

ITEM: RECLASSIFY, ADD AND AMEND JOB CLASSIFICATIONS AND UPDATE GRADE STEP TABLE

RECOMMENDATION: Adopt a Resolution to Add a Construction Superintendent Job Classification, Update the Maintenance Worker Series and Construction Inspector Job Classifications, Reclassify Staff Positions, and Update the Grade Step Table as of January 1, 2021, in accordance with California Code of Regulations, Title 2, Section 570.5

SUMMARY:

In accordance with CalPERS requirements, the City Council must adopt a resolution approving the City of Lathrop Salary Schedule each time a change occurs. The State of California has mandated yearly minimum wage increases between January 1, 2017 and January 1, 2023 based on an employer's size. As of January 1, 2021, the California state minimum wage increases to \$14 per hour.

The City of Lathrop publishes its salary ranges in the Council approved salary schedule. Staff has updated the FY 2020/21 Salary Schedule (Attachment B) to reflect the State of California mandated minimum wage changes.

In addition, staff is proposing amendments to the position control roster for City Council consideration. The proposed adjustments include the addition of one (1) full-time-equivalent position (FTE) and the updating and reclassifying of several job classifications in the Public Works and Parks and Recreation Department's.

BACKGROUND:

The State of California has mandated yearly minimum wage increases between January 1, 2017 and January 1, 2023. The City of Lathrop complies with State-mandated minimum wage increases in accordance with the Employers with 26 Employees or more schedule established by the Department of Industrial Relations. The schedule below shows the increases for the City of Lathrop:

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Schedule for California Minimum Wage Rate Increases January 1, 2017-2023.

Date	Minimum Wage for Employers with 25 Employees or Less	Minimum Wage for Employers with 26 Employees or More
January 1, 2017	\$10.00/hour	\$10.50/hour
January 1, 2018	\$10.50/hour	\$11.00/hour
January 1, 2019	\$11.00/hour	\$12.00/hour
January 1, 2020	\$12.00/hour	\$13.00/hour
January 1, 2021	\$13.00/hour	\$14.00/hour
January 1, 2022	\$14.00/hour	\$15.00/hour
January 1, 2023	\$15.00/hour	

In addition, the Public Works Department and the Parks and Recreation Department have reevaluated their staffing needs to meet service level expectations of the community as the City continues to grow. In order to continue to provide the exceptional service level the community has come to expect, job descriptions may need to be updated to match job duties and additional positions may need to be created. Additionally, changes in workload require a position to be reclassified to better align the scope of the position with the needs of the Division or Department. Staff is requesting changes to various job descriptions within the Parks and Recreation and Public Works Departments to reflect the current needs of the City.

Staff proposes the following changes:

Construction Management Division, Public Works

Updated Job Descriptions:

- 1. Construction Superintendent (Attachment D):** Create and fund a Construction Superintendent in the Construction Management Division (Grade 76). The Public Works Department has determined the need for additional skilled staff to support the Construction Division. Staff proposes creating a Construction Superintendent position. The current Utility and Streets Maintenance Superintendent will be reclassified to fill this position. Funding for the Utility and Streets Maintenance Superintendent will remain, as it is necessary to fill this position in the near future. This position will be funded from development permits in the Construction Management Division (2020-5003). There is sufficient inspection fee revenue in the FY 2020/2021 budget to fund this position.

Annual Cost: \$206,170 – 1.0 FTE

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Reclassifications:

1. Reclassify the Senior Construction Inspector (Grade 61) to a newly created Construction Inspector III (Grade 61) (Attachment E). This update reflects changes that more accurately capture the responsibilities of the position. This change will require that one staff member be reclassified to the Construction Inspector III position.

Annual Cost: No Fiscal Impact

Maintenance Division, Public Works/ Parks & Recreation

The Maintenance Division has been reorganized to better align services provided with supervision and accountability to the Department that is responsible for providing the service. The Parks and Recreation Department will now manage parks and facility maintenance staff while the street maintenance staff will remain in the Public Works Department. With the change in the reporting structure, it is necessary to update the job descriptions to reflect the areas of assigned responsibilities and the necessary trainings and certifications required. The changes will have various impacts as noted below:

Updated Job Descriptions:

1. **Maintenance Worker I (Attachment F):** Update job description and move from Grade 38 to Grade 41 on Grade step table.
Annual Cost: \$14,268
2. **Maintenance Worker II (Attachment F):** Update job description and move from Grade 42 to Grade 45 on Grade step table.
Annual Cost: \$20,093
3. **Maintenance Worker III (Attachment G):** Reclassify the Senior Maintenance Worker position (Grade 48) to the newly created Maintenance Worker III position (Grade 48). This update reflects changes that more accurately capture the responsibilities of the position. This change will impact one currently filled position which will reclassify the incumbent to the Maintenance Worker III position.
Annual Cost: No Fiscal Impact
4. **Maintenance Services Supervisor (Attachment H):** Update job description.
Annual Cost: No Fiscal Impact

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Reclassifications:

1. Reclassify one (1) Office Assistant I/II (Grade 35) to an Administrative Assistant I (Grade 41). With the moving of the Parks and Facilities Maintenance Division to the Parks and Recreation Department, additional administrative support will be needed. As a result, staff is requesting that one existing staff member be reclassified to an Administrative Assistant I.
Annual Cost: \$10,000

2. Reclassify one (1) Facility Attendant to a Recreation Leader and update the Recreation Leader (Attachment I) job description. The combining of the job classifications will create one position that can be assigned to various areas of programming to more effectively meet the needs of the department.
Annual Cost: No Fiscal Impact

3. Reclassify one (1) Senior Facility Attendant to a Senior Recreation Leader and update the Senior Recreation Leader (Attachment J) job description. In order to maintain consistency with the class series, the responsibilities of the Senior Facility Attendant will be combined with the Senior Recreation Leader. The changes to the positions will be effective January 1, 2021 to coincide with the minimum wage increase.
Annual Cost: No Fiscal Impact

Grade Step Table

1. Adjust the grade step table to meet the minimum wage requirements mandated by the State of California. Currently, the City maintains two grade step tables, one for part-time employees and one for full time employees. With the adjustment to the minimum wage all employees will be moved to one City-wide grade step table and the part-time grade step table will be eliminated.
Annual Cost: No Fiscal Impact – Included in FY 20/21 Adopted Budget

2. Grade/ Step adjustment of Recreation Leader (Grade 17, Part-Time Table) to Recreation Leader (Grade 21, City-wide). Effective January 1, 2021 coinciding with the minimum wage increase.
Annual Cost: No Fiscal Impact – Included in FY 20/21 Adopted Budget

3. Grade/ Step adjustment of Senior Recreation Leader (Grade 24, Part-Time Table) to Senior Recreation Leader (Grade 24, City-wide). Effective January 1, 2021 coinciding with the minimum wage increase.
Annual Cost: No Fiscal Impact – Included in FY 20/21 Budget

4. Grade/ Step adjustment of removing the Senior Center Recreation Coordinator (Grade 38). This is an administrative correction only. The Recreation Coordinator position is accurately listed as Grade 45.

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As required by the Memorandum of Understanding, staff has reviewed and discussed these recommendations with Service Employee International Union, Local 1021 (SEIU) and Lathrop Mid-Managers and Confidential Employee's Association (LMCEA).

RECOMMENDATION:

As the City continues to grow, staffing updates are needed to reflect the agency's current structure and future needs. The Public Works and Parks and Recreation Departments have reviewed their current staffing levels and have proposed changes to job descriptions and job duties. Furthermore, with the continued pace of development, the Construction Management Division, is requesting a Construction Superintendent to keep all of the City's project moving forward.

In addition, as stipulated in the California Code of Regulations, Title 2, Section 570.5, the City is required to adopt the Pay Schedule or Grade Step Table to include the increase in the California minimum wage.

FISCAL IMPACT:

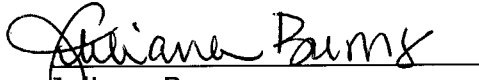
The proposed changes will have an annual fiscal impact of \$250,531. The proposed changes affect various departments. The Fiscal Year 2020/21 budget has sufficient funds to cover the proposed changes. The majority of the increase (\$206,170) will be funded from the Construction Management Fund, which is funded by development fees.

ATTACHMENTS:

- A. Resolution
- B. Grade Step Table
- C. Position Control Table
- D. Job Description – Construction Superintendent
- E. Job Description – Construction Inspector III
- F. Updated Job Description – Maintenance Worker I/II
- G. Job Description – Maintenance Worker III
- H. Updated Job Description – Maintenance Services Supervisor
- I. Updated Job Description – Recreation Leader
- J. Updated Job Description – Senior Recreation Leader

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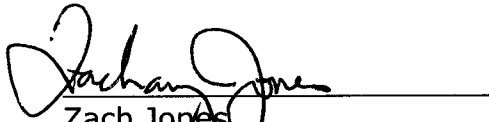
APPROVALS:


Juliana Burns
Human Resources Manager

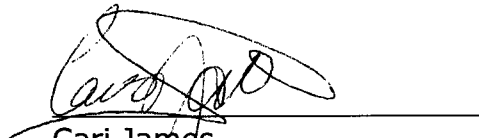
12/8/2020
Date


Michael King
Director of Public Works


12/9/2020
Date


Zach Jones
Director of Parks and Recreation

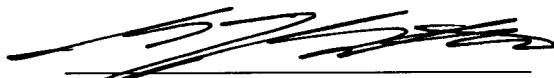
12-9-2020
Date


Cari James
Director of Finance and Administrative Services

12/8/2020
Date


Salvador Navarrete
City Attorney

12-9-2020
Date


Stephen J. Salvatore
City Manager

12.9.2020
Date

RESOLUTION NO. 20-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING THE ADDITION OF A CONSTRUCTION SUPERINTENDENT JOB CLASSIFICATION, UPDATE THE MAINTENANCE WORKER SERIES AND CONSTRUCTION INSPECTOR JOB CLASSIFICATIONS, RECLASSIFY STAFF POSITIONS, AND UPDATE THE GRADE STEP TABLE AS OF JANUARY 1, 2021, IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

WHEREAS, the City of Lathrop has prepared and submitted to the City Council a biennial budget for the fiscal year commencing July 1, 2020; and

WHEREAS, the State of California mandates yearly minimum wage increases through January 1, 2023; and

WHEREAS, as the City has no exceptions to the mandated change, the City of Lathrop complies with State-mandated minimum wage increases in accordance with the Employers with 26 Employees or More schedule established by the Department of Industrial Relations as follows:

Date	Minimum Wage for Employers with 25 Employees or Less	Minimum Wage for Employers with 26 Employees or More
January 1, 2017	\$10.00/hour	\$10.50/hour
January 1, 2018	\$10.50/hour	\$11.00/hour
January 1, 2019	\$11.00/hour	\$12.00/hour
January 1, 2020	\$12.00/hour	\$13.00/hour
January 1, 2021	\$13.00/hour	\$14.00/hour
January 1, 2022	\$14.00/hour	\$15.00/hour
January 1, 2023	\$15.00/hour	

WHEREAS, the City is required to increase minimum wage to \$14.00/hour on January 1, 2021;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lathrop does hereby approve the updated Salary Schedule (Attachment B), Effective January 1, 2021, in accordance with the California Code of Regulations, Title 2, Section 570.5; and

BE IT FURTHER RESOLVED, the City Council of the City of Lathrop does hereby approve the position control amendments as detailed in Attachments C-J (listed below) and as identified in the City Manager's Report.

- C. Position Control Table
- D. Job Description – Construction Superintendent
- E. Job Description – Construction Inspector III
- F. Updated Job Description – Maintenance Worker I/II
- G. Job Description – Maintenance Worker III
- H. Updated Job Description – Maintenance Services Supervisor
- I. Updated Job Description – Recreation Leader
- J. Updated Job Description – Senior Recreation Leader

The foregoing resolution was passed and adopted this 14th day of December 2020, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

Teresa Vargas, City Clerk



Salvador Navarrete, City Attorney

**CITY OF LATHROP
GRADE-STEP TABLE**

**FOR REFERENCE USE ONLY*

Eff. 12/15/20 and 1/1/21 as noted

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
20			hourly	\$ 14.17	\$ 14.88	\$ 15.63	\$ 16.41	\$ 17.23
			bi-weekly	1,134	1,191	1,250	1,313	1,378
			monthly	2,457	2,580	2,709	2,844	2,986
			annual	29,481	30,955	32,503	34,128	35,834
21	RECREATION LEADER (1/1/2021)	UNREP/SEIU	hourly	\$ 14.53	\$ 15.25	\$ 16.02	\$ 16.82	\$ 17.66
	FACILITY ATTENDANT - Effective 1/1/2021		bi-weekly	1,162	1,220	1,281	1,345	1,413
			monthly	2,518	2,644	2,776	2,915	3,061
			annual	30,218	31,729	33,315	34,981	36,730
22			hourly	\$ 14.89	\$ 15.64	\$ 16.42	\$ 17.24	\$ 18.10
			bi-weekly	1,191	1,251	1,313	1,379	1,448
			monthly	2,581	2,710	2,846	2,988	3,137
			annual	30,972	32,521	34,147	35,854	37,647
23			hourly	\$ 15.26	\$ 16.03	\$ 16.83	\$ 17.67	\$ 18.55
			bi-weekly	1,221	1,282	1,346	1,414	1,484
			monthly	2,646	2,778	2,917	3,063	3,216
			annual	31,748	33,335	35,002	36,752	38,589
24	SENIOR FACILITY ATTENDANT	SEIU	hourly	\$ 15.65	\$ 16.43	\$ 17.25	\$ 18.11	\$ 19.02
	SENIOR RECREATION LEADER		bi-weekly	1,252	1,314	1,380	1,449	1,521
			monthly	2,712	2,847	2,990	3,139	3,296
			annual	32,542	34,169	35,877	37,671	39,555
25			hourly	\$ 16.04	\$ 16.84	\$ 17.68	\$ 18.56	\$ 19.49
			bi-weekly	1,283	1,347	1,414	1,485	1,559
			monthly	2,780	2,919	3,065	3,218	3,379
			annual	33,355	35,023	36,774	38,613	40,544
26			hourly	\$ 16.44	\$ 17.26	\$ 18.12	\$ 19.03	\$ 19.98
			bi-weekly	1,315	1,381	1,450	1,522	1,598
			monthly	2,849	2,992	3,141	3,298	3,463
			annual	34,189	35,898	37,693	39,578	41,557
27			hourly	\$ 16.85	\$ 17.69	\$ 18.57	\$ 19.50	\$ 20.48
			bi-weekly	1,348	1,415	1,486	1,560	1,638
			monthly	2,920	3,066	3,220	3,381	3,550
			annual	35,044	36,796	38,636	40,567	42,596
28			hourly	\$ 17.27	\$ 18.13	\$ 19.04	\$ 19.99	\$ 20.99
			bi-weekly	1,382	1,451	1,523	1,599	1,679
			monthly	2,993	3,143	3,300	3,465	3,638
			annual	35,920	37,715	39,601	41,581	43,660
29			hourly	\$ 17.70	\$ 18.59	\$ 19.52	\$ 20.49	\$ 21.52
			bi-weekly	1,416	1,487	1,561	1,639	1,721
			monthly	3,068	3,222	3,383	3,552	3,729
			annual	36,818	38,659	40,592	42,621	44,752
30			hourly	\$ 18.14	\$ 19.05	\$ 20.00	\$ 21.00	\$ 22.05
			bi-weekly	1,451	1,524	1,600	1,680	1,764
			monthly	3,145	3,302	3,467	3,641	3,823
			annual	37,738	39,625	41,606	43,687	45,871
31			hourly	\$ 18.60	\$ 19.53	\$ 20.50	\$ 21.53	\$ 22.60
			bi-weekly	1,488	1,562	1,640	1,722	1,808
			monthly	3,223	3,385	3,554	3,732	3,918
			annual	38,682	40,616	42,647	44,779	47,018
32	OFFICE ASSISTANT I	SEIU	hourly	\$ 19.06	\$ 20.01	\$ 21.02	\$ 22.07	\$ 23.17
	bi-weekly		1,525	1,601	1,681	1,765	1,854	
	monthly		3,304	3,469	3,643	3,825	4,016	
	annual		39,649	41,631	43,713	45,898	48,193	
33			hourly	\$ 19.54	\$ 20.52	\$ 21.54	\$ 22.62	\$ 23.75
			bi-weekly	1,563	1,641	1,723	1,809	1,900
			monthly	3,387	3,556	3,734	3,920	4,116
			annual	40,640	42,672	44,805	47,045	49,398
34			hourly	\$ 20.03	\$ 21.03	\$ 22.08	\$ 23.18	\$ 24.34
			bi-weekly	1,602	1,682	1,766	1,855	1,947
			monthly	3,471	3,645	3,827	4,018	4,219
			annual	41,656	43,739	45,925	48,222	50,633

**CITY OF LATHROP
GRADE-STEP TABLE**

**FOR REFERENCE USE ONLY*

Eff. 12/15/20 and 1/1/21 as noted

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
35	OFFICE ASSISTANT II	SEIU	hourly	\$ 20.53	\$ 21.55	\$ 22.63	\$ 23.76	\$ 24.95
			bi-weekly	1,642	1,724	1,811	1,901	1,996
			monthly	3,558	3,736	3,923	4,119	4,325
			annual	42,698	44,832	47,074	49,428	51,899
36			hourly	\$ 21.04	\$ 22.09	\$ 23.20	\$ 24.36	\$ 25.58
			bi-weekly	1,683	1,767	1,856	1,949	2,046
			monthly	3,647	3,829	4,021	4,222	4,433
			annual	43,765	45,953	48,251	50,663	53,196
37	ANIMAL SERVICES ASSISTANT RECREATION SPECIALIST	SEIU	hourly	\$ 21.57	\$ 22.64	\$ 23.78	\$ 24.97	\$ 26.21
			bi-weekly	1,725	1,812	1,902	1,997	2,097
			monthly	3,738	3,925	4,121	4,327	4,544
			annual	44,859	47,101	49,457	51,929	54,526
38	ACCOUNTING SPECIALIST I MAINTENANCE WORKER I WATER METER READER I SENIOR CENTER RECREATION COORDINATOR	SEIU	hourly	\$ 22.11	\$ 23.21	\$ 24.37	\$ 25.59	\$ 26.87
			bi-weekly	1,768	1,857	1,950	2,047	2,150
			monthly	3,832	4,023	4,224	4,436	4,657
			annual	45,980	48,280	50,693	53,228	55,890
39			hourly	\$ 22.66	\$ 23.79	\$ 24.98	\$ 26.23	\$ 27.54
			bi-weekly	1,813	1,903	1,998	2,098	2,203
			monthly	3,927	4,124	4,330	4,547	4,774
			annual	47,130	49,486	51,960	54,558	57,286
40			hourly	\$ 23.23	\$ 24.39	\$ 25.61	\$ 26.89	\$ 28.23
			bi-weekly	1,858	1,951	2,048	2,151	2,258
			monthly	4,026	4,227	4,438	4,660	4,893
			annual	48,308	50,724	53,260	55,923	58,719
41	ADMINISTRATIVE ASSISTANT I UTILITY OPERATOR I MAINTENANCE WORKER I	SEIU	hourly	\$ 23.81	\$ 25.00	\$ 26.25	\$ 27.56	\$ 28.94
			bi-weekly	1,904	2,000	2,100	2,205	2,315
			monthly	4,126	4,333	4,549	4,777	5,016
			annual	49,516	51,991	54,591	57,321	60,187
42	ACCOUNTING SPECIALIST II MAINTENANCE WORKER II WATER METER READER II	SEIU	hourly	\$ 24.40	\$ 25.62	\$ 26.90	\$ 28.25	\$ 29.66
			bi-weekly	1,952	2,050	2,152	2,260	2,373
			monthly	4,229	4,441	4,663	4,896	5,141
			annual	50,753	53,291	55,956	58,753	61,691
43			hourly	\$ 25.01	\$ 26.26	\$ 27.57	\$ 28.95	\$ 30.40
			bi-weekly	2,001	2,101	2,206	2,316	2,432
			monthly	4,335	4,552	4,780	5,018	5,269
			annual	52,022	54,623	57,354	60,222	63,233
44	INFORMATION TECHNOLOGY TECHNICIAN	SEIU	hourly	\$ 25.64	\$ 26.92	\$ 28.26	\$ 29.68	\$ 31.16
			bi-weekly	2,051	2,153	2,261	2,374	2,493
			monthly	4,444	4,666	4,899	5,144	5,401
			annual	53,323	55,989	58,788	61,728	64,814
45	ADMINISTRATIVE ASSISTANT II RECREATION COORDINATOR UTILITY OPERATOR II MAINTENANCE WORKER II	SEIU	hourly	\$ 26.28	\$ 27.59	\$ 28.97	\$ 30.42	\$ 31.94
			bi-weekly	2,102	2,207	2,318	2,433	2,555
			monthly	4,555	4,782	5,021	5,273	5,536
			annual	54,656	57,389	60,258	63,271	66,434
46	ANIMAL SERVICES OFFICER	SEIU	hourly	\$ 26.93	\$ 28.28	\$ 29.69	\$ 31.18	\$ 32.74
			bi-weekly	2,155	2,262	2,376	2,494	2,619
			monthly	4,669	4,902	5,147	5,404	5,675
			annual	56,023	58,824	61,765	64,853	68,096
47	PERMIT TECHNICIAN ADMINISTRATIVE TECHNICIAN I ADMINISTRATIVE ASSISTANT III	SEIU	hourly	\$ 27.61	\$ 28.99	\$ 30.44	\$ 31.96	\$ 33.56
			bi-weekly	2,209	2,319	2,435	2,557	2,685
			monthly	4,785	5,024	5,276	5,539	5,816
			annual	57,423	60,294	63,308	66,474	69,797
48	SENIOR MAINTENANCE WORKER MAINTENANCE WORKER III SOLID WASTE&RESOURCE CONSERV. COORD.	SEIU	hourly	\$ 28.30	\$ 29.71	\$ 31.20	\$ 32.76	\$ 34.40
			bi-weekly	2,264	2,377	2,496	2,621	2,752
			monthly	4,905	5,150	5,408	5,678	5,962
			annual	58,859	61,802	64,892	68,136	71,543
49	ACCOUNTING TECHNICIAN	SEIU	hourly	\$ 29.00	\$ 30.46	\$ 31.98	\$ 33.58	\$ 35.26
			bi-weekly	2,320	2,436	2,558	2,686	2,820
			monthly	5,027	5,279	5,543	5,820	6,111
			annual	60,330	63,346	66,514	69,839	73,331
50	ENGINEERING TECHNICIAN I SENIOR ANIMAL SERVICES OFFICER	SEIU	hourly	\$ 29.73	\$ 31.22	\$ 32.78	\$ 34.42	\$ 36.14
			bi-weekly	2,378	2,497	2,622	2,753	2,891
			monthly	5,153	5,411	5,681	5,965	6,264
			annual	61,838	64,930	68,176	71,585	75,164

**CITY OF LATHROP
GRADE-STEP TABLE**

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Eff. 12/15/20 and 1/1/21 as noted

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
51	CRIME & INTELLIGENCE ANALYST SENIOR ADMINISTRATIVE ASSISTANT ADMINISTRATIVE TECHNICIAN II	SEIU	hourly	\$ 30.47	\$ 32.00	\$ 33.60	\$ 35.28	\$ 37.04
		LMCEA	bi-weekly	2,438	2,560	2,688	2,822	2,963
		SEIU	monthly	5,282	5,546	5,823	6,115	6,420
			annual	63,384	66,554	69,881	73,375	77,044
52	ACCOUNTANT I BUILDING INSPECTOR I CODE COMPLIANCE OFFICER I	SEIU	hourly	\$ 31.23	\$ 32.80	\$ 34.44	\$ 36.16	\$ 37.97
		SEIU	bi-weekly	2,499	2,624	2,755	2,893	3,037
		SEIU	monthly	5,414	5,685	5,969	6,267	6,581
			annual	64,969	68,217	71,628	75,209	78,970
53	CONSTRUCTION INSPECTOR I LEGAL SECRETARY	SEIU	hourly	\$ 32.02	\$ 33.62	\$ 35.30	\$ 37.06	\$ 38.92
			bi-weekly	2,561	2,689	2,824	2,965	3,113
		EXEMPT	monthly	5,549	5,827	6,118	6,424	6,745
			annual	66,593	69,923	73,419	77,090	80,944
54	ENGINEERING TECHNICIAN II EXECUTIVE ASSISTANT	SEIU	hourly	\$ 32.82	\$ 34.46	\$ 36.18	\$ 37.99	\$ 39.89
		LMCEA	bi-weekly	2,625	2,757	2,894	3,039	3,191
			monthly	5,688	5,973	6,271	6,585	6,914
			annual	68,258	71,671	75,254	79,017	82,968
55	ASSISTANT PLANNER BUILDING INSPECTOR II CODE COMPLIANCE OFFICER II SENIOR ACCOUNTING TECHNICIAN	SEIU	hourly	\$ 33.64	\$ 35.32	\$ 37.08	\$ 38.94	\$ 40.89
		SEIU	bi-weekly	2,691	2,825	2,967	3,115	3,271
		SEIU	monthly	5,830	6,122	6,428	6,749	7,087
		SEIU	annual	69,964	73,463	77,136	80,992	85,042
56	ACCOUNTANT II MANAGEMENT ANALYST I (CONFIDENTIAL)	SEIU	hourly	\$ 34.48	\$ 36.20	\$ 38.01	\$ 39.91	\$ 41.91
		LMCEA	bi-weekly	2,758	2,896	3,041	3,193	3,353
			monthly	5,976	6,275	6,589	6,918	7,264
			annual	71,714	75,299	79,064	83,017	87,168
57	CONSTRUCTION INSPECTOR II LEGAL ASSISTANT PARKS & RECREATION SUPERVISOR	SEIU	hourly	\$ 35.34	\$ 37.11	\$ 38.96	\$ 40.91	\$ 42.96
			bi-weekly	2,827	2,969	3,117	3,273	3,436
		EXEMPT	monthly	6,125	6,432	6,753	7,091	7,446
		LMCEA	annual	73,506	77,181	81,040	85,092	89,347
58	ASSOCIATE PLANNER JUNIOR ENGINEER SENIOR ENGINEERING TECHNICIAN	SEIU	hourly	\$ 36.22	\$ 38.03	\$ 39.94	\$ 41.93	\$ 44.03
		SEIU	bi-weekly	2,898	3,043	3,195	3,355	3,522
		SEIU	monthly	6,279	6,593	6,922	7,268	7,632
			annual	75,344	79,111	83,066	87,220	91,581
59	BUILDING INSPECTOR III CHIEF UTILITY OPERATOR CODE COMPLIANCE OFFICER III MAINTENANCE SERVICES SUPERVISOR UTILITY OPERATOR III	SEIU	hourly	\$ 37.13	\$ 38.98	\$ 40.93	\$ 42.98	\$ 45.13
		SEIU	bi-weekly	2,970	3,119	3,275	3,438	3,610
		SEIU	monthly	6,436	6,757	7,095	7,450	7,823
		LMCEA	annual	77,227	81,089	85,143	89,400	93,870
		SEIU						
60	EXECUTIVE ASSISTANT TO THE CITY MANAGER HUMAN RESOURCES MANAGER MANAGEMENT ANALYST II (CONFIDENTIAL) INFORMATION TECHNOLOGY ENGINEER I	LMCEA	hourly	\$ 38.06	\$ 39.96	\$ 41.96	\$ 44.06	\$ 46.26
		EXEMPT	bi-weekly	3,045	3,197	3,357	3,524	3,701
		LMCEA	monthly	6,597	6,926	7,273	7,636	8,018
		LMCEA	annual	79,159	83,116	87,272	91,636	96,218
61	POLICE SERVICES MANAGER SR CONSTRUCTION INSPECTOR CONSTRUCTION INSPECTOR III UTILITY MAINTENANCE SUPERVISOR	LMCEA	hourly	\$ 39.01	\$ 40.96	\$ 43.01	\$ 45.16	\$ 47.41
		LMCEA	bi-weekly	3,121	3,277	3,441	3,613	3,793
		LMCEA	monthly	6,761	7,099	7,454	7,827	8,219
			annual	81,137	85,194	89,454	93,926	98,623
62	WASTEWATER TREATMENT PLANT SUPERVISOR	LMCEA	hourly	\$ 39.98	\$ 41.98	\$ 44.08	\$ 46.29	\$ 48.60
			bi-weekly	3,199	3,359	3,527	3,703	3,888
			monthly	6,930	7,277	7,641	8,023	8,424
			annual	83,165	87,324	91,690	96,274	101,088
63	SENIOR BUILDING INSPECTOR	SEIU	hourly	\$ 40.98	\$ 43.03	\$ 45.18	\$ 47.44	\$ 49.82
			bi-weekly	3,279	3,443	3,615	3,795	3,985
			monthly	7,104	7,459	7,832	8,223	8,635
			annual	85,245	89,507	93,982	98,682	103,616
64	ANIMAL SERVICES MANAGER ASSISTANT ENGINEER PARKS AND RECREATION ADMINISTRATOR	LMCEA	hourly	\$ 42.01	\$ 44.11	\$ 46.31	\$ 48.63	\$ 51.06
		SEIU	bi-weekly	3,361	3,529	3,705	3,890	4,085
		SEIU	monthly	7,281	7,645	8,028	8,429	8,850
			annual	87,376	91,744	96,332	101,148	106,206
65	BUDGET MANAGER SENIOR ACCOUNTANT	LMCEA	hourly	\$ 43.06	\$ 45.21	\$ 47.47	\$ 49.84	\$ 52.34
		LMCEA	bi-weekly	3,445	3,617	3,798	3,988	4,187
			monthly	7,463	7,837	8,228	8,640	9,072
			annual	89,560	94,038	98,740	103,677	108,861

CITY OF LATHROP
GRADE-STEP TABLE
Eff. 12/15/20 and 1/1/21 as noted

**FOR REFERENCE USE ONLY*

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
66			hourly	\$ 44.13	\$ 46.34	\$ 48.66	\$ 51.09	\$ 53.65
			bi-weekly	3,531	3,707	3,893	4,087	4,292
			monthly	7,650	8,032	8,434	8,856	9,299
			annual	91,799	96,389	101,209	106,269	111,582
67	CODE COMPLIANCE SUPERVISOR	LMCEA	hourly	\$ 45.24	\$ 47.50	\$ 49.87	\$ 52.37	\$ 54.99
	INFORMATION TECHNOLOGY ENGINEER II	LMCEA	bi-weekly	3,619	3,800	3,990	4,189	4,399
	SENIOR PLANNER	LMCEA	monthly	7,841	8,233	8,645	9,077	9,531
	SENIOR MANAGEMENT ANALYST	LMCEA	annual	94,094	98,799	103,739	108,926	114,372
	SPECIAL DISTRICTS MANAGER	LMCEA						
68	PERMIT AND PLAN CHECK SUPERVISOR	LMCEA	hourly	\$ 46.37	\$ 48.69	\$ 51.12	\$ 53.68	\$ 56.36
			bi-weekly	3,709	3,895	4,090	4,294	4,509
			monthly	8,037	8,439	8,861	9,304	9,769
			annual	96,446	101,268	106,332	111,648	117,231
69	UTILITY PLANT SUPERVISOR	LMCEA	hourly	\$ 47.53	\$ 49.90	\$ 52.40	\$ 55.02	\$ 57.77
			bi-weekly	3,802	3,992	4,192	4,402	4,622
			monthly	8,238	8,650	9,083	9,537	10,014
			annual	98,858	103,800	108,991	114,440	120,162
70	ASSOCIATE ENGINEER	SEIU	hourly	\$ 48.72	\$ 51.15	\$ 53.71	\$ 56.39	\$ 59.21
			bi-weekly	3,897	4,092	4,297	4,512	4,737
			monthly	8,444	8,866	9,310	9,775	10,264
			annual	101,329	106,396	111,716	117,301	123,166
71	PARKS AND RECREATION SUPERINTENDENT	LMCEA	hourly	\$ 49.93	\$ 52.43	\$ 55.05	\$ 57.80	\$ 60.70
	INFORMATION TECHNOLOGY ENGINEER III	LMCEA	bi-weekly	3,995	4,194	4,404	4,624	4,856
			monthly	8,655	9,088	9,542	10,020	10,520
			annual	103,863	109,056	114,509	120,234	126,246
72	PRINCIPAL PLANNER	LMCEA	hourly	\$ 51.18	\$ 53.74	\$ 56.43	\$ 59.25	\$ 62.21
			bi-weekly	4,095	4,299	4,514	4,740	4,977
			monthly	8,872	9,315	9,781	10,270	10,783
			annual	106,459	111,782	117,371	123,240	129,402
73	ASSISTANT CHIEF BUILDING OFFICIAL	LMCEA	hourly	\$ 52.46	\$ 55.08	\$ 57.84	\$ 60.73	\$ 63.77
			bi-weekly	4,197	4,407	4,627	4,858	5,101
			monthly	9,093	9,548	10,025	10,527	11,053
			annual	109,120	114,576	120,305	126,320	132,636
74	CITY CLERK	EXEMPT	hourly	\$ 53.77	\$ 56.46	\$ 59.29	\$ 62.25	\$ 65.36
	SENIOR CIVIL ENGINEER	LMCEA	bi-weekly	4,302	4,517	4,743	4,980	5,229
	SENIOR ENGINEER	LMCEA	monthly	9,321	9,787	10,276	10,790	11,329
	FINANCE MANAGER	LMCEA	annual	111,849	117,441	123,313	129,479	135,953
75			hourly	\$ 55.12	\$ 57.87	\$ 60.77	\$ 63.81	\$ 67.00
			bi-weekly	4,409	4,630	4,861	5,104	5,360
			monthly	9,554	10,031	10,533	11,060	11,613
			annual	114,645	120,377	126,396	132,716	139,352
76	ACCOUNTING MANAGER	LMCEA	hourly	\$ 56.50	\$ 59.32	\$ 62.29	\$ 65.40	\$ 68.67
	CONSTRUCTION SUPERINTENDENT	LMCEA	bi-weekly	4,520	4,746	4,983	5,232	5,494
	PARKS PROJECT MANAGER	LMCEA	monthly	9,793	10,282	10,796	11,336	11,903
	PROJECTS MANAGER	LMCEA	annual	117,511	123,386	129,555	136,033	142,835
	UTILITIES & STREET MAINTENANCE SUPERINTENDENT							
77	ASSISTANT CITY ATTORNEY	EXEMPT	hourly	\$ 57.91	\$ 60.80	\$ 63.84	\$ 67.04	\$ 70.39
	CHIEF BUILDING OFFICIAL	UNREP	bi-weekly	4,633	4,864	5,107	5,363	5,631
			monthly	10,037	10,539	11,066	11,619	12,200
			annual	120,448	126,470	132,794	139,434	146,405
78	DEPUTY FINANCE DIRECTOR	LMCEA	hourly	\$ 59.36	\$ 62.32	\$ 65.44	\$ 68.71	\$ 72.15
			bi-weekly	4,748	4,986	5,235	5,497	5,772
			monthly	10,288	10,803	11,343	11,910	12,506
			annual	123,460	129,633	136,114	142,920	150,066
79	ECONOMIC DEVELOPMENT ADMINISTRATOR	LMCEA	hourly	\$ 60.84	\$ 63.88	\$ 67.08	\$ 70.43	\$ 73.95
	LAND DEVELOPMENT MANAGER	LMCEA	bi-weekly	4,867	5,111	5,366	5,634	5,916
			monthly	10,546	11,073	11,626	12,208	12,818
			annual	126,546	132,873	139,517	146,493	153,818
80	ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR	LMCEA	hourly	\$ 62.36	\$ 65.48	\$ 68.75	\$ 72.19	\$ 75.80
	CHIEF PLANNING OFFICIAL	LMCEA	bi-weekly	4,989	5,238	5,500	5,775	6,064
	PRINCIPAL ENGINEER	LMCEA	monthly	10,809	11,350	11,917	12,513	13,139
			annual	129,710	136,195	143,005	150,155	157,663

**CITY OF LATHROP
GRADE-STEP TABLE**

**FOR REFERENCE USE ONLY*

Eff. 12/15/20 and 1/1/21 as noted

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
81	SENIOR CONSTRUCTION MANAGER CHIEF INFORMATION OFFICER	LMCEA EXEMPT	hourly	\$ 63.92	\$ 67.12	\$ 70.47	\$ 74.00	\$ 77.69
			bi-weekly	5,114	5,369	5,638	5,920	6,216
			monthly	11,079	11,633	12,215	12,826	13,467
			annual	132,953	139,601	146,581	153,910	161,605
82	ASSISTANT PUBLIC WORKS DIRECTOR	LMCEA	hourly	\$ 65.52	\$ 68.79	\$ 72.23	\$ 75.84	\$ 79.64
			bi-weekly	5,241	5,503	5,779	6,068	6,371
			monthly	11,356	11,924	12,520	13,146	13,804
			annual	136,276	143,090	150,245	157,757	165,645
83	DIRECTOR OF HUMAN RESOURCES	EXEMPT	hourly	\$ 67.16	\$ 70.51	\$ 74.04	\$ 77.74	\$ 81.63
			bi-weekly	5,372	5,641	5,923	6,219	6,530
			monthly	11,640	12,222	12,833	13,475	14,149
			annual	139,683	146,668	154,001	161,701	169,786
84			hourly	\$ 68.83	\$ 72.28	\$ 75.89	\$ 79.68	\$ 83.67
			bi-weekly	5,507	5,782	6,071	6,375	6,693
			monthly	11,931	12,528	13,154	13,812	14,503
			annual	143,175	150,334	157,851	165,743	174,030
85	DIRECTOR OF PARKS & RECREATION	EXEMPT	hourly	\$ 70.56	\$ 74.08	\$ 77.79	\$ 81.68	\$ 85.76
			bi-weekly	5,644	5,927	6,223	6,534	6,861
			monthly	12,230	12,841	13,483	14,157	14,865
			annual	146,754	154,092	161,797	169,887	178,381
86	DIRECTOR OF ADMINISTRATIVE SERVICES	EXEMPT	hourly	\$ 72.32	\$ 75.93	\$ 79.73	\$ 83.72	\$ 87.90
			bi-weekly	5,786	6,075	6,379	6,697	7,032
			monthly	12,535	13,162	13,820	14,511	15,237
			annual	150,423	157,944	165,842	174,134	182,840
87	DEPUTY CITY MANAGER/DIRECTOR OF PUBLIC WORKS DIRECTOR OF FINANCE	EXEMPT EXEMPT	hourly	\$ 74.13	\$ 77.83	\$ 81.73	\$ 85.81	\$ 90.10
			bi-weekly	5,930	6,227	6,538	6,865	7,208
			monthly	12,849	13,491	14,166	14,874	15,618
			annual	154,184	161,894	169,988	178,488	187,412
88	DIRECTOR OF COMMUNITY DEVELOPMENT DIRECTOR OF PUBLIC WORKS	EXEMPT EXEMPT	hourly	\$ 75.98	\$ 79.78	\$ 83.77	\$ 87.96	\$ 92.35
			bi-weekly	6,078	6,382	6,701	7,037	7,388
			monthly	13,170	13,828	14,520	15,246	16,008
			annual	158,039	165,941	174,238	182,950	192,097
89	CITY ENGINEER	EXEMPT	hourly	\$ 77.88	\$ 81.77	\$ 85.86	\$ 90.16	\$ 94.66
			bi-weekly	6,230	6,542	6,869	7,212	7,573
			monthly	13,499	14,174	14,883	15,627	16,408
			annual	161,990	170,089	178,594	187,524	196,900
90			hourly	\$ 79.83	\$ 83.82	\$ 88.01	\$ 92.41	\$ 97.03
			bi-weekly	6,386	6,705	7,041	7,393	7,762
			monthly	13,837	14,528	15,255	16,018	16,819
			annual	166,040	174,342	183,059	192,212	201,823
91	ASSISTANT CITY MANAGER	EXEMPT	hourly	\$ 81.82	\$ 85.91	\$ 90.21	\$ 94.72	\$ 99.46
			bi-weekly	6,546	6,873	7,217	7,578	7,956
			monthly	14,183	14,892	15,636	16,418	17,239
			annual	170,191	178,700	187,635	197,017	206,868
CONTRACT								
	CITY ATTORNEY	EXEMPT	annual	\$ 220,691				
	CITY MANAGER	EXEMPT	annual	\$ 234,588				

Changes

Updated title from Sr. Construction Inspector to Construction Inspector III; Updated title from Sr. Maintenance Worker to Maintenance Worker III.

Move Maintenance Worker I from Grade 38 to 41; Maintenance Worker II from Grade 42 to 45.

Removed Sr. Center Recreation Coordinator (Administrative correction. Recreation Coordinator is on Grade 45).

Eliminated Non-PERS schedule to accommodate the minimum wage requirements effective 1/1/21.

Facility Attendant was combined with Recreation Leader job description and moved from the Non-PERS Grade 21 to Grade 20 effective 1/1/21.

Senior Facility Attendant was removed from the Grade Step Table (combined job description with Sr. Recreation Leader)

Added Construction Superintendent to Grade 76

* Step calculations in this workbook are formula driven, thus, causing minimal decimal differences when compared to the salaries shown in the financial software, New World System. Also, the Grade Step Table does not reflect special salary arrangements adopted for Y-Rated classifications. To obtain Y-Rated salaries, please contact the Human Resources Department.

Budget for Fiscal Year 19/20 - 20/21



	Amended 3/9/2020	Amended 7/13/2020	Amended 9/14/20	Amended 12/14/20
ADMINISTRATIVE SERVICES				
Animal Services				
Animal Services Assistant	1.00	1.00	1.00	1.00
Animal Services Officer	1.00	1.00	1.00	1.00
Director of Finance	0.05	0.05	0.05	0.05
Senior Animal Services Officer	1.00	1.00	1.00	1.00
Total	3.05	3.05	3.05	3.05
Human Resources				
Director of Finance	0.45	0.45	0.45	0.45
Human Resources Manager	1.00	1.00	1.00	1.00
Total	1.45	1.45	1.45	1.45
ADMINISTRATIVE SERVICES - Total	4.50	4.50	4.50	4.50
CITY ATTORNEY				
City Attorney				
Administrative Assistant I/II/III	2.00	2.00	1.00	1.00
City Attorney	1.00	1.00	1.00	1.00
Senior Administrative Assistant	0.00	0.00	1.00	1.00
Total	3.00	3.00	3.00	3.00
CITY ATTORNEY - Total	3.00	3.00	3.00	3.00
CITY CLERK				
City Clerk				
Administrative Assistant I/II/III	1.00	1.00	1.00	1.00
City Clerk	0.50	0.50	0.50	0.50
Total	1.50	1.50	1.50	1.50
CITY CLERK - Total	1.50	1.50	1.50	1.50
CITY MANAGER				
City Manager				
City Clerk	0.50	0.50	0.50	0.50
City Engineer	0.15	0.15	0.15	0.15
City Manager	1.00	1.00	1.00	1.00
Economic Development Administrator	1.00	1.00	1.00	1.00
Executive Assistant	0.05	0.05	0.05	0.05
Total	2.70	2.70	2.70	2.70
CITY MANAGER - Total	2.70	2.70	2.70	2.70

Budget for Fiscal Year 19/20 - 20/21

	Amended 3/9/2020	Amended 7/13/2020	Amended 9/14/20	Amended 12/14/20
COMMUNITY DEVELOPMENT				
Planning				
Accounting Manager	0.07	0.07	0.07	0.07
Administrative Assistant I/II/III	0.33	0.33	0.33	0.33
Associate Planner	1.00	1.00	1.00	1.00
Director of Community Development	1.00	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Total	4.40	4.40	4.40	4.40
COMMUNITY DEVELOPMENT - Total	4.40	4.40	4.40	4.40
FINANCE				
Finance				
Accountant I/II	1.00	1.00	1.00	1.00
Accounting Manager	0.82	0.82	0.82	0.82
Accounting Specialist I/II/Technician	5.00	5.00	5.00	5.00
Administrative Technician I/II	1.00	1.00	1.00	1.00
Deputy Finance Director	1.00	1.00	1.00	1.00
Director of Finance	0.50	0.50	0.50	0.50
Finance Manager	1.00	1.00	1.00	1.00
Management Analyst II	0.50	0.50	0.50	0.50
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00
Total	12.82	12.82	12.82	12.82
Information Technology				
Accounting Manager	0.11	0.11	0.11	0.11
Chief Information Officer	1.00	1.00	1.00	1.00
GIS Specialist I/II	1.00	1.00	0.00	0.00
Information Technology Engineer I/II/III	0.00	0.00	3.00	3.00
Information Technology Manager	0.00	0.00	0.00	0.00
Programmer Analyst	1.00	1.00	0.00	0.00
Total	3.11	3.11	4.11	4.11
FINANCE - Total	15.93	15.93	16.93	16.93

Budget for Fiscal Year 19/20 - 20/21



	Amended 3/9/2020	Amended 7/13/2020	Amended 9/14/20	Amended 12/14/20
MEASURE C				
Essential City Services				
Facility Attendant	0.45	0.45	0.45	0.00
Office Assistant I/II	1.00	1.00	1.00	1.00
Parks and Recreation Superintendent	1.00	1.00	1.00	1.00
Recreation Leader	0.45	0.45	0.45	0.90
Senior Facility Attendant	1.00	1.00	1.00	0.00
Senior Recreation Leader	0.00	0.00	0.00	1.00
Total	3.90	3.90	3.90	3.90
Essential City Services - Contract Staff				
Deputy Sheriff II	1.00	1.00	1.00	1.00
Deputy Sheriff II for Community Impact	1.00	1.00	1.00	1.00
Deputy Sheriff II for Investigations	1.00	1.00	1.00	1.00
Deputy Sheriff II for School Resource Off	1.00	1.00	1.00	1.00
Deputy Sheriff II Patrol	0.50	0.50	0.50	0.50
Sergeant to serve as Supervisor	1.00	1.00	1.00	1.00
Total	5.50	5.50	5.50	5.50
Lathrop Manteca Fire District				
Battalion Chiefs	1.98	1.98	1.98	1.98
Firefighters/Engineers	6.00	6.00	6.00	6.00
Total	7.98	7.98	7.98	7.98
MEASURE C - Total	17.38	17.38	17.38	17.38
PARKS AND RECREATION				
Parks and Recreation				
Administrative Assistant I/II/III	1.00	1.00	1.00	1.00
Director of Parks and Recreation	1.00	1.00	1.00	1.00
Facility Attendant	1.35	1.35	1.35	0.00
Management Analyst I/II	0.25	0.25	0.25	0.25
Recreation Coordinator	3.00	3.00	3.00	3.00
Recreation Leaders	7.65	16.65	16.65	18.00
Recreation Supervisor	2.00	2.00	2.00	2.00
Senior Recreation Leaders	2.00	3.35	3.35	3.35
Total	18.25	28.60	28.60	28.60
PARKS AND RECREATION - Total	18.25	28.60	28.60	28.60

Budget for Fiscal Year 19/20 - 20/21

	Amended 3/9/2020	Amended 7/13/2020	Amended 9/14/20	Amended 12/14/20
PUBLIC SAFETY				
Administration				
Management Analyst I/II	1.00	1.00	1.00	1.00
Police Office Manager	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00
Contract Staff				
Chief of Police	1.00	1.00	1.00	1.00
Deputy Sheriff II for Com Resource Off	1.00	1.00	1.00	1.00
Deputy Sheriff II for Investigations	1.00	1.00	1.00	1.00
Deputy Sheriff II for Patrol	16.50	16.50	16.50	16.50
Deputy Sheriff II for School Resource Off	1.00	1.00	1.00	1.00
Lieutenant to serve as Supervisor	0.00	0.00	1.00	1.00
Sergeant to serve as Supervisor	2.00	2.00	1.00	1.00
Total	22.50	22.50	22.50	22.50
PUBLIC SAFETY - Total	25.50	25.50	25.50	25.50
PUBLIC WORKS				
Building				
Administrative Assistant I/II/III	0.33	0.33	0.33	0.33
Building Inspector I/II/III	2.00	2.00	2.00	2.00
Chief Building Official	1.00	1.00	1.00	1.00
Permit and Plan Check Supervisor	0.00	0.00	1.00	1.00
Permit Technician	1.00	1.00	2.00	2.00
Total	4.33	4.33	6.33	6.33
Code Compliance Division				
Administrative Assistant I/II/III	1.00	1.00	1.00	1.00
Code Compliance Officer I/II/III	1.00	1.00	1.00	1.00
Code Compliance Supervisor	0.75	0.75	0.75	0.75
Total	2.75	2.75	2.75	2.75

Budget for Fiscal Year 19/20 - 20/21



	Amended 3/9/2020	Amended 7/13/2020	Amended 9/14/20	Amended 12/14/20
Public Works				
Administrative Assistant I/II	2.34	2.34	2.34	2.34
Assistant Engineer	1.00	1.00	1.00	1.00
Associate Engineer	1.00	2.00	2.00	2.00
City Engineer	0.85	0.85	0.85	0.85
Construction Inspector I/II	2.00	2.00	2.00	2.00
Construction Inspector III	0.00	0.00	0.00	1.00
Construction Superintendent	0.00	0.00	0.00	1.00
Director of Public Works	1.00	1.00	1.00	1.00
Executive Assistant	0.95	0.95	0.95	0.95
Maintenance Services Supervisor	1.00	1.00	1.00	1.00
Maintenance Worker I/II	6.00	6.00	6.00	6.00
Maintenance Worker III	0.00	0.00	0.00	3.00
Management Analyst I/II	0.25	0.25	0.25	0.25
Meter Reader	1.00	1.00	1.00	1.00
Principal Engineer	1.00	0.00	0.00	0.00
Public Works Superintendent	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Senior Civil Engineer	1.00	1.00	1.00	1.00
Senior Construction Inspector	1.00	1.00	1.00	0.00
Senior Construction Manager	1.00	1.00	1.00	1.00
Senior Maintenance Worker	2.00	2.00	3.00	0.00
Senior Management Analyst	0.00	0.00	0.00	0.00
Utility Operator I/II/III	5.00	5.00	5.00	5.00
Water Treatment Plant Manager	1.00	1.00	1.00	1.00
Total	31.39	31.39	32.39	33.39
PUBLIC WORKS - Total	38.47	38.47	41.47	42.47
Grand Total	131.63	141.98	145.98	146.98
Total City Staff Positions	95.65	106.00	110.00	111.00
Total Contractual Positions	35.98	35.98	35.98	35.98
Total funded Positions	131.63	141.98	145.98	146.98

CITY OF LATHROP

CONSTRUCTION SUPERINTENDENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, assists the division manager in planning, organizing and directing the work activities of citywide construction and Capital Improvement Projects (CIPs); and assists in supervising, managing, and directing the operations and staff responsible for construction, inspection and project management in the absence of the Senior Construction Manager.

DISTINGUISHING CHARACTERISTICS:

The **Construction Superintendent** is a senior level position within the Construction Management Division of the Public Works Department; and exercises responsibility for planning, organizing and directing the work activities of this division and CIPs. The incumbent performs the more complex design and construction of CIPs, reviews project plans for design conformance and accuracy, and performs complex construction inspections requiring considerable knowledge of land development, planning, design standards and regulations, construction and maintenance. This classification is distinguished from the next higher classification of Senior Construction Manager, in that the latter has overall responsibility for administering the responsibilities of the Construction Management Division.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Senior Construction Manager, Public Works Director, or designee. May exercise direct and indirect supervision over assigned professional, technical and functional construction inspection staff in the absence of the Senior Construction Manager.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Responsible for assisting the Senior Construction Manager in all construction projects and managing the work progress, inspections, repair or alteration work on major projects as it relates to citywide construction and CIP projects including street, parks, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, lighting systems, landscaping, landscaping irrigation systems and facilities; performs and oversees the final inspection upon completion of projects.
- Provides high level technical support to the Senior Construction Manager and shares responsibility for all construction related activities and services; coordinates activities with City officials, departments, contractors, outside agencies, organizations and the public; provides complex staff assistance to the Senior Construction Manager and Public Works Department as needed; attends City Council and other public meetings as necessary.
- Assists with overseeing and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved Department budget; discusses and resolves budget issues with appropriate staff; implements

Adopted by Resolution 20-_____

adjustments as necessary.

- Evaluates and inspects traffic control plans, field traffic control and construction sites for safety, construction schedules, and construction workmanship; responsible for the preparation and updating of Standard Operating Procedures (SOPs).
- Observes, reviews, monitors and documents the work of contractors according to established procedures, including management of all project correspondence (incoming and outgoing oral and written communications, Requests for Proposals/Integrations (RFPs), memos, letters, submittals, change orders, contracts, and progress payments).
- Assures projects are constructed in accordance with the approved budget and schedule, plans and specifications; coordinates and manages City sub-contractors and consultants including special inspections for construction projects.
- Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures project goals are achieved.
- Provides responsible and complex staff support to the Senior Construction Manager, City Engineer, Director of Public Works, City Manager, or their designee; develops recommendations for policies, laws, ordinances, resolutions, and programs related to construction and inspection activities.
- If assigned staff: assist in the selection, training, supervision and evaluation for all assigned staff; provides and/or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of assigned department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Plans, directs, coordinates and participates in activities related to construction management/inspections and CIP s; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- Performs other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Construction Superintendent. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible construction inspection experience in the public right-of-way, and a high school diploma or equivalent, supplemented by specialized coursework in pre-engineering or construction.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Construction materials such as concrete, asphalt and piping; principles, practices, methods and materials used in public works construction; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and evaluate the work of subordinate staff; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate a variety of tools used in construction inspection; operate an office computer and a variety of word processing and software applications.

Historical Data:

Adopted: December 14, 2020 by Resolution 20-_____

Bargaining Unit: LMCEA; FLSA Status: Exempt

CITY OF LATHROP

SENIOR CONSTRUCTION INSPECTOR III

(PUBLIC WORKS)

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, performs the full array of duties assigned in the ~~all~~ Construction Inspector series ~~duties~~, including the most complex para-professional engineering, office and field work involving inspection in the public right-of-way, field testing and surveying; provides lead direction and work instruction to assigned construction inspection staff; ~~acts as a technical expert and serves as lead in assigned field providing in office~~ customer service to the public and other departments; provides responsible professional staff assistance to the Construction Superintendent, Senior Construction Manager, City Engineer/Principal Engineer or the Director of Public Works/~~City Engineer~~; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The ~~Senior Construction Inspector III~~ is the advanced journey level ~~lead~~ class ~~in~~ responsible for coordinating the Construction Inspector series in which incumbents activities of assigned construction inspection staff and for the performance of both routine and complex duties within the work unit. ~~Incumbents~~ are considered highly skilled in making inspections and enforcing codes and regulations, and are responsible for inspecting, observing, measuring and testing materials utilized in construction of public facilities, such as streets, parks, storm drains, sidewalks, water, wastewater, street lighting, facilities and other construction, to assure compliance with City standards, codes and specifications. This class is distinguished from the next lower classification of Construction Inspector II by the performance of the most complex and difficult duties of the work unit and the exercise of higher-level ~~lead~~ responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Senior Construction Manager, Principal Engineer or Director of Public Works, or designee. Incumbents in this class do not routinely exercise ~~City Engineer. Exercise functional and technical~~ supervision over lower level classes.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Assists in planning, coordinating, prioritizing, Plans, coordinates, prioritizes, monitors and participates in the work ~~of assigned to the construction inspection division~~ staff; discusses job progress with supervisor/inspectors and ensures that inspections are performed according to City standards; may assist in providing provides motivation and training to new employees for assigned personnel; monitors work sites and projects ~~activities~~ to ensure safe work practices, work quality and accuracy; ~~assists in the evaluation of job performance.~~
- Performs ~~the~~ most complex inspections of the construction, repair or alteration work on major capital

~~SENIOR~~ CONSTRUCTION INSPECTOR III

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improvement and infrastructure projects; observes and measures materials used in street, parks, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, street lighting systems, landscaping, landscaping irrigation systems, facilities and other City Capital Improvement~~capital~~ projects; takes samples and arranges for laboratory tests; performs final inspection upon completion of project.

- Prepares and processes progress payments for contractors; prepares daily construction reports; maintains general job records; reviews plans and specifications of assigned projects; responds to complaints related to construction activities at the counter and over the phone.
- Prepares a variety of formal construction reports and activity logs; submits ~~biweekly~~monthly time reports; developer project billing and drafts letters to contractors.
- Demonstrates a full understanding of applicable laws, policies, procedures and work methods associated with assigned duties; assists as survey party member; responds to questions and concerns from the general public.
- Serves as a technical advisor to City management staff and officials, public utility agencies, and members of the public; ~~serves as a liaison~~provides staff support to developers and construction groups assigned to private boards and public capital project commissions; serves as a resource for other inspectors in all codes and their application.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- ~~Performs other duties as assigned.~~

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a ~~Senior~~ **Construction Inspector III**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible construction

inspection experience in the public right-of-way, and a high school diploma or equivalent, supplemented by specialized coursework in pre-engineering or construction technology.

License/Certificate:—

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Construction materials such as concrete, asphalt and piping; principles, practices, methods and materials used in public works construction; methods and techniques of project management~~supervision, training and motivation~~; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

~~Plan and~~ organize assignments to meet deadlines, direct and evaluate the work of subordinates; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate a variety of tools used in construction inspection; operate an office computer and a variety of word processing and software applications.

CITY OF LATHROP MAINTENANCE WORKER I/II

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DEFINITION:

Under general supervision, depending on assigned Department/Division learns to perform and performs the full array of **routine and complex tasks and** duties assigned to classes within the Maintenance Worker series, including skilled and semi-skilled work in streets, storm drain basins, parks, buildings and public facilities; assists other Public Works and or Parks & Recreation crews~~maintenance units~~ when assigned; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker I

The **Maintenance Worker I** is the entry-level class in the Maintenance Worker series that allows the incumbent to develop journey level knowledge and abilities. Initially, depending on Department/Division assignments, incumbents perform skilled work under immediate supervision; incumbents perform the ~~more~~ routine and less complex assignments within an established procedural framework, where there are minimal consequences of error, including a wide variety of maintenance and construction tasks in streets, parks, buildings and public facilities. Incumbents are expected to perform the full scope of assigned duties. This classification is alternatively staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining experience, and demonstrating a level of proficiency that meets the qualifications of the higher-level classification.

Maintenance Worker II

The **Maintenance Worker II** is the journey level class in the Maintenance Worker series. Depending on Department/Division assignments, in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of duties related to the operation, maintenance and repair of the City's streets, parks, buildings and public facilities. This classification differs from the next lower classification of Maintenance Worker I by the greater complexity of the assignments received, and the greater independence with which an incumbent is expected to operate. This classification is distinguished from the next higher classification of Maintenance Worker III in that the latter is an advanced journey level class responsible for the most difficult and complex skilled and semi-skilled work within the assigned Department/Division.

SUPERVISION RECEIVED/EXERCISED:

Depending on assigned Department/Division receives direction and reports to **Maintenance Worker I**
~~Receives immediate supervision from~~ the Director of Public Works or the Director of Parks & Recreation or his/her designee. If the Department/Division has a dedicated Maintenance Services Supervisor, incumbents may receive direction and report to this position. Incumbents in this class do not ~~routinely~~ exercise supervision:

Maintenance Worker II

Updated by Resolution 20-_____

SENIOR MAINTENANCE WORKER III

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- Assists ~~assigned the Maintenance~~ Supervisor with evaluating ~~projects~~ service and equipment needs, and in developing work methods and procedures; assists in prioritizing requests for service and scheduling work; assists in the development of plans to meet future service needs.
- Ensures the quality and safety of work assignments in progress and upon completion; conducts daily inspections of work in progress; provides leadership, instruction and training to improve work standards, methods and procedures.
- ~~Serves as technical expert~~ Supervises and participates in the operation and upkeep of construction and maintenance equipment and/or machinery, including construction vehicles, power tools and equipment; assists in the training of ~~new staff~~ assigned personnel; ensures adherence to safe work methods, procedures and practices; conducts and participates in safety meetings; identifies training opportunities and needs for ~~assigned Department/Division~~; makes recommendations to higher level staff; ~~participates in the evaluation of assigned maintenance personnel.~~
- Investigates service requests and complaints made by the public; works with appropriate City staff to resolve issues; explains priorities, programs and policies to the public when required; responds to emergency calls from the public and other agencies, and takes appropriate action.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate; prepares and maintains records of labor, equipment and material used; writes reports and correspondence on work performed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Responsible for maintaining hazardous materials and supply inventory in an organized, clean, and safe configuration; provides inventory reports on a monthly basis for budgeting purposes and regulatory reporting.
- Conduct daily/weekly/monthly, etc. inspections of the facility, including all hazardous materials.
- Perform ongoing maintenance, complete corrective actions to maintain waste facilities and equipment in safe working condition in accordance with Permit conditions.
- Follow procedures for waste management and hazardous material or chemical handling, including sampling, weighing, and storing chemical containers; provides reports on a monthly basis for regulatory reporting.
- Follow prescribed safety procedures and comply with state and federal laws regulating hazardous materials handling, hazardous waste management, and proper disposal methods.
- Participate in hazardous material and waste management training and professional development activities, including necessary certification.
- Assists with assigned Capital Improvement Projects as it relates to work in streets, storm drain basins, parks, buildings and public facilities.
- ~~Perform other duties as assigned.~~

- **When assigned to Roads & Streets:** Performs high level skilled street maintenance tasks involving the repair, maintenance and construction of curbs, gutters, sidewalks, streets, roadways, storm drains, pavement, and related facilities; removes debris from roads, drains, pedestrian walkways and public areas; performs weed abatement and graffiti removal; assists in the installation, maintenance and inspection of City signs, road markings, striping, and delineators; performs concrete sidewalk, curb, gutter, and ramp installation and repair; performs temporary and permanent pothole repairs and crack sealing; paints curbs; installs and repairs guardrails and barricades; mows and abates weeds on rights-of-way; sprays herbicides; conducts litter removal throughout the City.
- **When assigned to Buildings and Public Facilities:** Performs the full range of custodial duties, including vacuuming, mopping, waxing and buffing floors; shampoos carpets; washes windows and performs miscellaneous custodial duties; performs interior and exterior painting and staining; performs maintenance, diagnostic and minor carpentry, plumbing and electrical work; assists in the assembly and moving of office furniture and equipment.
- **When assigned to Parks:** Performs high level skilled maintenance, repair, construction and installation work in parks, landscape areas, and recreational facilities; cleans and maintains grounds, paved areas, paths and walkways; picks up trash and litter; opens, cleans and maintains all restrooms; installs, repairs and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms; inspects playground materials as assigned to ensure equipment is ready for public use; performs weed control, shrub planting and trimming; mixes and applies herbicides and pesticides in a safe manner; operates and maintains a variety of hand and power landscaping tools and equipment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Maintenance Worker III**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible experience in the construction, repair and maintenance of streets, parks or buildings and grounds, and a high

school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license. For some vehicles, possession of a class B California driver's license might be required. Possession of a Pesticide Applicator's certificate issued by the state of California is desirable.

Training Requirements:

All Classes

- Initial training-- CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).
 - Annual Refresher - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).
- CPR/First Aid/AED, Blood Borne Pathogens
- Defensive Driving Course
- Traffic Control/Flagger

When Assigned to Parks

- Playground Inspection Training Certification Courses
- PAPA - Pesticide Application Certification/Review, CA. Department of Pesticide Regulation Training
- Certified Irrigator Repair Certificate

When Assigned to Buildings and Public Facilities

- General Electrical Workshop Course - Basics to Troubleshooting

When Assigned to Roads & Streets

- PAPA - Pesticide Application Certification/Review, CA. Department of Pesticide Regulation Training
- Certified Irrigator Repair Certificate

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, techniques and materials used in the maintenance, construction and repair of streets, parks, building and grounds; operational characteristics of specialized construction and maintenance tools and equipment; characteristics and safe application methods of herbicides and pesticides; principles and practices of project development and cost estimating; ~~methods and techniques of supervision, training and motivation;~~ applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices.

Ability to:

Oversee, lead and perform construction, maintenance and repair activities related to the City's streets, parks, buildings and grounds; safely operate a variety of tools and equipment used in construction and maintenance activities; estimate time and materials for completion of projects; read and interpret blueprints; work independently in the absence of supervision; perform the more complex and difficult maintenance activities; perform heavy manual labor; plan, organize and direct the work of subordinate staff; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively, operate a variety of maintenance and construction equipment, tools and materials; operate an office computer and a variety of software applications.

CITY OF LATHROP
SENIOR-MAINTENANCE WORKER III

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DEFINITION:

~~Under general supervision, depending on assigned Department/Division, direction, leads, oversees, reviews and performs the full array of work activities and duties assigned to the Maintenance Worker series.~~ Under general supervision, depending on assigned Department/Division, direction, leads, oversees, reviews and performs the full array of work activities and duties assigned to the Maintenance Worker series. ~~maintenances crews, including the most difficult and complex skilled and semi-skilled work construction, maintenance and repair activities in streets, storm drain basins, parks, buildings and public facilities; assists other Public Works and or Parks & Recreation crews when assigned; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; serves as technical expert in assigned fi providing customer service to the public and other departments; provides responsible professional assistance to the Director of Public Works, the Director of Parks & Recreation or his/her designee.~~ maintenances crews, including the most difficult and complex skilled and semi-skilled work construction, maintenance and repair activities in streets, storm drain basins, parks, buildings and public facilities; assists other Public Works and or Parks & Recreation crews when assigned; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; serves as technical expert in assigned fi providing customer service to the public and other departments; provides responsible professional assistance to the Director of Public Works, the Director of Parks & Recreation or his/her designee. ~~assumes responsibility for the more difficult and complex tasks; performs other related duties as required.~~

DISTINGUISHING CHARACTERISTICS:

The ~~Senior Maintenance Worker III~~ Senior Maintenance Worker III is the advanced journey level classification in the Maintenance Worker series. ~~Depending on Department/Division assignments, incumbents~~ Depending on Department/Division assignments, incumbents perform skilled work in the construction, maintenance and repair of streets, parks, buildings and public facilities, and provide lead direction and training to assigned crews. -This classification is distinguished from the next higher classification of Maintenance Services Supervisor in that the latter is a supervisory level class responsible for overseeing an assigned maintenance function within the Department/Division.

SUPERVISION RECEIVED/EXERCISED:

~~Depending on assigned Department/Division, receives direction and reports to the Director of Public Works or the Director of Parks & Recreation or his/her designee. If the Department/Division has a dedicated Maintenance Services Supervisor, incumbents may receive direction and report to this position. Incumbents in this class do not routinely exercise supervision over lower level classes; may oversee work assignments performed by contract/contractor.~~ Depending on assigned Department/Division, receives direction and reports to the Director of Public Works or the Director of Parks & Recreation or his/her designee. If the Department/Division has a dedicated Maintenance Services Supervisor, incumbents may receive direction and report to this position. Incumbents in this class do not routinely exercise supervision over lower level classes; may oversee work assignments performed by contract/contractor. ~~Receives direction from the Maintenance Services Supervisor or higher level management staff. Exercises technical and functional supervision over assigned maintenance staff.~~

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- ~~Assists in planning, coordinating, prioritizing, and participates in the work assigned to the maintenance division.~~ Assists in planning, coordinating, prioritizing, and participates in the work assigned to the maintenance division. ~~Leads, oversees, reviews and performs the work of staff responsible for the construction, maintenance and repair of streets, parks, buildings and public facilities; operates and inspects City streets, parks and facilities to identify maintenance needs; assists in the development~~ Leads, oversees, reviews and performs the work of staff responsible for the construction, maintenance and repair of streets, parks, buildings and public facilities; operates and inspects City streets, parks and facilities to identify maintenance needs; assists in the development ~~develops and implements project~~ develops and implements project ~~renew assignments; provides expert level assistance to~~ renew assignments; provides expert level assistance to ~~assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.~~

SENIOR MAINTENANCE WORKER III

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- Assists ~~assigned~~the Maintenance Supervisor with evaluating ~~project~~service and equipment needs, and in developing work methods and procedures; assists in prioritizing requests for service and scheduling work; assists in the development of plans to meet future service needs.
- Ensures the quality and safety of work assignments in progress and upon completion; conducts daily inspections of work in progress; provides leadership, instruction and training to improve work standards, methods and procedures.
- ~~Serves as technical expert~~Supervises and participates in the operation and upkeep of construction and maintenance equipment and/or machinery, including construction vehicles, power tools and equipment; assists in the training of ~~new staff~~assigned personnel; ensures adherence to safe work methods, procedures and practices; conducts and participates in safety meetings; identifies training opportunities and needs for assigned Department/Division; makes recommendations to higher level staff; ~~participates in the evaluation of assigned maintenance personnel.~~
- Investigates service requests and complaints made by the public; works with appropriate City staff to resolve issues; explains priorities, programs and policies to the public when required; responds to emergency calls from the public and other agencies, and takes appropriate action.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate; prepares and maintains records of labor, equipment and material used; writes reports and correspondence on work performed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Responsible for maintaining hazardous materials and supply inventory in an organized, clean, and safe configuration; provides inventory reports on a monthly basis for budgeting purposes and regulatory reporting.
- Conduct daily/weekly/monthly, etc. inspections of the facility, including all hazardous materials.
- Perform ongoing maintenance, complete corrective actions to maintain waste facilities and equipment in safe working condition in accordance with Permit conditions.
- Follow procedures for waste management and hazardous material or chemical handling, including sampling, weighing, and storing chemical containers; provides reports on a monthly basis for regulatory reporting.
- Follow prescribed safety procedures and comply with state and federal laws regulating hazardous materials handling, hazardous waste management, and proper disposal methods.
- Participate in hazardous material and waste management training and professional development activities, including necessary certification.
- Assists with assigned Capital Improvement Projects as it relates to work in streets, storm drain basins, parks, buildings and public facilities.
- ~~Performs other duties as assigned~~

- **When assigned to Roads & Streets:** Performs high level skilled street maintenance tasks involving the repair, maintenance and construction of curbs, gutters, sidewalks, streets, roadways, storm drains, pavement, and related facilities; removes debris from roads, drains, pedestrian walkways and public areas; performs weed abatement and graffiti removal; assists in the installation, maintenance and inspection of City signs, road markings, striping, and delineators; performs concrete sidewalk, curb, gutter, and ramp installation and repair; performs temporary and permanent pothole repairs and crack sealing; paints curbs; installs and repairs guardrails and barricades; mows and abates weeds on rights-of-way; sprays herbicides; conducts litter removal throughout the City.
- **When assigned to Buildings and Public Facilities:** Performs the full range of custodial duties, including vacuuming, mopping, waxing and buffing floors; shampoos carpets; washes windows and performs miscellaneous custodial duties; performs interior and exterior painting and staining; performs maintenance, diagnostic and minor carpentry, plumbing and electrical work; assists in the assembly and moving of office furniture and equipment.
- **When assigned to Parks:** Performs high level skilled maintenance, repair, construction and installation work in parks, landscape areas, and recreational facilities; cleans and maintains grounds, paved areas, paths and walkways; picks up trash and litter; opens, cleans and maintains all restrooms; installs, repairs and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms; inspects playground materials as assigned to ensure equipment is ready for public use; performs weed control, shrub planting and trimming; mixes and applies herbicides and pesticides in a safe manner; operates and maintains a variety of hand and power landscaping tools and equipment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a ~~Senior Maintenance Worker III~~. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible experience in the construction, repair and maintenance of streets, parks or buildings and grounds, and a high

school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license. For some vehicles, possession of a class B California driver's license might be required. Possession of a Pesticide Applicator's certificate issued by the state of California is desirable.

Training Requirements:

All Classes

- Initial training-- CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).
 - Annual Refresher - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).
- CPR/First Aid/AED, Blood Borne Pathogens
- Defensive Driving Course
- Traffic Control/Flagger

When Assigned to Parks

- Playground Inspection Training Certification Courses
- PAPA - Pesticide Application Certification/Review, CA. Department of Pesticide Regulation Training
- Certified Irrigator Repair Certificate

When Assigned to Buildings and Public Facilities

- General Electrical Workshop Course - Basics to Troubleshooting

When Assigned to Roads & Streets

- PAPA - Pesticide Application Certification/Review, CA. Department of Pesticide Regulation Training
- Certified Irrigator Repair Certificate

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, techniques and materials used in the maintenance, construction and repair of streets, parks, building and grounds; operational characteristics of specialized construction and maintenance tools and equipment; characteristics and safe application methods of herbicides and pesticides; principles and practices of project development and cost estimating; ~~methods and techniques of supervision, training and motivation;~~ applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices.

Ability to:

Oversee, lead and perform construction, maintenance and repair activities related to the City's streets, parks, buildings and grounds; safely operate a variety of tools and equipment used in construction and maintenance activities; estimate time and materials for completion of projects; read and interpret blueprints; work independently in the absence of supervision; perform the more complex and difficult maintenance activities; perform heavy manual labor; plan, organize and direct the work of subordinate staff; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively, operate a variety of maintenance and construction equipment, tools and materials; operate an office computer and a variety of software applications.

CITY OF LATHROP MAINTENANCE SERVICES SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, depending on assigned Department/Division performs the full array of the most difficult and complex skilled and semi-skilled work assigned to the Maintenance Worker series, including Under direction, supervising, coordinating, directing and evaluating the work of staff involved in parks maintenance, street maintenance, facility maintenance, and facility custodial activities; assists in the research and implementation of new programs and projects; ensures safe work practices, work quality and accuracy; maintains appropriate work and project records which may include timecards, contract management, tool and supply inventory and work orders; serves as a technical expert in assigned field tasks and a resource for assigned staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Depending on assigned Department/Division the **Maintenance Services Supervisor** is the supervisory level classification responsible for overseeing an assigned maintenance function within the Parks and Recreation Department or the Public Works Department, including planning and scheduling staff assignments, and monitoring work production and performing complex skilled work in the construction, maintenance and repair of streets, parks, buildings and public facilities, and provide lead direction and training to assigned crews. The incumbent provides ongoing monitoring of service delivery, and responds to customer complaints and concerns. This classification is distinguished from the next higher classification of the **Utility and Streets Maintenance Superintendent** in that the latter is responsible for the management of multiple operational and maintenance units within the Department.

SUPERVISION RECEIVED/EXERCISED:

Depending on assigned Department Division, if assigned to Public Works receives direction from the Utility and Streets Maintenance Superintendent, Public Works Director, or his/her designee. If assigned to Parks and Recreation, receives directions from the Parks and Recreation Superintendent, Parks and Recreation Director, or his/her designee. Exercises direct and indirect supervision over assigned staff; may oversee work assignments performed by contract/contractor.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the construction, maintenance and repair of City streets, parks, buildings and facilities; implements safety programs and ensures safe work practices, work quality and accuracy; oversees and monitors maintenance work and activities provided by outside contractors.
- Participates in the development and implementation of goals, objectives, policies and procedures; evaluates work methods and procedures for improving unit performance and meeting goals; ensures that goals are achieved; assists in the research and implementation of new programs.

MAINTENANCE SERVICES SUPERVISOR

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- Participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides or arranges for necessary training; initiates discipline procedures as is appropriate.
- Develops and monitors schedules, methods and procedures for performing assigned duties; conducts daily inspections of work in progress; monitors work activities to ensure safe work practices, work quality and customer service; ensures compliance with applicable rules, policies and procedures; maintains appropriate work records and documents; prepares statistical and/or analytical reports on operations as necessary.
- Participates in the development of the maintenance services budget; assists in monitoring the approved budget; coordinates with outside vendors for various supplies and services; oversees and maintains the inventory, maintenance and operating condition of departmental tools, equipment and supplies; requisitions and orders needed materials, parts and equipment; responsible for tracking inventory of tools and supplies and providing inventory reports for budget purposes to the department's assigned Management Analyst or Finance Manager; responsible for tracking warranty items and submitting proper claims when necessary for repairs.-
- Evaluates and recommends work projects and activities; estimates time, materials and equipment necessary for successful completion of work; identifies and reviews resource needs with appropriate management staff; allocates resources accordingly; schedules work with outside contractors and developers; attends pre-construction meetings.
- Participates in all maintenance activities, including sprinkler installation and repair, street maintenance, facility repairs and facility custodial activities; inspects streets, parks and facilities and identifies maintenance needs; supervises and assists in the application of herbicides and pesticides; supervises and participates in the operation of construction and maintenance equipment and/or machinery including construction vehicles, power tools and equipment.
- Coordinates, schedules and procures fleet maintenance service appointments and repairs for City fleet vehicles and heavy equipment; procures and applies proper purchasing procedures when selecting service repairs or purchasing replacement equipment; tracks mileage and provides reports of vehicles and equipment ready for surplus.
- Addresses and responds to customer service questions, inquiries and concerns; establishes and maintains a customer service orientation within the assigned UnitUnit.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Responsible for overseeing adherence of maintaining hazardous materials and supply inventory in an organized, clean, and safe configuration; responsible for maintaining hazardous materials and supply inventory in an organized, clean, and safe configuration; provides inventory reports on a monthly basis for budgeting purposes and regulatory reporting. -

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- Ensure daily/weekly/monthly, etc. inspections of the facility are conducted, including all hazardous materials and hazardous waste; in absence of available staff conduct daily/weekly/monthly, etc. inspections of the facility, including all hazardous materials.-
- Ensure ongoing maintenance and complete corrective actions are performed to maintain waste facilities and equipment in safe working condition in accordance with Permit conditions; in absence of available staff conduct ongoing maintenance, complete corrective actions to maintain waste facilities and equipment in safe working condition in accordance with Permit conditions.-
- Follow procedures for waste management and hazardous material or chemical handling, including sampling, weighing, and storing chemical containers; provides reports on a monthly basis for regulatory reporting.-
- Follow prescribed safety procedures and comply with state and federal laws regulating hazardous materials handling, hazardous waste management, and proper disposal methods.
- Participate in hazardous material and waste management training and professional development activities, including necessary certification.
- Assists with assigned Capital Improvement Projects as it relates to work in streets, storm drain basins, parks, buildings and public facilities.
 - * Performs other duties as assigned
- **When assigned to Roads & Streets:** Serves as technical expert in assigned field; performs high level skilled street maintenance tasks involving the repair, maintenance and construction of curbs, gutters, sidewalks, streets, roadways, storm drains, pavement, and related facilities; removes debris from roads, drains, pedestrian walkways and public areas; performs weed abatement and graffiti removal; assists in the installation, maintenance and inspection of City signs, road markings, striping, and delineators; performs concrete sidewalk, curb, gutter, and ramp installation and repair; performs temporary and permanent pothole repairs and crack sealing; paints curbs; installs and repairs guardrails and barricades; mows and abates weeds on rights-of-way; sprays herbicides; conducts litter removal throughout the City.
- **When assigned to Buildings and Public Facilities:** Serves as technical expert in assigned field; performs the full range of custodial duties, including vacuuming, mopping, waxing and buffing floors; shampoos carpets; washes windows and performs miscellaneous custodial duties; performs interior and exterior painting and staining; performs maintenance, diagnostic and minor carpentry, plumbing and electrical work; assists in the assembly and moving of office furniture and equipment.
- **When assigned to Parks:** Serves as technical expert in assigned field; performs high level skilled maintenance, repair, construction and installation work in parks, landscape areas, and recreational facilities; cleans and maintains grounds, paved areas, paths and walkways; picks up trash and litter; opens, cleans and maintains all restrooms; installs, repairs and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms; inspects playground materials as assigned to ensure equipment is ready for public use; performs weed control, shrub planting and trimming; mixes and applies herbicides and pesticides in a safe manner; operates and maintains a variety of hand and power

landscaping tools and equipment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Maintenance Services Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in street, parks or facilities maintenance, including two years of lead or supervisory experience, and a high school diploma or equivalent. Supplemental coursework or specialized training in construction, grounds maintenance or facilities maintenance is desirable.

License/Certificate:

Possession of, or ability to obtain a Class C California driver's license. ~~Possession of, or ability to obtain, a Pesticide Applicator's Certificate issued by the State of California.~~

Training Requirements:

- Initial training - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).
- Annual Refresher - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).
- CPR/First Aid/AED, Blood Borne Pathogens

- Defensive Driving Course
- Traffic Control/Flagger

When Assigned to Parks

- Playground Inspection Training Certification Courses
- PAPA / ~~Possession of, or ability to obtain, a~~ Pesticide Application Certification/Review, CA. Department of Pesticide Regulation Training ~~Pesticide Applicator's Certificate issued by the State of California;~~ Certified Irrigator Repair Certificate

When Assigned to Buildings and Public Facilities

- General Electrical Workshop Course - Basics to Troubleshooting

When Assigned to Roads & Streets

- PAPA/ Pesticide Application Certification/Review, CA. Department of Pesticide Regulation Training
- Certified Irrigator Repair Certificate

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and practices of street, parks and facilities maintenance and repair; operational characteristics of specialized construction, landscaping and maintenance tools and equipment; characteristics of irrigation systems, timers and controls; principles and practices of project development and cost estimating; principles and practices of budget development and administration; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices.

Ability to:

Supervise and direct the operations and activities of assigned maintenance units in the Public Works Department; plan, organize and direct the work of subordinate staff; safely operate a variety of tools and equipment used in construction, maintenance and repair; estimate time and materials for completion of projects; coordinate and conduct training programs for staff; respond to issues and concerns from the community; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials; operate an office computer and a variety of software applications.

CITY OF LATHROP

RECREATION LEADER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. -Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under close supervision, the **Recreation Leader** assists in conducting a wide variety of recreational and educational activities, monitors events, and classes, and programs including but not limited to before and after school programs for youth, teen programs, senior activities, leisure enrichment classes, youth and adult sports, city special events, as well as providing administrative support and customer service at City facilities and performs a variety of custodial duties.

DISTINGUISHING CHARACTERISTICS:

The **Recreation Leader** is the entry level support class responsible for providing support to recreation staff for the implementation of a wide variety of recreation classes and programs and is responsible for general custodial and facility related concerns.— This classification is distinguished from the next higher level of Senior Recreation Leader in that the latter acts with greater independence, plans program content, and provides lead supervision ~~or~~ and has the responsibility for more than one center. -

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Recreation Supervisor and/or Recreation Coordinator. May receive lead and/or functional supervision from a Senior Recreation Leader. Incumbents ~~in this~~ may be required ~~class do not~~ to routinely exercise assisted supervision of programs or facilities. -

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Oversees participants and volunteers in a recreation program, activity or facility;
- Provides assistance to customers inquiring about or using the City's facilities; monitors facility rentals and classes; answers phones and directs the public;
- Perform routine custodial duties such as sweeping, scrubbing, washing windows, cleaning restrooms, removing waste materials and garbage, and vacuuming carpets;
- Provides direction and assistance in resolving rental issues and, facility-/classroom problems
- ~~Maintains program discipline;~~

- Accompanies participant groups at special events or on program outings;
- Monitors the facility during the duration of scheduled rental periods, scheduled classes or city programs; ensures compliance with all facility rules and regulations, anticipates and resolves issues quickly;
- Provides feedback regarding program development and activity schedule;
- Develops and distributes promotional and marketing information and assists the public with questions and problems;
- Opens, closes, secures and maintains a safe program environment at City facilities and facility; conducts routine walk-around safety checks;
- ~~Sets up and/or~~ prepares tables, chairs, equipment, and supplies for programs or scheduled activities;
- Assist renters, visitors, with and maintains records and instructors with equipment setup/function and general service requests;
- Completes inventory of necessary program supplies;
- Completes facility cleaning checklist during assigned shifts and notes items of concern to supervisor;
- Completes participant counts and updates into prepares attendance logs; reports;
- Attends mandatory pre-service and in-service training and meetings;
- Answer phones; accept payments for program registration or facility reservations;
- Answer program related questions and provide exceptional customer service;
- ~~Actively participates~~ Performs other duties of a similar nature or level.
- ~~Participates in all~~ program activities, including games, sports, arts and crafts, field trips and homework time; provides supervision for the participants during all times; actively communicates with -program participants;

ESSENTIAL FUNCTIONS (Continued)

- Monitors activities; disciplines program participants as needed; speaks with participants, or parents of program participants as necessary regarding their concerns and complaints;
- Attends monthly program meetings; provides ideas for program content; assists with implementation programming;
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is

required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

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Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS:— *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Recreation Leader**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience implementing recreation programs or events, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and CPR, First Aid, AED, Sexual Harassment and Mandated Reporter certification.

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KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

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Knowledge of:

General recreation programming and activities for all ages; general customer service; child development and age appropriate activities and projects; facility monitoring; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping, report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Assist with planning, coordination and implementation of a variety of Citywide recreation programs rental and special events, including preparing activities and projects; interact with children, adults, seniors and provide a safe and nurturing environment; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard recreation tools and equipment; operate an office computer and a variety of word processing and software applications.

HOURS:

Recreation Leaders will work both traditional and non-traditional hours including weekends and nights. The work load and availability of hours for these positions varies throughout the year.

CITY OF LATHROP

SENIOR RECREATION LEADER

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DEFINITION:

Under general supervision, plans, develops, monitors -and implements ~~childcare recreation programs and facility usage;~~ which may include a before and after school program and day camp; ~~works directly with the children;~~ plans activities and program content; ~~assists with the Summer Food Program;~~ Assists Recreation Supervisor in planning, organizing, scheduling recreation programs and the use of city facilities, performs other related duties as ~~required~~assigned.

DISTINGUISHING CHARACTERISTICS:

The **Senior Recreation Leader** is the advanced journey level support classification in the Parks and Recreation department in which the incumbents are expected to independently perform the full scope of assigned duties. The incumbent performs a full range of program ~~coordination and facility~~ responsibilities; ~~including planning and developing activities and games for the childcare programs.~~ This class is distinguished from the next higher classification of Recreation Coordinator in that the latter has overall responsibility for an assigned program area.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Recreation Supervisor. May exercise technical and functional supervision over assigned lower staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, develops and implements ~~childcare recreational programs and facility usage;~~ which may include a before and after school programs and day camps; ~~works directly with the children~~program participants; Opens and closes the operations of the parks and recreation facilities regularly and performs custodial maintenance work as needed, or emergency work. ~~plans activities and program content involving weekly themes;~~ ~~assists with the Summer Food Program which provides free breakfast and lunch to children.~~
- Communicates with children and parents; ~~participates in all activities, including games, crafts and homework time;~~ redirects behavior as necessary; ~~supervises playtime~~customers, program participants and contractors.
- Prepares and; tracks paperwork associated with programs and facility usage.
- Monitors records for program and facility usage permits; takes payments from customers; notifies supervisors and customers of pending permit paperwork, and past due accounts.

- Sets up for program activities daily; cleans up after all activities; orders all necessary supplies for program activities; organizes and plans special events or holiday activities.
- ~~Monitors and maintains records for the hours children participate in programs; takereceives payments from parentscustomers; check-verify and ad-applyies payments made by program participants; notifies supervisor and parents of past due accounts; maintains daily participant counts.~~
- ~~Assists with hiring, training and supervising part time staff; schedules part time staff according to forecasted needs to ensure necessary ration of staff to children; prepares time sheets for payroll; monitors part time staff hours.~~
- Assists with training and oversight of part time employees.
- Monitors facility usage on weeknights, weekends, evenings, and holidays.
- Informs customers of local laws, policies and procedures pertaining to facility use and safety, and ensure that users are in compliance.
- Assists Recreation Supervisor in organizing, scheduling and evaluating both indoor and outdoor facility conditions.
- Provides clerical support, program registration, answer telephones, and maintain correspondence with other divisions or departments.
- Sets up tables, chairs, and necessary equipment for recreation programs and facility rentals.
- ~~Assists with Summer Food Program, which includes ordering meals from Manteca Unified School District, monitoring and tracking the number of meals ordered, ensuring that the meals are distributed properly and that all program guidelines are followed; prepares monthly claim for the state reimbursement of the food program.~~
- Performs minor first aide; fills out incident reports; notifiescalls parents if injury or illness necessitates.
- Establishes positive working relationships with the general public, program participants, representatives of community organizations, state/local agencies and associations, City management and staff, and the public
- Performs routine facility safety checks. to ensure the safety of patrons.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, refuse, papers, and documents, and other items weighing up to 25 pounds also is required.

~~Additionally, the incumbent in this position works in all weather conditions, including wet, hot and cold.~~ As needed, this position may work outdoors in wet, hot or cold position

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Recreation Leader**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience implementing recreation programs or events, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and CPR certification.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

~~Modern principles and practices of developing and implementing childcare programs; children's programming and activities; child development and age appropriate activities and projects; B~~basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

~~Prepare, manage, track paperwork associated with recreation programs and facility usage~~Plan and implement before and after school programs and the day camp program, including preparing activities and projects; interact with children and provide a safe and nurturing environment; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard recreation tools and equipment; operate an office computer and a variety of word processing and software applications.

HOURS:

The Senior Recreation Leader will work a traditional, non-traditional, and split-shift hours including weekdays, weekends, evenings, and holidays.

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