

RESOLUTION NO. 16172

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AMENDING THE CITY'S CLASSIFICATION AND SALARY AND WAGE PLAN TO AMEND THE JOB DESCRIPTIONS FOR PUBLIC WORKS MAINTENANCE WORKER I/II, LEAD PUBLIC WORKS MAINTENANCE WORKER, UTILITIES LOCATOR, AND LITERACY TUTOR-STUDENT COORDINATOR

WHEREAS, the City Manager has requested that the job descriptions of Public Works Maintenance Worker I/II, Lead Public Works Maintenance Worker, Utilities Locator, and Literacy Tutor-Student Coordinator be amended to meet the current and future operational needs for the City; and

WHEREAS, the classification specifications as described in Exhibit "A" were prepared by Human Resources staff in consultation with department management, to ensure the foreseeable needs of the organization were met; and

WHEREAS, Human Resources staff met and conferred with the Service Employees International Union – Local 521, and reached agreement on the proposed job description changes for Public Works Maintenance Worker I/II, Lead Public Works Maintenance Worker, Utilities Locator, and Literacy Tutor-Student Coordinator.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AS FOLLOWS:

1. The recitals set forth above are true and correct and are hereby incorporated by this reference as if fully set forth in their entirety.
2. The City's Classification and Salary and Wage Plan is amended to update the job descriptions for Public Works Maintenance Worker I/II, Lead Public Works Maintenance Worker, Utilities Locator, and Literacy Tutor-Student Coordinator as listed in Exhibit "A".
3. The Resolution shall be effective upon the date of its adoption.

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EXHIBIT A
PROPOSED AMENDED JOB DESCRIPTIONS

CITY OF REDWOOD CITY
PUBLIC WORKS MAINTENANCE WORKER I
PUBLIC WORKS MAINTENANCE WORKER II

DEFINITION

To perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of streets, sidewalks, sewers and storm drains; perform a variety of semi-skilled and skilled tasks in the installation, maintenance, repair of water system mains, pipes, and facilities; or to work on a traffic sign and paint crew.

DISTINGUISHING CHARACTERISTICS

Public Works Maintenance Worker I: This is the entry-level class in the Public Works Maintenance Worker class series. Positions in this class usually perform most of the duties required of the Maintenance Worker II but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits a structured and established pattern. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, positions assigned to the maintenance Worker I class may reasonably expect to progress to the II level with training, experience, and satisfactory job performance.

Public Works Maintenance Worker II: This is the journey level in the class series. Position in this class are flexibly staffed and are normally filled by advancement from the Public Works Maintenance Worker I class, or when filled from the outside, require prior experience in the construction and maintenance of streets, sewer, traffic, or water system facilities. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. All positions assigned to this class require the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate a full range of mechanical equipment related to a specific assignment.

SUPERVISION RECEIVED AND EXERCISED

Public Works Maintenance Worker I

Receives immediate supervision from higher-level staff progressing to general supervision with training and experience.

CITY OF REDWOOD CITY
PUBLIC WORKS MAINTENANCE WORKER I-II (Continued)

Public Works Maintenance Worker II

Receives immediate supervision from higher-level maintenance personnel. Technical or functional supervision may also be provided by higher level maintenance personnel.

Assignments may require that ~~the #~~ level II position provide technical supervision to Maintenance Worker I personnel.

EXAMPLES OF DUTIES

Right-of-Way

Perform street maintenance duties, including but not limited to, illegal dumping cleanup, roadway repair, and sidewalk repair.

Operate construction and maintenance equipment such as power tools, front loader, compressor, boom truck, trucks, tractors, and skip loaders for a variety of construction and maintenance duties involving streets, sidewalks, and curbs/gutters.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.

Inspect ditches, drainage areas and roadside shoulders for noxious weeds; remove weeds; identify weeds and apply appropriate herbicides.

Paint or stencil traffic directional markings such as crosswalks, safety loading zones, bus stops, parking and center lines and railroad and school crossings.

Paint and stripe barricades and guard rails, brush and spray painting. Operate striping machine as needed.

Lay out, fabricate and install or repair signs such as regulatory, guide, warning, construction, stop, parking, speed, railroad, and street name signs.

Install and maintain parking meter poles and electronic parking meter maintenance.

Paint light poles and perform graffiti abatement.

Perform routine preventive maintenance on equipment as assigned.

Set up traffic safety devices (such as cones and signs) and barricades as necessary.

Utilize proper safety precautions related to all work performed.

Document and complete assigned tasks, maintenance activities, work orders, inspections, and forms in the Department maintenance management software.

Perform emergency maintenance work as required.

CITY OF REDWOOD CITY
PUBLIC WORKS MAINTENANCE WORKER I-II (Continued)

Perform related duties as assigned.

Street and Sewer Sewer and Storm

Independently, or as a member of a crew, perform skilled work in the installation, repair, and maintenance of the City's sewer collection and stormwater conveyance systems.

~~Perform street maintenance duties; o~~Operate construction and maintenance equipment such as combination and hydro-excavation trucks, dump trucktractors, and skip loadersskid-steer loaders, sewer rodders, various power tools, bypass pumps, and related equipment for a variety of constructionand maintenance operations involving streets, sidewalks and gutters, sewer lines, ~~streets~~ and drainage channels, and pump stations.

~~Spread asphalt in patching and repairing streets.~~

Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.

Inspect ditches, drainage areas and roadside shoulders for noxious weeds; remove weeds; ~~identify weeds and apply appropriate herbicides.~~

Set up traffic safety devices and barricades as necessary.

Maintain and repair storm drains, storm mains, catch basins, culverts, and ~~storm drain pipes~~other storm conveyance system infrastructure.

Maintain and repair sewer mains and laterals, manholes, and other sewer collection system infrastructure.

Twenty-four hour availability to respond to after-hour ~~Perform~~ emergency street, sewer, storm drain, or other public servicemaintenance work as required.

~~Perform sewer maintenance duties; operate maintenance equipment and tools such as power tools, sewer rodder, hydraulic jet cleaner, vac-all, front loader, compressor, power wench, boom truck, main and auxiliary pumps, and related equipment and tools.~~

Perform routine preventive maintenance on equipment as assigned.

Install and repair underground pipes; remove blockages from sewer and stormlines; assist with water quality sample collection; assist with pump and lift station maintenance.

Conduct stormwater inspections for stormwater permit compliance, such as stormwater business inspections and illicit discharge inspections.

CITY OF REDWOOD CITY
PUBLIC WORKS MAINTENANCE WORKER I-II (Continued)

Document and complete assigned tasks, maintenance activities, work orders, inspections, and forms in the Department's computerized maintenance management software. Complete regulatory reporting forms as needed.

Utilize proper safety precautions related to all work performed.

Read and interpret maps of underground sewer and drainage systems.

Perform related duties as assigned.

Water Service

Independently, or as a member of a crew, perform semi-skilled work in the installation, repair, and maintenance of the City's water and recycled water systems.

Operate construction and maintenance equipment such as backhoe in digging trenches for pipe; operate trencher in digging narrow trenches; hydro excavator, valve truck, operate loader in loading trucks; operate crane in lowering pipe into trench; operate dump truck; set up trash pumps, water main tapping machines, cut-off saw, line trimmers, and other power tools and equipment as necessary and tap into main lines.

Set up auger machine to make opening openings under highway roadways and sidewalks.

~~Measure and cut pipe.~~

~~Perform~~Perform taps on active water mains, and install water mains, thrust blocks, anodes and test stations, copper tubing, and/or polyethylene tubing, hydrants, valves, meters and meter boxes.

Perform routine maintenance and exercise on hydrants, system valves, combination air valves, anodes, and other water system appurtenances.

Flush water mains through hydrants, blow-off valves, and customer service lines to maintain water quality.

Document water discharges according to National Pollutant Discharge Elimination System (NPDES) permit requirements and water loss regulations.

Set up traffic safety devices and barricades as necessary.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.

When in charge of ~~leak water call truck~~, call 811 and locate City owned underground utilities ~~main and other lines with utilizing T-seep~~ locating equipment, maps, and visual inspection; locate leaks by use of ground microphone or sinking gad holes, excavate and repair leaks on water mains and services pipes according to City Standards.-

CITY OF REDWOOD CITY
PUBLIC WORKS MAINTENANCE WORKER I-II (Continued)

~~When assigned to valve truck, operate and repair valves as needed. Read and grade stakes for water service, meter height, and fire hydrants. Set and read grade for trenching machine.~~

~~When assigned, assist Utilities Worker and/or Utilities Specialist with maintenance and operation of water tanks and reservoirs, pump stations, turnouts, pressure regulating valves, and pumping or transmission pipelines.~~

~~Document and complete assigned tasks, maintenance activities, work orders, inspections, and forms in the Department maintenance management software.~~

Perform related duties as assigned.

Traffic Sign and Paint

~~Paint or stencil such traffic directional markings as crosswalks, safety loading zones, bus stops, parking and center lines and railroad and school crossings.~~

~~Paint and stripe barricades and guard rails, brush and spray painting. Operate striping machine as needed.~~

~~Cut and prepare stencils.~~

~~Maintain, clean, and repair painting equipment and stencils.~~

~~Set up proper pattern of cones and signs to control traffic for safety purposes.~~

~~Make inspections to find street signs that need repairing or replacing.~~

~~Lay out, fabricate and install regulatory, guide, warning, and construction signs; straighten and reset street name signs and parking meter poles.~~

~~Submit reports of work done.~~

~~Paint light poles.~~

~~Install and repair stop signs, parking signs, speed signs, railroad signs, and police watch signs, fabricate signs.~~

~~Install and maintain parking meter poles and electronic parking meter maintenance.~~

~~Perform related duties as assigned.~~

QUALIFICATIONS

Public Works Maintenance Worker I

CITY OF REDWOOD CITY
PUBLIC WORKS MAINTENANCE WORKER I-II (*Continued*)

Knowledge of:

Uses and purposes of general construction tools and equipment.

Safe work practices related to area of assignment.

~~Use of a personal computer or mobile tablet and computerized maintenance management software.~~

Ability to:

Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing with others and establish cooperative and effective customer relations and good working relationships.

~~Use of a personal computer or mobile tablet and computerized maintenance management software.~~

Learn skilled tasks in right-of-way, street and sewer and storm, and water service, and traffic sign/paint work.

Learn to operate a variety of maintenance equipment and tools.

Physical Characteristics/Working Conditions:

Must be able to perform heavy manual labor, work outside in varying climatic conditions, lift heavy objects, work around construction equipment. and be in sufficiently good health to perform job duties.

Experience and Education:

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

Experience:

No experience is required.

Education:

Equivalent to completion of the twelfth grade.

~~Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.~~

CITY OF REDWOOD CITY
PUBLIC WORKS MAINTENANCE WORKER I-II (Continued)

License and Certification:

Possession of a valid California Class C Driver's License is required.

Possession of, or ability to obtain within 12 months of employment, a valid California Class A Commercial Driver's License with tank vehicle (tanker) endorsement is required.

If assigned to the Water Utilities Services division, possession of a valid [State Water Resources Control Board Grade California Department of Health Services D1-Grade](#) Water Distribution Operator certificate, or ability to obtain within 24 months of employment, is required.

If assigned to the Wastewater Utilities Services division, possession of a valid California Water Environment Association (CWEA) Collection System Maintenance Grade I certification, or ability to obtain within 12 months of employment, is required.

Public Works Maintenance Worker II

In addition to the qualifications for Maintenance Worker I, the II level class requires proficiency in one or more areas: ~~street and right-of-way~~, sewer ~~and storm~~, ~~or~~ water services, ~~or traffic paint / sign~~, requiring most of the following:

Knowledge of:

Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sewers, sidewalks, storm drains, water facilities, and traffic signs/markings.

Procedures and techniques of concrete and asphalt work. Hazards associated with the work and proper safety precautions.

Traffic laws, ordinances, and rules involved in truck and heavy equipment operations.

Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.

Standards relating to installation, location and required maintenance of traffic signs and pavement markings.

Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work.

Application of pesticides and herbicides.

CITY OF REDWOOD CITY
PUBLIC WORKS MAINTENANCE WORKER I-II (Continued)

Equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of water mains, lines, and related facilities.

Pipefitting and cement work.

Preparation and operation of spray-painting equipment; methods of fabricating and installing street signs.

Operation of light and moderately heavy construction equipment.

Procedures and techniques of maintenance of electronic parking meters and inventory of parking meters.

Ability to:

Perform journey level skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicles and equipment in a safe and effective manner.

Work effectively in the absence of close supervision.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Read and interpret basic maps and blueprints.

Assist in the training and supervision of others and in the safe operation of equipment.

Do asphalt and concrete work; do pipe and masonry work; work with paints and prepare surfaces for painting.

Work safely and adhere to principles of safety when working near traffic or in other environments.

Establish cooperative working relationships with others.

Experience and Education:

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

Experience:

At least one or two years performing similar work to that of a Public Works Maintenance Worker I in the City of Redwood City, which includes work experience in one or more areas: right-of-way, sewer and storm, or water services.

Education:

CITY OF REDWOOD CITY
PUBLIC WORKS MAINTENANCE WORKER I-II (Continued)

Equivalent to completion of the twelfth grade.

License or Certificate:

Possession of a valid California Class C Driver's License is required.

Possession of, or ability to obtain within 12 months of employment, a valid California Class A Commercial Driver's License with tank vehicle (tanker) endorsement is required.

If assigned to the Water Utilities Services division, possession of a California ~~Department of Health Services~~ State Water Resources Control Board Grade D1-Grade Water Distribution Operator certificate ~~, or ability to obtain within 24 months of employment,~~ is required.

If assigned to the Wastewater Utilities Services division, possession of a valid California Water Environment Association (CWEA) Collection System Maintenance Grade I certification, ~~or ability to obtain within 12 months of employment,~~ is required.

Effective Date: May, 2001

Bargaining Group: Service Employees' International Union - Local 715

Amended: January, 2007

Amended: October, 2011

Amended: November, 2022

Amended: August, 2023

CITY OF REDWOOD CITY

LEAD PUBLIC WORKS MAINTENANCE WORKER

DEFINITION

To serve as a lead worker regularly leading a small crew of Maintenance Workers; operate a variety of heavy equipment in construction and maintenance; assist the Supervisor in scheduling and reviewing work; perform a variety of skilled tasks in the construction, maintenance, and repair of streets, sidewalks, sewers, and storm drains; perform a variety of skilled tasks in the installation, maintenance, and repair of water system mains, pipes, and facilities; ~~or to~~ lead a traffic sign and paint crew; ~~or to lead a work furlough crew;~~ lead a crew in creek channel maintenance; or to lead a crew in the maintenance and repair of sewer mains, laterals, and other facilities.

DISTINGUISHING CHARACTERISTICS

This is the lead level in the Public Works Maintenance Worker class series. Lead positions assist the supervisor in scheduling, assigning and reviewing work and regularly lead a field crew of at least two persons. Lead level positions are able to perform skilled tasks in any of the assigned areas: street, ~~and sewer~~ and storm, water service, or traffic sign and paint. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and complexity of duties assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Public Works Supervisor.

Exercises functional and technical supervision of subordinates as assigned.

EXAMPLES OF DUTIES

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

Lead a field crew in street, ~~and sewer~~ and storm, water servicedistribution, ~~or~~ traffic sign and paint work, or a work furlough crew.

Review job requirements, provide for equipment and supplies, assign job tasks and oversee work on an assigned field job.

Provide technical guidance to less experienced workers.

ADDITIONAL EXAMPLES OF DUTIES

Right-of-Way

Perform street maintenance duties, including but not limited to, illegal dumping cleanup, roadway repair, and sidewalk repair.

CITY OF REDWOOD CITY
LEAD PUBLIC WORKS MAINTENANCE WORKER (Continued)

- Operate construction and maintenance equipment such as power tools, front loader, compressor, boom truck, trucks, tractors, and skip loaders for a variety of construction and maintenance duties involving streets, sidewalks, and curbs/gutters.

- Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.

- Inspect ditches, drainage areas and roadside shoulders for noxious weeds; remove weeds; identify weeds and apply appropriate herbicides.

- Paint or stencil traffic directional markings such as crosswalks, safety loading zones, bus stops, parking and center lines and railroad and school crossings.

- Paint and stripe barricades and guard rails, brush and spray painting. Operate striping machine as needed.

- Lay out, fabricate and install or repair signs such as regulatory, guide, warning, construction, stop, parking, speed, railroad, and street name signs.

- Install and maintain parking meter poles and electronic parking meter maintenance.

- Paint light poles and perform graffiti abatement.

- Perform routine preventive maintenance on equipment as assigned.

- Set up traffic safety devices (such as cones and signs) and barricades as necessary.

- Utilize proper safety precautions related to all work performed.

- Document and complete assigned tasks, maintenance activities, work orders, inspections, and forms in the Department maintenance management software.

- Perform emergency maintenance work as required.

- Perform related duties as assigned.

Work Furlough Leader

- Coordinate and work with unskilled labor from San Mateo County Work Furlough Program.

- Participate in Weed Abatement Program field activities in public rights-of-way. Assist in debris clean-up and pick-up City-wide.

- Provide logistical support to various social service centers as required.

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CITY OF REDWOOD CITY
LEAD PUBLIC WORKS MAINTENANCE WORKER (Continued)

Support beautification efforts of various public facilities as needed.

Assist culvert and ditch clean-up program activities prior to winter season on a routine basis.

Write staff reports documenting accomplishments of work furlough program on a routine basis.

Street and Sewer Right-of-Way and Sewer and Storm

Perform street maintenance duties including but not limited to, illegal dumping cleanup, roadway repair, and sidewalk repair. Lead a crew and perform skilled work in the installation, repair, and maintenance of the City's sewer collection and stormwater conveyance systems.

Operate construction and maintenance equipment such as combination and hydro-excavation trucks, dump trucks, skid-steer loaders, sewer rodders, various power tools, bypass pumps, and related equipment for a variety of construction and maintenance operations involving sewer lines, storm lines, drainage channels, and pump stations.

Operate construction and maintenance equipment such as power tools, front loader, compressor, boom truck, trucks, tractors and skip loaders for a variety of construction and maintenance operations involving streets, sidewalks and curbs/gutters, sewer lines and drainage channels.

Spread asphalt in patching and repairing streets.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.

Inspect ditches, drainage areas and roadside shoulders for noxious weeds; remove weeds; identify weeds and apply appropriate herbicides.

Paint or stencil such traffic directional markings as crosswalks, safety loading zones, bus stops, parking and center lines, and railroad and school crossings.

Paint and stripe barricades and guard rails, brush and spray painting. Operate striping machine as needed.

Lay out, fabricate and install or repair signs such as regulatory, guide, warning, construction, stop, parking, speed, railroad, and street name signs.

Install and maintain parking meter poles and electronic parking meter maintenance.

Paint light poles and perform graffiti abatement.

CITY OF REDWOOD CITY
LEAD PUBLIC WORKS MAINTENANCE WORKER (Continued)

~~Make inspections to find street signs that need repairing or replacing.~~

Set up traffic safety devices and barricades as necessary.

~~Maintain storm drains, catch basins and storm drain pipes.~~

~~Lead a crew in the maintenance and repair of storm drains, storm mains, catch basins, culverts, and other storm conveyance system infrastructure.~~

~~Lead a crew in the maintenance and repair of sewer mains and laterals, manholes, and other sewer collection system infrastructure.~~

~~Availability to respond to after hour~~ Perform emergency street, sewer, storm drain or other public service maintenance work as required.

~~Perform sewer maintenance duties; operate maintenance equipment and tools such as power tools, sewer rodder, hydraulic jet cleaner, vac-all, front loader compressor, power wrench, boom truck, main and auxiliary pumps, and related equipment and tools.~~

Perform routine preventive maintenance on equipment as assigned.

~~Lead a crew to~~ Install and repair underground pipes; remove blockages from sewer and storm drainlines; ~~assist with water quality sample collection; assist with pump and lift station maintenance.~~

~~Utilize proper safety precautions related to all work performed.~~

Read and interpret maps of underground sewer and storm drainage systems. ~~Paint or stencil such traffic directional markings as crosswalks, safety loading zones, bus stops, parking and center lines, and railroad and school crossings.~~

~~Paint and stripe barricades and guard rails, brush and spray painting.~~

~~Operate striping machine as needed.~~

~~Cut and prepare stencils.~~

~~Maintain, clean and repair painting equipment and stencils.~~

~~Set up proper pattern of cones and signs to control traffic for safety purposes.~~

~~Make inspections to find street signs that need repairing or replacing.~~

~~Lay out, fabricate and install regulatory, guide, warning and construction signs; straighten and reset street signs and parking meter poles.~~

~~Utilize proper safety precautions related to all work performed.~~

~~Document and complete assigned tasks, maintenance activities, work orders.~~

CITY OF REDWOOD CITY
LEAD PUBLIC WORKS MAINTENANCE WORKER (Continued)

inspections, and forms in the Department maintenance management software. Document and complete assigned tasks, maintenance activities, work orders, inspections, and forms in the Department's computerized maintenance management software. Complete regulatory reporting forms as needed.

Perform emergency maintenance work as required.

Submit report of work done.

Paint light poles.

Install and repair stop signs, parking signs, speed signs, street signs, railroad signs and police watch signs; fabricate signs.

Perform related duties as assigned.

Water Service

Independently, or as a member of a crew, perform semi-skilled work in the installation, repair and maintenance of the City's water and recycled water systems.

Operate construction and maintenance equipment such as backhoe ; trencher ; hydro excavator, valve truck, loader; dump truck; trash pumps, water main tapping machines, cut-off saw, line trimmers, and other power tools and equipment as necessary.

Operate backhoe in digging trenches for pipe; operate trencher in digging narrow trenches; operate loader in loading truck; operate crane in lowering pipe into trench; operate dump truck; set up tapping machines and tap into main lines.

Set up and operate auger machine to make opening under highway roadways and sidewalks.

Measure and cut pipe.

Perform taps on active water mains, and install water mains, thrust blocks, anodes and test copperstations, copper-tubing, and/or polyethylene tubing hydrants, valves, meters and meter boxes.

Perform routine maintenance and exercise on hydrants, system valves, combination air valves, anodes, and other water system appurtenances.

Flush water mains through hydrants, blow-off valves, and customer service lines to maintain water quality.

Document water discharges according to National Pollutant Discharge Elimination System (NPDES) permit requirements and water loss regulations.

CITY OF REDWOOD CITY
LEAD PUBLIC WORKS MAINTENANCE WORKER (Continued)

Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.

When in charge of leak the water call truck, call 811 and locate City owned underground utilities utilizing locating equipment, maps, and visual inspection; main and other lines with T-scope; locate leaks by use of ground microphone or sinking gas holes; excavate and repair leaks on water mains and services pipes according to City Standards.

When assigned to valve truck, operate and repair valves as needed.

Read grade stakes for water service, meter height and fire hydrants. Set and read grade for trenching machine.

When assigned, assist Utilities Worker and/or Utilities Specialist with maintenance and operation of water tanks and reservoirs, pump stations, turnouts, pressure regulating valves, and pumping or transmission pipelines.

Document and complete assigned tasks, maintenance activities, work orders, inspections, and forms in the Department maintenance management software.

Perform related duties as assigned.

Traffic Sign and Paint

~~Paint or stencil such traffic directional markings as crosswalks, safety loading zones, bus stops, parking and center lines, and railroad and school crossings.~~

~~Paint and stripe barricades and guard rails, brush and spray painting.~~

~~Operate striping machine as needed.~~

~~Cut and prepare stencils.~~

~~Maintain, clean and repair painting equipment and stencils.~~

~~Set up proper pattern of cones and signs to control traffic for safety purposes.~~

~~Make inspections to find street signs that need repairing or replacing.~~

~~Lay out, fabricate and install regulatory, guide, warning and construction signs; straighten and reset street signs and parking meter poles.~~

~~Submit report of work done.~~

~~Paint light poles.~~

~~Install and repair stop signs, parking signs, speed signs, street signs, railroad signs and~~

CITY OF REDWOOD CITY
LEAD PUBLIC WORKS MAINTENANCE WORKER (Continued)

~~police watch signs; fabricate signs.~~

~~Perform related duties as assigned.~~

Work Furlough Leader

~~Coordinate and work with unskilled labor from San Mateo County Work Furlough Program.~~

~~Participate in Weed Abatement Program field activities in public rights-of-way.~~

~~Assist in debris clean-up and pick-up City-wide.~~

~~Provide logistical support to various social service centers as required.~~

~~Support beautification efforts of various public facilities as needed.~~

~~Assist culvert and ditch clean-up program activities prior to winter season on a routine basis.~~

~~Write staff reports documenting accomplishments of work furlough program on a routine basis.~~

QUALIFICATIONS

Knowledge of:

Techniques for scheduling, assigning and reviewing work.

Estimating job requirements.

Record keeping and preparation of work activity reports.

Operating characteristics of heavy construction equipment including backhoes, bulldozers, loaders, cranes and graders.

Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sewers, sidewalks, storm drains, water service facilities and traffic signs/markings.

Procedures and techniques of concrete and asphalt work.

Hazards associated with the work and proper safety precautions.

Traffic laws, ordinances and rules involved in truck and heavy equipment operations.

CITY OF REDWOOD CITY
LEAD PUBLIC WORKS MAINTENANCE WORKER (Continued)

Purposes and uses of a variety of vehicles, equipment, power tools and handtools including motorized, pneumatic and hydraulic equipment.

Standards relating to installation, location and required maintenance of trafficsigns and pavement markings.

Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints and a variety of other materials used in maintenance work.

_Application of pesticides and herbicides.

Equipment, methods, and materials used in the installation, repair, maintenance and cleaning of water mains, lines and related facilities.

Pipefitting and cement work.

Ability to:

Direct the work of crew of Public Works Maintenance Workers.

Estimate job requirements.

Use of a personal computer or mobile tablet and computerized maintenance management software.

Keep records and prepare reports.

Skillfully operate and service a variety of types of heavy equipment.

Perform skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicles and equipment in a safe and effective manner.

Work effectively in the absence of close supervision.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Read and interpret basic maps and blueprints.

Assist in the training and supervision of others and in a safe operation of equipment.

Do asphalt and concrete work; do pipe and masonry work; work with paints and prepare surfaces for painting.

CITY OF REDWOOD CITY
LEAD PUBLIC WORKS MAINTENANCE WORKER (Continued)

Work safely and adhere to principles of safety when working near traffic or in other environments.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing with others and establish cooperative and effective customer relations and good working relationships.

~~Establish cooperative working relationships with others.~~

Physical Characteristics/Working Conditions:

Must be able to lift heavy objects, work in varying climatic conditions, do heavy manual labor, work around construction equipment and be in sufficiently good health to perform job tasks.

Experience and Education:

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

Experience:

At least One-one to two years of work experience similar to that of a Public Works Maintenance Worker II in the City of Redwood City, which includes work experience in one or more areas: right-of-way, sewer and storm, or water services.

Education:

Equivalent to completion of the twelfth grade.

License or Certificate:

Possession of a valid California Class C Driver's License is required.

Possession of, or ability to obtain within 12 months of employment, a valid California Class A Commercial Driver's License with tank vehicle (tanker) endorsement is required.

If assigned to the Wastewater Utilities Services division, possession of a valid California Water Environment Association (CWEA) Collection System Maintenance Grade I certification is required. Must obtain the CWEA Collection System Maintenance Grade II certification within 12 months of employment.

CITY OF REDWOOD CITY
LEAD PUBLIC WORKS MAINTENANCE WORKER (Continued)

If assigned to the Water Utilities Services division, possession of a valid State Water Resources Control Board Grade D2 Water Distribution Operator certificate, or ability to obtain within 24 months of employment, is required.

Effective Date: May, 2004

Bargaining Group: Service Employees' International Union - Local 715

Amended: October, 2011

Amended: November, 2022

Amended: August, 2023

CITY OF REDWOOD CITY UTILITIES LOCATOR

DEFINITION

Under guidance and General direction of the Utilities Field Supervisor, identifies, locates and marks the location of the City's underground utilities-facilities according to standards, in conjunction with the Underground Service Alert of Northern California and Nevada (USA) program, prior to construction excavation; and also provides utilities inspection services for construction. Utilities include: water, wastewater, storm, electrical, recycled water and all other City utilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Specialist or a Public Works Supervisor.

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

1. Review, prioritize, mark, document, and submit an electronic positive response to excavators prior to the legal work start date and time~~Receive USA tickets and organize and prioritize USA tickets in a timely and productive manner and complete marking requests within the USA priority guideline for s-requests received from USA.~~
2. When assigned, duties include taking water samples for testing, investigate and resolve customer complaints, fireflow testing, and section-related duties. Water quality testing and fire flow test requests as needed.~~Calibration of colorimeter.~~
3. Train assigned personnel in the use of utility locating equipment and USA standards and procedures.
4. Complete, record, and file all USA requests. Maintain and generate reports on work in progress and general construction operations.
5. Coordinate work with other City departments, divisions, sections and private utilities which may include both written and oral communications.
6. Read maps, block-book pages and plans, to determine the location of City-owned utilities and marking prior to construction.
7. Ensure that all-applicable USA standards, utility rules, codes and safety regulations are communicated and complied with.
8. Complete data assignments; data collection, performance measurements, track costs, time and materials.

**CITY OF REDWOOD CITY
UTILITIES LOCATOR (*Continued*)**

9. ~~Update block book pages~~Identify updates to utility GIS layers as needed after determining new or more accurate information as a result of marking ~~assignments~~City utilities. Coordinate ~~the inclusion of updates~~ with other ~~sections~~Divisions and Departments and ~~Engineering~~ to maintain accurate ~~block books~~utility maps.
10. Perform ~~Section~~-related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

~~Possess thorough knowledge of u~~Utility locating equipment and ~~USA standards and~~ procedures.

~~California USA program's operating procedures for locating of utilities~~excavation laws and USA North processes and procedures.

Best Practices of the Common Ground Alliance

Estimating personnel, time, material, and equipment related to assigned duties.

Record keeping, daily reports, and collecting data related to assigned duties.

Proper operating techniques of a variety of vehicles, mechanical equipment, power tools, hand tools and related tools used in assigned duties.

Work zone safety, hazardous materials, and ~~material~~ safety data sheets that are associated with the work and proper safety precautions.

Cal-OSHA Safety codes and regulations, safety rules related to job duties and responsibilities.

Construction methods, principles and practices, properties of backfill, compaction, and construction materials as per engineering standards.

Layout of ~~the e~~City and location of all City utilities and related facilities and USA protocol for utility identification process.

Symbols and terminology used in GIS, engineering plans, and other descriptive materials related to utilities system facilities.

~~Water sampling techniques, fire-flow testing procedures, and calibration of colorimeter.~~

Proper use and maintenance of utility locating equipment.

**CITY OF REDWOOD CITY
UTILITIES LOCATOR (*Continued*)**

Read maps, [GIS](#), block book pages, and plans to determine the location of utilities.

Ability to:

Oversee the work of assigned personnel and provide training and lead direction.

Plan, prioritize, schedule, coordinate, and estimate job requirements.

Prepare and maintain work records and all [work-related](#)[work-related](#) paperwork; prepare reports.

Skillfully operate and maintain a variety of types of equipment, hand tools, mechanical equipment, power tools and other equipment required for job in a safe and efficient manner.

[Use of a personal computer, handheld/tablet computer, GPS receiver and related software applications to complete work orders, document locating requests and maintain utility records and maps.](#)

Operate and maintain a variety of vehicles and equipment in a safe and effective manner.

Work effectively in the absence of supervision. Coordinate and prioritize assignments with minimal direction.

Read and interpret utilities block books, construction drawings, [GIS and both paper and electronic](#) maps and blueprints.

Work safely in accordance of safety standards, codes and regulations (see specific section requirements).

Communicate clearly and concisely, both orally and in writing with others and establish cooperative and effective customer relations and good working relationships.

Review and update work standards.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking or standing for extended periods of time; climbing ladders to gain access to manholes and vaults; and operating assigned equipment and vehicles.

EXPERIENCE AND EDUCATION

**CITY OF REDWOOD CITY
UTILITIES LOCATOR (*Continued*)**

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

Experience:

Two years performing similar work to that of a ~~Consumer Service Technician or~~ Public Works Maintenance Worker II in the City of Redwood City, which includes work experience in one or more areas: right-of-way, sewer and storm, or water services.

Experience in the operation of utility locating equipment, construction and installation of underground utilities and utilities locating techniques is also required.

Education:

Equivalent to the completion of the 12th grade supplemented by construction trade courses related to the installation and maintenance of sewer and storm drain systems and water mains and services.

License or Certificate:

- Possession of a valid California Class "C" ~~d~~Driver's License.
- Possession of a California State Water Resources Control Board Water Distribution Operator Certificate Grade D2 within two years of appointment of an AWWA Grade I Water Distribution Certificate within two years of appointment.
- Possession of California Water Environment Association Collection System Maintenance Certificate Grade 1 of Association Grade I Wastewater Collection certificate within two years of appointment.
- Possession of cCertificate of cCompletion of USA marking course protocol pertaining to locating underground utilities within 30 days~~six months~~ of appointment.
- ~~Possession of Certificate in Confined Space.~~

Working Conditions:

Exposure to heavy traffic conditions; some office and construction site exposure; exposure to dust, noise, and inclement weather; exposure to high voltage cables, heights; some climbing, bending, moderate to heavy lifting and inspecting in confined areas; work around construction equipment.

Effective Date: July, 2001

Bargaining Group: Service Employees' International Union - Local 715

Amended: August, 2023

**CITY OF REDWOOD CITY
LITERACY TUTOR-STUDENT COORDINATOR (*Continued*)**

**CITY OF REDWOOD CITY
LITERACY TUTOR-STUDENT COORDINATOR**

DEFINITION

The Literacy Tutor-Student Coordinator ~~o~~-promotes the awareness of a volunteer-based Literacy Training Program for adults, families and youth in the City of Redwood City; ~~to~~-recruits and trains volunteers; ~~to~~-recruits and places students; and ~~to~~-serves as an advisor and resource to volunteer tutors.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Literacy Program Division Manager.

Exercises direct supervision over volunteer staff.

EXAMPLES OF DUTIES

Assist trainers to develop teaching methods appropriate to the program.

Assists in recruiting students and volunteer tutors for the program.

Selects and purchases materials for use by volunteer tutors in teaching students enrolled in the program.

Interviews potential students, ~~make~~-conducts preliminary assessment of their reading level; assigns to appropriate tutors.

Interviews potential tutors, arranges for their training and assists in Tutor Trainings: matches learners with tutors for one on one, or small group instruction, or virtual tutoring and programs.

Consults with volunteer tutors individually and in groups to answer ~~their~~ questions and help ~~them~~ resolve difficulties which they may encounter.

Monitors students' progress with tutors and ~~keep~~-maintains records of volunteer hours worked.

Provides expert advice and support to volunteer tutors regarding teaching methods, appropriate materials, ways to deal with student problems, etc.

~~Work~~-Collaborates with the Literacy Division Manager to promote the Literacy Program in the community by making presentations to groups and at meetings.

Contributes to publicity vehicles such as media, flyers, newsletters, etc.

**CITY OF REDWOOD CITY
LITERACY TUTOR-STUDENT COORDINATOR (*Continued*)**

~~Establish various locations where literacy training can occur.~~

~~Conducts small group instruction on and off site and virtually.~~ Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods for and practices of teaching adults, families and youth to read.

Principles and practices of recruiting and training volunteers.

Curriculum appropriate for teaching adults, families and youth to read.

Techniques for assessing reading abilities and for measuring ~~an~~ increaseprogress in reading abilities.

Ability to:

Recruit volunteers, plan their teaching, and oversee their ongoing work.

Communicate clearly and concisely with individuals of various backgrounds.

Be sensitive to the needs of adults whom the program will serve.

Promote interagency cooperation in the support of Literacy Program development and implementation.

Physical Characteristics:

Must be ~~in-sufficiently good health to perform job duties and~~ able to lift up to 50 lbs.

Experience and Training Guidelines:

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

Experience:

Two years of experience in literacy programs, adult education, or special education with emphasis on teaching reading; experience in working with volunteers in any context.

CITY OF REDWOOD CITY
LITERACY TUTOR-STUDENT COORDINATOR (*Continued*)

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in education, particularly adult and family education, human services, social sciences or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Special Requirements:

Bilingual ability may be required of some positions.

Effective Date: April, 1988

Bargaining Group: Service Employees' International Union - Local 715

Amended: August, 2023

Passed and adopted by the Council of the City of Redwood City at a
Joint City Council/Successor Agency Board/Public Financing Authority Meeting
thereof held on the 28th day of August 2023 by the following votes:

AYES: Aguirre, Eakin, Howard, Martinez Saballos, Sturken, Vice
Mayor Espinoza-Garnica, and Mayor Gee
NOES: None
ABSENT: None
ABSTAINED: None
RECUSED: None



Jeff Gee
Mayor of the City of Redwood City

Attest:



Yessika Castro, CMC, CPMC
Interim City Clerk of Redwood City

I hereby approve the foregoing resolution this
29th day August 2023.



Jeff Gee
Mayor of the City of Redwood City