confined spaces.

**Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, and crouch, to reach, to sit and stand for long periods of time; to walk; to lift, push, pull and carry objects weighing up to 75 pounds and/or weighing up to 200 pounds with assistance; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

**Work Environment**

Essential duties of this classification are performed primarily in a field environment in all weather conditions. Work is performed on a daily basis in an atmosphere of constant noise, around moving objects and vehicles, on ladders and scaffolding, and below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, chemicals, treated water, and untreated sewage, and must work in confined spaces. On a less frequent basis, incumbents perform duties around machinery with moving parts, with hands in water and may be exposed to electrical energy.

**CAREER LADDER INFORMATION:**

If incumbent possesses a class B California driver license, experience gained as a Wastewater Technician level may serve to meet minimum qualifications for transfer to the classification of Equipment Operator or Sanitation Equipment Operator or promotion to Public Works Supervisor.

**ESTABLISHED/REVISED DATE:**

Established Date: March 2009  
Department Review: January 2022