



## City of Merced Accounting Technician

<b>SALARY</b>	\$27.00 - \$32.82 Hourly \$2,160.00 - \$2,625.60 Biweekly \$4,680.00 - \$5,688.80 Monthly \$56,160.00 - \$68,265.60 Annually	<b>LOCATION</b>	City of Merced, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	1377
<b>DEPARTMENT</b>	Finance	<b>OPENING DATE</b>	03/13/2026
<b>CLOSING DATE</b>	3/29/2026 11:59 PM Pacific		

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### Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under direction, assist finance professionals in ensuring accuracy, completeness and timely processing in the areas of municipal finance including, but not limited to, the specialized fields of Accounting, Collections and Purchasing; and perform related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the Account Clerk series by the increased independence of action and concurrent increase in the consequence of error. This class requires additional training and practical experience in order to perform the critical aspects of the class.

#### **REPORTS TO**

Assigned supervisory and/or management staff.

#### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory classification.

### Examples of Duties

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be*

*required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a variety of accounting duties including, but not limited to, the specialized fields of Accounting, Collections, Payroll, Utility Billing, and Business License.
2. Review and verify cash deposits; prepare deposit reports for verification prior to posting cash; and prepare deposits for transit to bank.
3. Prepare workpapers and perform analyses in support of annual audits and budget.
4. Advise supervisors and others of trends, new developments, and operational and compliance issues related to the field and assist in designing and developing systems and procedures which promote efficiency and effectiveness.
5. Consult and provide internal customer service on technical matters with other departments, supervisors and the public and assist department heads in reviewing budgets.
6. Analyze, calculate, and enter data for month end closing; compile, analyze, and prepare month end close reports to submit for review.
7. Analyze, calculate, research, and prepare various transactions.
8. Respond to customer questions and/or complaints in an efficient manner, resolve problems requiring immediate attention, and verify that underlying systematic or process issues have been addressed.
9. Perform ancillary accounting and finance tasks as requested by supervisors.
10. Train and provide work coordination for other staff.
11. Perform related duties as required.

**Accounting-Bookkeeper:**

12. Prepare and post entries to ledgers and journals as necessary.
13. Prepare monthly, quarterly, and annual reconciliations and maintain necessary records and logs.
14. Assist with the preparation of monthly and annual financial and budgetary reports and statements.
15. Maintain fixed asset records.
16. Maintain expenditure controls on budgets and provide related assistance in support of the budgeting process.
17. Prepare cash and investment reports.
18. Process budget transfers.
19. Perform cleanup of the payroll budget; analyze and review the payroll account, checking for over budgets and estimating through end of fiscal year and prepare budget transfer.

**Accounting-Payables:**

20. Review and record accounts payable and prepare reports in support of accounts payable operations.
21. Issue vendor checks and encumber appropriated funds and verify availability of funds.
22. Collect, compile, prepare, and calculate invoices and requests for payment; review and verify pertinent information for accuracy; prepare and audit batches; enter requests for payment into the appropriate system; and make changes as necessary.

23. Prepare and pay purchasing and travel cards as necessary.
24. Process Form 1099s as required; verify vendors who will be issued a Form 1099 and make changes as necessary.
25. Answer questions from vendors and other departments regarding payment of invoices and research unpaid and missing invoices.
26. Review and enter purchase orders for travel; generate credit card reports from bank and send to departments as necessary; perform final review and approval of expense reports; pull reports, pull travel authorizations, and enter information into the purchasing card system; and track credit cards and liquidate purchase orders when complete and make changes as necessary.
27. Audit payment authorizations against outstanding purchase orders.
28. Perform contract processing and review contracts for funding and create purchase orders.
29. Run reports comparing purchase orders in the purchasing system to the encumbrances in the general ledger system and make corrections as necessary.

**Accounting-Payroll:**

30. Review, enter, proof payroll data and issue paychecks and electronic payroll deposits.
31. Prepare retirement and insurance reports.
32. Review and monitor deferred compensation.
33. Submit payroll distributions for posting.
34. File Federal and State wage and benefit reports, taxes and returns.

**Collections:**

35. Coordinate and centralize the collection activity for the City and its agencies.
36. Prepare files and related documents on collection accounts.
37. Analyze billing and payment data and compute balances due; correspond with customers concerning past due balances; analyze ability of debtor to pay and determine most appropriate manner of collection; and issue final demand letters.
38. Initiate and represent City and its agencies in small claims court actions.
39. Perform asset searches, oral examinations, wage garnishments, till taps and other levies and seizures.
40. Recommend account adjustments and write-offs to supervisors.
41. Coordinate bankruptcy actions with others.
42. Prepare reports in support of collection activities and as otherwise directed by supervisors.
43. Provide leadership and functional oversight to revenue related Account Clerk positions.
44. Maintain inventory of fixed assets; manage the receipt, storage, and issuance of equipment, materials, supplies, parts or tools and maintain the records for the central store room.
45. Arrange for the disposal of surplus salvage material or equipment by auction or bid and coordinate the solicitation, evaluation and recommendation of bids.

**Utility Billing:**

46. Prepare monthly and bi-monthly utility bills and other related bills and notices including final bills, delinquency notices, shut off notices, and shut off work orders; and prepare final bill refund request and credit balance refunds.
47. Perform a variety of duties related to the meter reading function including scheduling, prioritizing routes to be read, and preparing meter download for meter reading process.
48. Interact with field crew to ensure that meters are read and reported back on a timely basis and issues are investigated and resolved.
49. Coordinate the work order request process in order to ensure all service requests are being handled and properly recorded.
50. Process new or cancelled accounts, meter changes, or other similar utility billing activities as required.

**Business License:**

51. Perform a variety of duties in support of the business license function; review and process new business license applications and enter information into system, make changes and additions and input all data including money processed for business licenses.
52. Verifies deposit sheets received, enters license information, and balances reports.
53. Prints business licenses to be mailed to customers; mails renewals and past due notices; scans and indexes applications.

## Typical Qualifications

### QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### Knowledge of:

Operations, services, and activities of assigned accounting system, function, or program area.  
Principles and practices of governmental accounting, collections, payroll, utility billing, and business license, as appropriate.  
Automated financial management information systems.  
Federal, State and municipal laws, codes and regulations.  
Resources and industry references.  
Municipal budgeting and accounting procedures and practices.  
Methods and techniques for basic report preparation and writing.  
Principles and procedures of financial record keeping and reporting.  
Mathematical principles including business mathematics.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### Ability to:

Perform a variety of responsible technical accounting duties in support of assigned accounting system, function, or program area.  
Perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain, and reconcile a variety of records and files.  
Analyze specific problems and situations.  
Adopt effective procedures to resolve problems.  
Prioritize work and meet deadlines.  
Maintain composure and exercise good judgment in dealing with supervisors, peers and the public. Collect and compile financial and budgetary reports.  
Implement and maintain filing systems.

Plan and organize work to meet changing priorities and deadlines.  
Work independently with little or no supervision.  
Accurately audit invoices, reports, and other various documents.  
Make mathematical calculations quickly and accurately.  
Enter and retrieve data from computer system.  
Review and interpret accounting transactions and records.  
Provide customer service and phone etiquette in communicating with vendors, other staff, and the public.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting, bookkeeping, or a related field.

**Experience:**

Two years of increasingly responsible technical accounting experience.

**License or Certificate:**

Possession of an appropriate California Driver License.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Work is performed in an office environment; continuous contact with staff and the public.

**Physical:** Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; and use of office equipment, including computers, telephones, calculators, copiers, and FAX.

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**Employer**

City of Merced

**Address**

678 W 18th Street

Merced, California, 95348

**Phone**

209-385-6837

**Website**

<http://www.cityofmerced.gov>



City of Merced

## Lead Instrumentation and Electrical Technician

<b>SALARY</b>	\$37.01 - \$44.99 Hourly \$2,960.80 - \$3,599.20 Biweekly \$6,415.07 - \$7,798.27 Monthly \$76,980.80 - \$93,579.20 Annually	<b>LOCATION</b>	City of Merced Public Works Department, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	1373
<b>DEPARTMENT</b>	Public Works	<b>OPENING DATE</b>	03/12/2026
<b>CLOSING DATE</b>	3/26/2026 11:59 PM Pacific		

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### Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general supervision, lead, oversee, and participate in the more complex and difficult work of staff responsible for a variety of specialized skilled electrical and electronic work in the maintenance, operations, and repair of the City's electrical water, wastewater, main sewers and storm drain systems, including instrumentation, controllers and control panels, SCADA System (Supervisory Controls and Data Acquisition) and electrical systems and equipment; and to perform related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This position serves as Lead to positions working within instrumentation or electrical positions assigned to Water, Wastewater, Sewer or Storm Drains. Work in this class is distinguished from that of the Instrumentation Control and Electrical Technician by the greater complexity of the assignments, skill level required for the work, and the lead direction provided to crew members, which includes guidance, training, scheduling, assigning, and reviewing the work. Employees in this classification may be assigned to duties in one of several divisions of the Public Works Department.

#### **REPORTS TO**

Assigned supervisory and/or management staff.

#### **CLASSIFICATIONS SUPERVISED**

Exercises technical and functional supervision over staff assigned to electrical, electronic maintenance projects, instrumentation, programmable logic controllers (PLC), and human machine interface (HMI) operations.

### Examples of Duties

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Lead, plan, train, and review the work of staff responsible to maintain, test, calibrate, repair, inspect, implement, modify, and operate electronic and computerized control systems, SCADA system, and electrical equipment and systems to verify proper operations and identify maintenance and repair requirements; participate in performing the most complex work of the unit including assisting with planning and assigning work activities, implementing established priorities, providing standardized training and work methods.
2. Install and mount instrumentation systems including electronics, instrumentation control, telemetry, and a variety of other systems; inspect installed systems to assure proper operation.
3. Perform specialized electronic PLC testing and diagnosis on computerized control systems and instrumentation.
1. Perform a variety of maintenance, repair, and construction assignments.
1. Operate a variety of hand and power tools, specialized electrical testing and calibration equipment, computerized testing equipment, and PLCs.
1. Repair, replace, and maintain electrical systems, and electrical parts and components including pumps, lift stations, control panels, generators, circuit breakers, transformers, switches, control panels, alarms, motors, wires, PLCs, HMIs, high voltage electrical switchgear, lighting, receptacles, instruments, pumps, variable frequency drives (VFD), and touchscreens; lay conduit.
1. Read and interpret drawings, blueprints, schematics, electrical diagrams and PLC ladder logic for a variety of wastewater or water systems; estimate time and materials for assigned projects.
1. Make field inspections to determine maintenance and repair requirements; perform plan checks for Capital Projects.
1. Order and maintain inventory of required parts and components, supplies, and materials for maintenance and repair projects.
1. Carry out preventive maintenance programs; plan and initiate repair, modification, and upgrade projects.
1. Record and verify accuracy of flow, temperature, pressure and other measuring, recording and transmitting devices.
1. Modify and repair instrumentation systems, equipment and components, both in the field and in the shop.
1. Diagnose, troubleshoot, update and repair malfunctioning systems and equipment, calibration problems and other measuring, recording and transmitting device failures.
1. Maintain efficient records on operations and activities; maintain calibration, configuration control, preventative maintenance, and system integrity records required by internal and external directives; coordinate and prepare a variety of reports.
1. Perform lockout/tagout duties in accordance with approved policies and procedures.
1. Perform emergency repairs as necessary; respond to emergency calls outside of regular working hours. May be assigned to standby/call-back.
1. Program, maintain, and operate radio and cellular telemetry SCADA communication systems.
1. Provide guidance and direction to other staff assigned to assist with electrical and PLC electronic maintenance, repair, modification and update projects.
1. Perform related duties as required.

## **Typical Qualifications**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Principles of lead supervision and training.

Principles of electronics, computerized instrumentation, and a variety of water, wastewater, main sewers and storm drain facility control panels.

Principles, methods, and practices pertaining to electrical maintenance and repair work.

Electrical, electronic, and computerized testing and calibration equipment.

Pump motors and lift station electrical maintenance and repair.

Record keeping and reporting procedures.

Practices, tools, equipment, and materials used in the electrical and electronic trades.

Principles and methods of preventive maintenance programs.

Safe work practices and procedures.

PLC programming and ladder logic.

HMI programs and networking.

Cat5 cable installation and repair.

VFD programming, maintenance, troubleshooting and repair.

Installation, setup, and operation of telemetry systems, cellular communication systems, and SCADA systems.

Principles and practices of water distribution, water treatment, and wastewater process.

Occupational hazards, standard safety practices and applicable electrical codes including Cal-OSHA safety regulations.

Technical operation and maintenance of modern electronic devices.

Operating characteristics of electronic components.

Principles and practices of instrumentation calibration, alignment, and configuration procedures.

Treatment plant requirements and permits.

#### **Ability to:**

Lead, organize, and review the work of staff.

Supervise assigned area in the absence of the supervisor.

Perform a wide scope of assignments in electrical, electronic, and computerized control PLC system problem identification, maintenance, and repairs.

Provide training and guidance for others assigned to electrical and electronic projects.

Inspect electrical and special water, wastewater, sewer and storm drain facility equipment and systems for proper and safe operating conditions.

Skillfully use a variety of hand and power tools and specialized testing equipment in the maintenance, testing, and repair of electrical equipment, electronic components, and computerized systems.

Read, interpret and understand technical manuals, electronic schematics, blueprints, drawings, and diagrams.

Plan and execute repair, maintenance, and installation of controls and equipment.

Adapt to changing technologies and learn functionality of new equipment and systems.

Maintain accurate records and prepare clear and concise reports.

Deal tactfully and courteously with the public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Be available for standby/call-back outside of regular working hours to respond to emergencies.

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

#### **Education/Training:**

High School Diploma or equivalent to the completion of the twelfth grade. Completion of an Associate's degree with major coursework in a related field is desirable, or five years of journeyman level experience.

Specialized training in electronics and computerized control PLC, HMI, and fiber optic systems is desirable.

**Experience:**

Five years of increasingly responsible experience in performing a variety of electrical and electronic trades testing, maintenance, and repair work, including experience in working with municipal water, wastewater, main sewers or storm drain facilities and associated equipment.

**License or Certificate:**

Possession of an appropriate California Driver License.

Possession of, or ability to obtain within twelve (12) months of appointment a Grade II or higher Electrical/Instrumentation Technologist certificate from the CWEA.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Work is performed in a wastewater treatment plant, testing and repair shop, and outdoor environments; exposure to varying temperatures and weather conditions; exposure to noise, hazardous materials, toxic chemicals, grease, smoke, gases, and fumes; exposure to hazards such as moving machine parts and electrical current; work in or around water; continuous contact with other staff.

**Physical:** Primary functions require sufficient physical ability to work in a wastewater treatment plant, testing and repair shop, and outdoor environment; occasionally sit and frequently stand, walk, stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movements; normal manual dexterity and eye-hand coordination; ability to lift and move objects with assistance weighing up to 90 pounds; ability to climb a stationary ladder a minimum of 150 vertical feet; corrected hearing and vision to normal range; verbal communication; use a variety of hand, power, and testing equipment used in the electrical trade, electronics, and computerized control systems; use a computer and telephone.

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**Employer**

City of Merced

**Address**

678 W 18th Street

Merced, California, 95348

**Phone**

209-385-6837

**Website**

<http://www.cityofmerced.gov>



## City of Merced Lead WWTP Maintenance

<b>SALARY</b>	\$36.39 - \$44.24 Hourly \$2,911.20 - \$3,539.20 Biweekly \$6,307.60 - \$7,668.27 Monthly \$75,691.20 - \$92,019.20 Annually	<b>LOCATION</b>	City of Merced Public Works Department, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	1376
<b>DEPARTMENT</b>	Public Works	<b>OPENING DATE</b>	03/12/2026
<b>CLOSING DATE</b>	3/27/2026 11:59 PM Pacific		

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### Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general supervision, lead, oversee, and coordinating the material, equipment, and personnel needs to perform the tasks of a particular program within the Wastewater Treatment Plant. Perform skilled maintenance and repair on wastewater treatment plant mechanical and electrical equipment and systems including pumps, lift stations, and mechanical work; provide mechanical support to plant mechanics and operations personnel as needed; and perform related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This position serves as Lead to positions working within instrumentation, electrical and Mechanical positions assigned to Wastewater. This is the highest level position in the lead worker job series. Positions in this class perform the more complex and specialized tasks requiring advanced technical skills in their field of specialty and/or perform a wider variety of responsibilities. Work is performed under limited supervision. The division supervisor sets the overall objectives and resources available. Incumbent assists with developing deadlines, projects, and work to be completed and has lead responsibilities over other employees.

#### **REPORTS TO**

Assigned supervisory and/or management staff.

#### **CLASSIFICATIONS SUPERVISED**

Exercises technical and functional supervision over staff assigned to electrical, mechanical, electronic maintenance projects and instrumentation.

### Examples of Duties

## **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Lead, plan, train, and review the work of staff responsible to maintain, test, mechanical equipment and electrical equipment and systems to verify proper operations and identify maintenance and repair requirements; participate in performing the most complex work of the unit including assisting with planning and assigning work activities, implementing established priorities, providing standardized training and work methods.
  2. Install and mount instrumentation systems including electronics and instrumentation control.
  3. Analyzes equipment needs and makes recommendations to the supervisors for all new additions, replacements, alterations, repairs and operational changes.
1. Perform a variety of maintenance, repair, and construction assignments.
1. Operate a variety of hand and power tools, specialized electrical testing and calibration equipment, computerized testing equipment, and PLCs.
1. Repair, replace, and maintain electrical systems, and electrical parts and components including pumps, lift stations, control panels, generators, circuit breakers, transformers, switches, control panels, alarms, motors, wires, PLCs, HMIs, high voltage electrical switchgear, lighting, receptacles, instruments, pumps, variable frequency drives (VFD), and touchscreens; lay conduit.
1. Read and interpret drawings, blueprints, schematics, electrical diagrams and PLC ladder logic for a variety of wastewater systems; estimate time and materials for assigned projects.
1. Order and maintain inventory of required parts and components, supplies, and materials for maintenance and repair projects.
1. Carry out preventive maintenance programs; plan and initiate repair, modification, and upgrade projects.
1. Record and verify accuracy of flow, temperature, pressure and other measuring, recording and transmitting devices.
1. Modify and repair instrumentation systems, equipment and components, both in the field and in the shop.
1. Diagnose, troubleshoot, update and repair malfunctioning systems and equipment, calibration problems and other measuring, recording and transmitting device failures.
1. Maintain efficient records on operations and activities.
1. Perform lockout/tagout duties in accordance with approved policies and procedures.
1. Perform emergency repairs as necessary; respond to emergency calls outside of regular working hours. May be assigned to standby/call-back.
1. Provide guidance and direction to other staff assigned to assist with electrical and PLC electronic maintenance, repair, modification and update projects.
1. Perform other duties as required.

## **Typical Qualifications**

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

Principles of electronics, computerized instrumentation, and a variety of wastewater, main sewers and storm drain facility control panels.

Principles, methods, and practices pertaining to electrical maintenance and repair work.

Electrical, electronic, and computerized testing and calibration equipment.  
Pump motors and lift station electrical maintenance and repair.  
Practices, tools, equipment, and materials used in the electrical and electronic trades.  
Principles and methods of preventive maintenance programs.  
Safe work practices and procedures.  
Knowledge of electrical and mechanical equipment used in wastewater treatment and pumping facilities.  
Cat5 cable repair and installation.  
VFD programming, maintenance, troubleshooting and repair.  
Principles and practices of wastewater processes.  
Occupational hazards, standard safety practices and applicable electrical codes including Cal-OSHA safety regulations.  
Technical operation and maintenance of modern electronic devices.  
Principles and practices of instrumentation calibration, alignment, and configuration procedures.  
General knowledge of mechanical principles.  
Understand and use mechanical drawings and Operations and Maintenance manuals for troubleshooting and diagnosing both mechanical and process issues.  
Inspect, locate, and diagnose mechanical defects on City wastewater treatment facilities, equipment, and systems, including offsite lift station pumps and associated equipment.  
Repair and replace motors and pumps, including bearings, valves, seals and sleeves.  
Maintain records of repairs and maintenance of work performed.  
Perform preventive maintenance on electrical and mechanical equipment.  
Perform related duties as required.  
Treatment plant requirements and permits.

**Ability to:**

Lead, organize, and review the work of staff.  
Supervise assigned area in the absence of the supervisor.  
Perform a wide scope of assignments in electrical, electronic, mechanical and computerized control PLC system problem identification, maintenance, and repairs.  
Provide training and guidance for others assigned to electrical, mechanical and electronic projects.  
Inspect electrical and special wastewater, sewer and storm drain facility equipment and systems for proper and safe operating conditions.  
Skillfully use a variety of hand and power tools and specialized testing equipment in the maintenance, testing, and repair of electrical equipment, electronic components, and computerized systems.  
Read, interpret and understand technical manuals, electronic schematics, blueprints, drawings, and diagrams.  
Plan and execute repair, maintenance, and installation of controls and equipment.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Maintain accurate records and prepare clear and concise reports.  
Apply technical knowledge of mechanical and electrical trades work.  
Learn and operate support equipment such as forklifts, backhoes, or cranes.  
Deal tactfully and courteously with the public.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Be available for standby/call-back outside of regular working hours to respond to emergencies.

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

**Education/Training:**

Equivalent to the completion of the twelfth grade. Completion of an Associate's degree with major coursework in a related field is desirable. Specialized training in electronics and computerized control PLC and HMI is desirable.

**Experience:**

Five years of increasingly responsible experience in performing a variety of electrical, mechanical and electronic trades testing, maintenance, and repair work, including experience in working with municipal water, wastewater and associated equipment.

License or Certificate:

Possession of an appropriate California Driver License Class C.

Possession of, or ability to obtain within (18) months of appointment a Grade I or higher Electrical/Instrumentation and Mechanical Technologist certificates from the CWEA.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

**Environment:** Work is performed in a wastewater treatment plant and outdoor environment; may work in a shop or office environment; exposure to varying temperatures and inclement weather conditions including wet and/or humid conditions; exposure to noise, dust, grease, hazardous materials, smoke, gases, and fumes; work around water or wastewater; work on slippery surfaces; exposure to hazards such as moving machine parts and electrical current; and continuous contact with other staff.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a wastewater treatment plant and outdoor environment; occasionally sit and frequently stand, walk, stoop, bend, kneel, crouch, crawl, climb, reach, and twist; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 pounds; work while wearing respiratory protection equipment; corrected hearing and vision to normal range; verbal communication; operate a variety of hand and power equipment, and testing equipment used in the wastewater treatment system monitoring, maintenance, adjustments, and operations; and use of office equipment, including computers, telephones, calculators, copiers, and FAX.

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**Employer**

City of Merced

**Address**

678 W 18th Street

Merced, California, 95348

**Phone**

209-385-6837

**Website**

<http://www.cityofmerced.gov>



## City of Merced Planner

<b>SALARY</b>	\$31.91 - \$38.79 Hourly \$2,552.80 - \$3,103.20 Biweekly \$5,531.07 - \$6,723.60 Monthly \$66,372.80 - \$80,683.20 Annually	<b>LOCATION</b>	City of Merced, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	1372
<b>DEPARTMENT</b>	Development Services	<b>OPENING DATE</b>	02/27/2026
<b>CLOSING DATE</b>	3/15/2026 11:59 PM Pacific		

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### Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under supervision (Assistant Planner) or general supervision (Planner), perform a variety of technical and professional City Planning, Zoning, and Land Use activities and assignments; prepare staff reports for City boards and commissions involved in planning and land use issues; explain, interpret and apply zoning, sign, and municipal planning ordinances, regulations, and polices to the public; provide a variety of public assistance in responding to inquiries and answering questions related to planning and land use issues, applications, and permits and perform related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

##### **Assistant Planner**

This is the entry and first working level in the Planner class series with incumbents expected to perform a more narrow scope of assignments under closer supervision.

##### **Planner**

This is the first experienced working level in the technical, professional Planner class series. Incumbents are expected to be familiar with City land use policies and perform a variety of technical and professional planning assignments. It is distinguished from the lower level of Assistant Planner by the scope of assignments and degree of independence with which an incumbent functions. It is distinguished from the higher level of Associate Planner by the fact that Associate Planner is the fully experienced class with incumbents performing the full range of current and advanced planning.

#### **REPORTS TO**

Planning Manager or designee.

### **CLASSIFICATIONS SUPERVISED**

Incumbents may provide work direction, coordination, and training for technical planning support staff and less experienced professional planning personnel.

## **Examples of Duties**

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a variety of professional planning work including both current and advanced planning; participate in the review, development, revision and maintenance of General Plan elements, plans, zoning ordinances, and other policies and procedures.
2. Conduct a variety of research and data collection and analysis for land use development, zoning history, and compliance with City land use ordinances and policies.
3. Assist with grant projects and special projects; prepare project reports.
4. Gather and organize a variety of information, preparing staff reports on items for elected or appointed boards, commissions and the City Council concerned with planning and land use issues and develop and make oral presentations of findings and recommendations.
5. Assist the public and developers with problems and inquiries regarding land development, business licenses, planning issues, permit procedures and requirements, signage, and zoning and receive and respond to zoning violation complaints.
6. Interpret and apply zoning ordinances, sign ordinances, and Municipal Code requirements to a variety of land use issues.
7. Review industrial, commercial, residential, and sign building permits for zoning and ordinance compliance.
8. Process entitlements including permits and determinations, including the preparation of staff and administrative reports, public hearing notices, environmental documents, graphics, and oral presentations. Interpret use permits in accordance with applicable codes, ordinances and regulations.
9. Process site plan approvals, minor subdivision proposals, agreements, temporary encroachment permits, street closures and requests to use City-owned property.
10. Provide technical support for a variety of City land use entities.
11. Enforce zoning and sign code violations in association with the Code Enforcement Division, as needed.
12. Attend meetings with developers on preliminary and active development projects.
13. Perform related duties as required.

## **Typical Qualifications**

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Basic operations, services, and activities of a community planning and development program.

Modern theory, principles, practices, and techniques of current and advanced planning including land use, environmental policy analysis, municipal service delivery, physical design, demographics, and economic and social concepts as applied to municipal planning and a variety of planning problems.

Purposes and procedures of public planning agencies, boards, and governing bodies.

Laws, rules, regulations, policies, and acts affecting land use and zoning.

Basic principles of building and fire codes.

General Plan policies and goals.

Methods and techniques of research and statistical analysis, graphic illustration, and presentation applicable to the preparation of municipal planning studies.

Environmental impacts of changes in land use.

Software used in professional planning work.

Methods and techniques of design and site planning.

Development review procedures and requirements.

Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, and development.

Methods and techniques of effective technical report preparation and presentation.

Methods and techniques of organization and project and time management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

Perform professional planning duties in the development, implementation, and modification of City plans and regulations including planning studies, environmental reviews, and zoning administration enforcement.

Read, interpret, analyze, apply, implement and explain pertinent Federal, State, and local codes, laws, ordinances, rules, and regulations including departmental policies and administrative directives.

Read and interpret General Plan elements, environmental impact statements, and other documents related to community planning and land use.

Collect, compile and analyze technical, statistical, and other information related to public planning and land use.

Read and interpret maps, design and construction plans and specifications, graphs, and statistical data.

Prepare a variety of staff, technical, and administrative reports, statements, and correspondence including for planning, environmental and zoning.

Use appropriate software in the performance of professional planning work.

Use pertinent systems to develop maps and public hearing notice distribution lists.

Make and conduct effective oral and written presentations.

Effectively represent the City Planning functions in responding to inquiries, providing assistance, and dealing with public and community organization concerns about planning, land use, and zoning.

Apply policies, procedures, and standards pertaining to the municipal planning process.

Interpret planning and zoning programs to the general public.

Develop recommendations regarding the use of property.

Process routine development applications and coordinate necessary communication between staff, developer, and other agencies.

Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.

Present technical data in verbal, written, graphic, and map form to City management staff and variety of boards and commissions.

Effectively present information and respond to questions from groups of managers, Council members, committee and commission members, and the general public.

Deal effectively and courteously with the public including in difficult situations.

Convey information to the public in an understandable manner.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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

#### **Assistant Planner**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in planning or a related field.

**Experience:**

One year of responsible professional or paraprofessional urban or regional planning and zoning experience is highly desirable.

**License or Certificate:**

Possession of an appropriate California Driver License.

#### **Planner**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in planning or a related field.

**Experience:**

Two years of experience in city or county planning, including zoning administration, long range planning, or environmental assessment comparable to that of an Assistant Planner with the City of Merced.

**License or Certificate:**

Possession of an appropriate California Driver License.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Work is performed in an office environment; occasionally work outside; continuous contact with staff and the public; and may require irregular working hours and occasional overtime.

**Physical:** Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; and use of office equipment, including computers, audio-visual equipment, telephones, calculators, copiers, and FAX.

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**Employer**

City of Merced

**Address**

678 W 18th Street

Merced, California, 95348

**Phone**

209-385-6837

**Website**

<http://www.cityofmerced.gov>



City of Merced  
Senior Accountant (Assigned to Payroll)

<b>SALARY</b>	\$43.58 - \$52.98 Hourly \$3,486.40 - \$4,238.40 Biweekly \$7,553.87 - \$9,183.20 Monthly \$90,646.40 - \$110,198.40 Annually	<b>LOCATION</b>	City of Merced, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	1378
<b>DEPARTMENT</b>	Finance	<b>OPENING DATE</b>	03/13/2026
<b>CLOSING DATE</b>	3/29/2026 11:59 PM Pacific		

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## Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### SUMMARY DESCRIPTION

Under general direction, supervise, direct, and coordinate the work of assigned City finance and finance support staff; exercise day-to-day responsibility for investments and grants; perform a variety of the more complex accounting, fiscal analysis, and auditing in the preparation, maintenance, and analysis of City fiscal records and financial transactions; prepare the City's annual budget; to prepare and maintain a variety of complex financial statements and reports; perform revenue collection and; perform related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey, full supervisory level in the professional Accountant class series. Incumbents supervise assigned accounting and fiscal support and perform a variety of the more complex fiscal, accounting, and auditing work, such as investments. This class is distinguished from Accountant II by being assigned full supervisory responsibility for designated staff.

### REPORTS TO

Deputy Finance Officer, Finance Officer or designee.

### CLASSIFICATIONS SUPERVISED

Assigned Accountants or fiscal support staff.

## Examples of Duties

### REPRESENTATIVE DUTIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, assign, and oversee the work of designated staff; provide training and work evaluations.
2. Perform a variety of complex professional accounting work in the establishment and maintenance of City fiscal records; review fiscal records to ensure proper disbursement of funds.
3. Oversee investments and grant administration and review contract fiscal administration, as needed and prepare, update, and maintain the investment recap and cash flow for investment spreadsheets.
4. Perform periodic internal audits of accounts payable and payroll; prepare information for outside fiscal audits and provide first line contact with contract auditors, preparing and providing documentation for annual audits.
5. Maintain a variety of ledgers and journals; coordinate the posting of journal entries, as required; review and update accounts payable, accounts receivable, journal entries and budget adjustment entries; and develop and manage the year-end accounts payable accrual process ensuring expenditures are recorded in the proper fiscal year.
6. Maintain general ledger accounts and funds; activate, inactivate and/or set up accounts, as needed and provide daily updates on subsidiary ledgers.
7. Maintain and balance revenue information.
8. Prepare work papers, financial statements and various reports for Federal, State and other outside agencies as well as for internal accounting.
9. Perform a variety of budget activities; assist with the development and control of City budget information; review and ensure proper control of budget expenditures for assigned City Departments; and verify and correct budgeted amounts for Capital Improvement Projects.
10. Review payroll transactions for accuracy and correct posting of expenditures as necessary.
11. Perform special financial analysis assignments.
12. Coordinate the balancing of City cash accounts with banks and reconcile problem accounts.
13. Review and post daily cash batches.
14. Prepare disbursement processing including the printing of accounts payable and payroll checks and recording cash transactions; prepare bank issues to be uploaded into the bank websites.
15. Perform verification of draft financial audit reports and adjust entries after verification, as requested in audit reports.
16. Coordinate, oversee, and prepare the City's annual budget.
17. Coordinate all internal fund calculations.
18. Coordinate, oversee, and prepare the City's 5-year forecast.
19. Reconcile, maintain, and process payments for City debt service.
20. Provide City staff with a variety of information regarding fiscal processes and procedures; assist other departments with cash receipt batches, requests for information, and run queries and reports to obtain information.
21. Serve as a liaison with other government agencies, auditors, and the public; handle customer disputes.
22. Research and resolve accounting or procedural issues within the finance department and other departments; recommend or implement changes in accounting systems and procedures.
23. Oversee the month-end-close process including the review of month end journal vouchers and reports prepared by accounts payable and general ledger staff.
24. Review, update, and post fixed assets and corresponding journal vouchers.
25. Prepare and/or review the year-end journal entry adjustments including physical inventory, interest income accrual, debt service, fixed assets, depreciation expenses, and others.
26. Prepare reports for monthly, quarterly, and fiscal year closing.
27. Oversee and monitor collection efforts including reviewing and moving files to collection agencies.
28. Review and prepare requests for payment for vendors and finance department expenses and review and sign purchase orders.
29. Perform related duties as required.

## Typical Qualifications

### QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### Knowledge of:

General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.

Methods and practices of financial and statistical record keeping.  
Government cost accounting and budgeting.  
Public agency investment practices and legal requirements.  
Auditing theory, principles, and techniques and their application to government finance.  
Principles of account classification.  
Budget development and control.  
Principles of supervision, training, and employee evaluation.  
Principles and techniques of public relations and customer service.  
The collection and bankruptcy processes.  
Methods and techniques of data collection, research and analysis.  
Principles of business letter writing and report preparation.  
English usage, spelling, grammar and punctuation.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

Provide supervision, training, and work evaluations for assigned staff.  
Exercise day-to-day responsibility for investments and the fiscal administration of grants.  
Perform a variety of complex accounting and financial transaction work.  
Work with and utilize the City's computerized financial management, payroll, and utility billing systems in performing a variety of fiscal work.  
Analyze and evaluate financial information, researching and gathering appropriate information to resolve problems.  
Monitor and update fiscal records.  
Prepare a variety of financial reports and statements.  
Gather, organize, analyze, and present a variety of information and make recommendations.  
Read and understand codes, statutes, policies, procedures and information related to financial and statistical record keeping work.  
Make mathematical calculations quickly and accurately.  
Effectively represent the City and City Finance Department in contacts with the public, other City staff, and other government agencies.  
Apply auditing principles to ensure the best possible internal controls to all financial processes.  
Accomplish multiple tasks simultaneously.  
Interpret data to prepare reports.  
Provide guidance to other City staff.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field.

**Experience:**

Three years of professional accounting experience, including two years of experience with a government agency and one year of experience as a functional supervisor.

**License or Certificate:**

Possession of an appropriate California Driver License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Work is performed in an office environment; continuous contact with staff and the public.

**Physical:** Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; and use of office equipment, including computers, telephones, calculators, copiers, and FAX.

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**Employer**

City of Merced

**Address**

678 W 18th Street

Merced, California, 95348

**Phone**

209-385-6837

**Website**

<http://www.cityofmerced.gov>



## City of Merced Senior Planner

<b>SALARY</b>	\$44.50 - \$54.09 Hourly \$3,560.00 - \$4,327.20 Biweekly \$7,713.33 - \$9,375.60 Monthly \$92,560.00 - \$112,507.20 Annually	<b>LOCATION</b>	City of Merced, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	1371
<b>DEPARTMENT</b>	Development Services	<b>OPENING DATE</b>	02/27/2026
<b>CLOSING DATE</b>	3/22/2026 11:59 PM Pacific		

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### Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under direction, to perform the most complex professional City planning functions and assignments; develop planning studies, environmental reviews, community design, and general plan preparation; have responsibility for the development, coordination, and completion of assigned planning projects; assist with planning policy formulation and implementation; perform zoning administration and enforcement; explain Planning and Zoning ordinances, regulations, and policies to the public; and perform related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is the second advanced journey level in the professional Planner class series with incumbents expected to perform a broad range of the most complex planning and zoning administrative and enforcement assignments. Incumbents perform the full scope of current and advanced planning work and has responsibility for the coordination and conduct of major planning studies. This class is distinguished from Associate Planner in that Senior Planners are expected to perform the most complex, specialized work and may be assigned responsibility for the development, coordination, and completion of major planning studies and projects. Senior Planner is distinguished from the next higher level of Principal Planner, in that Principal Planner provides direct Planning management assistance to the Planning Manager and has responsibility for oversight of an assigned program area or function.

#### **Reports to**

Planning Manager or designee.

#### **CLASSIFICATIONS SUPERVISED**

Incumbents may provide work direction, coordination, and training for technical planning support staff and less experienced professional planning personnel.

## Examples of Duties

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a variety of difficult and complex professional planning work including both current and advanced planning; participate in the review, development, revision and maintenance of general plan elements, plans, zoning ordinances, and other policies and procedures.
2. Plan, develop, coordinate, and complete major planning studies and projects; develop and prepare environmental studies; and gather data and information for planning studies and policy development.
3. Conduct a variety of research and data collection and analysis for land use development, zoning history, and compliance with City land use ordinances and policies.
4. Process applications for land use projects, such as special use permits, zoning changes, annexations, and site development; coordinate application reviews with other City departments, as necessary; and perform reviews of site development plans.
5. Perform projects related to annexations, consolidations, and district changes.
6. Perform zoning enforcement work, including the conduct of site inspections to ensure compliance with general plan and zoning codes.
7. Participate in and conduct environmental reviews and processing of environmental documents of proposed land use projects.
8. Revise and update planning ordinances and general plan elements.
9. Interpret use permits in accordance with applicable codes, ordinances, and regulations.
10. Prepare and present staff reports on items for elected or appointed boards and commissions which hear and act upon public planning issues and matters, as necessary.
11. Prepare and assist with the preparation of maps, graphs, and information summaries.
12. Answer public inquiries regarding planning issues, permit procedures and requirements, and zoning; receive and respond to zoning violation complaints.
13. Conduct public presentations.
14. Provide work coordination, project direction, and training for other planning personnel as necessary.
15. Perform related duties as required.

## Typical Qualifications

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Modern theory, principles, practices, and techniques of current and advanced planning including land use, environmental policy analysis, municipal delivery, physical design, demographics, and economic and social concepts as applied to municipal planning and a variety of planning problems.

Purposes and procedures of public planning agencies, boards, and governing bodies.

Laws, rules, regulations, policies, and acts affecting land use and zoning.

Principles of building and fire codes.

General Plan policies and goals.

Methods and techniques of research and statistical analysis, graphic illustration, and presentation applicable to the preparation of municipal planning studies.

Environmental impacts of changes in land use.  
Software used in professional planning work.  
Principles of project development, scheduling, and coordination.  
Methods and techniques of design and site planning.  
Development review procedures and requirements.  
Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, and development.  
Methods and techniques of effective technical report preparation and presentation.  
Methods and techniques of organization, project and time management.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

Perform the most complex professional planning studies, environmental reviews, and zoning administration enforcement.  
Develop, coordinate, and conduct major planning studies and projects.  
Provide guidance, training and direction for other professional planning and technical support staff.  
Read, interpret, analyze, apply, implement and explain pertinent Federal, State, and local codes, laws, ordinances, rules, and regulations including departmental policies and administrative directives.  
Read and interpret General Plan elements, environmental impact statements, and other documents related to community planning and land use.  
Collect, compile, and analyze technical, statistical, and other information related to public planning and land use.  
Read and interpret maps, design, construction plans, specifications, graphs, and statistical data.  
Prepare a variety of staff, technical, and administration reports, statements, and correspondence including for planning and zoning.  
Effectively represent the City Planning functions in responding to inquiries, providing assistance, and dealing with public and community organization concerns about planning, land use, and zoning.  
Effectively present information and respond to questions from groups of managers, council members, committee and commission members, and the general public.  
Deal effectively and courteously with the public including difficult situations.  
Convey complex information to the public in an understandable manner.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in planning, public administration, or a closely related field or equivalent experience.

**Experience:**

Four years of experience in local and regional planning, including zoning administration, long range planning, or environmental assessment, comparable to that of an Associate Planner with the City of Merced.

**License or Certificate:**

Possession of an appropriate California Driver License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Work is performed in an office environment; occasionally work outside; and continuous contact with staff and the public.

**Physical:** Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; and use of office equipment, including computers, telephones, calculators, copiers, and FAX.

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**Employer**

City of Merced

**Address**

678 W 18th Street

Merced, California, 95348

**Phone**

209-385-6837

**Website**

<http://www.cityofmerced.gov>



## City of Merced Street Sweeper Operator I/II

<b>SALARY</b>	\$23.42 - \$28.46 Hourly \$1,873.60 - \$2,276.80 Biweekly \$4,059.47 - \$4,933.07 Monthly \$48,713.60 - \$59,196.80 Annually	<b>LOCATION</b>	City of Merced Public Works Department, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	1375
<b>DEPARTMENT</b>	Public Works	<b>OPENING DATE</b>	03/12/2026
<b>CLOSING DATE</b>	3/27/2026 11:59 PM Pacific		

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### Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under supervision (Street Sweeper Operator I) or general supervision (Street Sweeper Operator II), operate a motorized street sweeper; sweep streets and gutters of the city; maintain the sweeper vehicle; and perform related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

##### **Street Sweeper Operator I**

This is the entry and first working level classification in the Street Sweeper Operator class series. This level is distinguished from Street Sweeper Operator II by the performance of a narrow range of street sweeping assignments under closer supervision. Many of the assignments in this class are performed in a learning capacity. When requisite skills and sound work habits have been demonstrated, an incumbent may be promoted to the Street Sweeper Operator II level.

##### **Street Sweeper Operator II**

This class is distinguished from the Street Sweeper Operator I class by the requirement for specialized skills of a technical nature. This class is further distinguished by the requirement to exercise greater independence of judgment and action and the ability to provide lead supervision on an occasional basis.

This is a specialized classification in the Streets Division of the Public Works Department. It is distinguished from other streets maintenance positions by the extent of specialization.

## **REPORTS TO**

Public Works Supervisor – Streets or designee.

## **CLASSIFICATIONS SUPERVISED**

This is not a supervisory classification.

## **Examples of Duties**

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Operate and maneuver motorized street sweepers and other heavy specialized equipment along City streets to best utilize all brooms, vacuum or air cleaning equipment in light to heavy traffic, using skillful driving techniques; identify and report street conditions to supervisor, including tree limbs too low to maneuver street sweepers underneath, gutters not adequate for sweeping, abandoned vehicles or materials in streets.
2. Operate equipment related to leaf collection such as leaf vacuum trucks, sani-vacs, back-hoes, front-end loaders, and refuse trucks.
3. Make minor adjustments and repairs along the sweeping route as necessary to properly utilize sweeping equipment.
4. Perform pre-trip and post-trip inspections; inspect sweeper and auxiliary equipment for safety and mechanical defects; and check fuel, fluid levels, air pressure and hydraulic systems.
5. Maintain the sweeper and auxiliary equipment in a high state of readiness by washing, waxing, greasing, making minor adjustments, changing parts, and reporting other mechanical failures for repair; perform routine maintenance; and clean tools and equipment.
6. Maintain a predetermined sweeping schedule; keep records of areas swept, mileage covered, water consumption, loads emptied, and other conditions as determined by supervisor.
7. Deposit refuse into containers and trucks at specific locations, and safely operate refuse trucks to move containers as necessary.
8. Respond to emergency and after hour calls.
9. Perform the duties of a Maintenance Worker as required.
10. Assist with the training of less experienced personnel as required.
11. Perform related duties as required.

## **Typical Qualifications**

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Maintenance, adjustment and operation of street sweeping equipment.

Methods, techniques, and safety precautions necessary to meet the requirements of the position.

Proper usage of personal protective equipment (PPE).

Safe driving practices including the California Vehicle Code relating to the operation of motor vehicles.

City geography and street locations.

State and City traffic laws as they pertain to the operation of sweeping equipment.

Service requirements of a motorized street sweeper.

Basic record keeping techniques.

**Ability to:**

- Operate specialized Public Works equipment and tools including heavy duty trucks and trailer equipment.
- Perform preventative maintenance and cleaning of equipment.
- Set up and maintain Temporary Traffic Control devices.
- Maintain and perform minor repairs on equipment.
- Read and understand street maps.
- Plan and route assigned area for efficient sweeping.
- Understand and carry out oral and written instructions and labels.
- Track and maintain records, logs and inventories.
- Perform heavy work in adverse and extreme weather conditions.
- Multi-task and work with little or no supervision.
- Assist in the training of other staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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

**Street Sweeper Operator I**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Experience in the operation of motorized heavy equipment; experience in the operation of street sweepers is desirable.

**License or Certificate:**

Possession of a Class B California Driver License.

**Street Sweeper Operator II**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Three years of experience in the operation of a street sweeper comparable to a Street Sweeper Operator I with the City of Merced.

**License or Certificate:**

Possession of a Class A California Driver License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Work is performed in an outdoor field environment near moving mechanical parts with travel from site to site; work in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gases, fumes, dust, grease, and vibrations; frequently work around loud noise levels; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; and continuous contact with other staff.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; occasionally stand and walk; sit for prolonged periods of time and frequently reach, twist, grasp, and make repetitive hand movement; normal manual dexterity and eye-hand coordination; ability to lift material weighing over 100 pounds, with assistance; bend, stoop, lift, carry and drag loads in excess of 40 pounds; corrected hearing and vision to normal range; verbal communication; operate assigned equipment and vehicles; and use a variety of hand and power equipment.

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**Employer**

City of Merced

**Phone**

209-385-6837

**Address**

678 W 18th Street

Merced, California, 95348

**Website**

<http://www.cityofmerced.gov>



City of Merced  
Traffic Signal and Lighting Technician

<b>SALARY</b>	\$32.36 - \$39.34 Hourly \$2,588.80 - \$3,147.20 Biweekly \$5,609.07 - \$6,818.93 Monthly \$67,308.80 - \$81,827.20 Annually	<b>LOCATION</b>	City of Merced Public Works Department, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	1374
<b>DEPARTMENT</b>	Public Works	<b>OPENING DATE</b>	03/12/2026
<b>CLOSING DATE</b>	3/26/2026 11:59 PM Pacific		

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## Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### SUMMARY DESCRIPTION

Under general supervision, perform a variety of skilled work in the maintenance, operations, and repair of City traffic signals and street lighting systems and equipment; operate and maintain a variety of tools and equipment; and perform related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a specialized, skilled classification for the operation, maintenance, and repair of City traffic signals and street lighting systems.

### REPORTS TO

Public Works Supervisor – Streets or designee.

### CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

## Examples of Duties

### REPRESENTATIVE DUTIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Repair, inspect, troubleshoot, install, and maintain traffic signals, street lighting systems, equipment and components to verify proper operation and identify maintenance and repair requirements.
2. Perform a variety of maintenance, repair, and construction assignments.
3. Plan and initiate repair projects; order parts and supplies needed for maintenance and repair projects.
4. Carry out preventive maintenance programs; identify, inspect, perform, and assist scheduling preventative maintenance for traffic signals and their components.
5. Install power supply wiring and conduit for newly installed traffic signal and street lighting equipment; connect power supply to controllers.
6. Diagnose problems with system components, such as transformers, controllers, loop amplifiers, and photoelectric sensors; program, troubleshoot, inspect, install, maintain, repair, and clean detection systems, printed circuit boards, battery backup units, rapid flashing beacons, schools beacons, crosswalk lighted systems, and power pedestals.
7. Test, adjust and maintain computerized controls and timing systems.
8. Review plans, layouts, and schematics of systems in performing diagnostic, preventive maintenance, and repair work.
9. Respond to emergency situations for the correction of malfunctioning systems.
10. Use a variety of specialized testing and diagnostic equipment; operate a variety of hand and power tools.
11. Overhaul electrical and computerized systems and components.
12. Mark, survey and locate low/high voltage underground utilities and fiber optics according to regulations.
13. Apply herbicide/pesticide to areas around city streets and infrastructure for eradication and control purposes as necessary.
14. Perform emergency repairs as necessary; respond to emergency calls outside of regular working hours. May be assigned to standby/call-back rotation.
15. Perform related duties as required.

## Typical Qualifications

### QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Principles, methods, and practices pertaining to problem identification, maintenance, and repair of traffic signal and street lighting systems.

Principles and practices of electronics as applied to traffic control devices.

Principles of electrical theory as applied to electrical circuits and wiring systems.

Methods and techniques of maintaining, installing and repairing electrical systems and equipment.

Operating characteristics and application of electrical and computer testing and calibration equipment.

Methods and techniques of troubleshooting and calibrating electric and electronic systems and components.

Precautions necessary for working with high voltage.

Operational characteristics of computerized traffic control systems.

Principles and procedures of recordkeeping and reporting.

Practices, tools, equipment, and materials used in the electrical trade.

Principles and methods of preventive maintenance programs.

Occupational hazards and standard safety practices and procedures.

Pertinent Federal, State and local laws, codes and regulations.

#### **Ability to:**

Perform a wide scope of assignments in problem identification, diagnostics, troubleshooting, maintenance, and repair of traffic signal and lighting systems and their equipment.

Inspect traffic signal and street lighting equipment and systems for proper and safe operating conditions.

Skillfully repair, troubleshoot, diagnose, program, remove, inspect, install and maintain video detection systems and battery backup systems.

Skillfully locate, mark, and survey high/low voltage underground utilities and fiber optics according to regulations.

Skillfully use a variety of hand and power tools and specialized testing equipment in the maintenance, testing, and repair of traffic signal and street lighting systems.

Locate and correct malfunctions and defects in electrical and electronic equipment related to the traffic signal system.

Install and maintain overhead and underground traffic signal communication cabling.

Analyze situations quickly and objectively and to determine the proper course of action.

Read and interpret schematics, blueprints, and diagrams.

Monitor and operate computerized traffic signal controls.

Prepare and maintain accurate records and reports.

Deal tactfully and courteously with the public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Be available for standby rotation/call-back outside of regular working hours to respond to emergencies.

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

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Three years of experience in performing a variety of traffic signal and street lighting system testing, maintenance, and repair work.

**License or Certificate:**

Possession of, or ability to obtain within twelve (12) months of appointment, a Class A California Driver License.

Possession of a Traffic Signal Technician Level I certificate by the International Municipal Signal Association within 12 months from date of appointment.

Possession of Traffic Signal Technician Level II and III certificates are desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Work is performed in an indoor and outdoor environment with travel from site to site; some assignments may be performed in a shop or office environment; work in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gases, fumes, dust, grease, and loud noise; exposure to hazardous traffic conditions; exposure to hazards such as moving machine parts and electrical current; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; continuous contact with other staff; and may work after hours.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor environment; occasionally sit and frequently stand, walk, bend, crawl, reach, twist, stoop, kneel, crouch, and make repetitive hand movement; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 pounds; exert unusual physical effort in the maintenance of the City's traffic signals, street lighting systems, equipment and other related components; corrected hearing and vision to normal range; verbal communication; operate motorized equipment; use a variety of hand, power, and testing equipment used in the maintenance of computerized traffic signal and street lighting systems; and use computers and telephones.

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**Employer**

City of Merced

**Address**

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Merced, California, 95348

**Phone**

209-385-6837

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<http://www.cityofmerced.gov>