



City of Merced Fire Battalion Chief

SALARY	\$10,835.30 - \$13,170.30 Monthly	LOCATION	City of Merced Fire Department, CA
JOB TYPE	Full-Time	JOB NUMBER	1396
DEPARTMENT	Fire	OPENING DATE	04/09/2026
CLOSING DATE	4/23/2026 11:59 PM Pacific		

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, oversee the day-to-day management of fire operations on an assigned shift in the Operations Division of the Fire Department; plan, coordinate, implement, and oversee Fire Department Operations and Administration including prevention and public education, training, Emergency Medical Services (EMS), hazardous materials, apparatus, equipment, facilities and grounds, and officer development; and provide professional and technical assistance to the Fire Chief and Fire Deputy Chief. The Battalion Chief will also serve as Strike Team Leader and/or a single resource during mutual aid responses.

DISTINGUISHING CHARACTERISTICS

This is an administrative level position responsible for the day-to-day management and operations of an assigned shift of personnel.

REPORTS TO

Deputy Fire Chief or designee.

CLASSIFICATIONS SUPERVISED

Firefighter, Fire Engineer, and Fire Captain.

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, direct, supervise, train and evaluate personnel assigned to a shift; provide oversight of the daily functions of an assigned shift.

2. Participate in the selection and evaluation of assigned personnel; prepare performance evaluations and salary adjustment recommendations for personnel as assigned; and serve as a mentor, implement discipline and participate in the termination procedures.
3. Plan, direct, and review the work plan for assigned Fire Department staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; and meet with staff to identify and resolve problems.
4. Serve as Duty Officer for assigned shift; respond to emergency incidents as required by departmental policy; and assume command of operations unless relieved of command by a superior officer.
5. Perform administrative functions to schedule and supervise fire personnel in fire prevention, public education, fire/emergency operations and investigations.
6. Direct and participate in the Department's public education and public relations activities; coordinate public relations activities and interact with various news media; and design, develop, supervise, and participate in public education programs.
7. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs and services; recommend and administer policies and procedures; develop programs related to local, State, and Federal mandates.
8. Perform a full range of departmental administrative duties; complete, prepare, and review a variety of forms, reports, schedules, recommendations, and related documentation; prepare emergency scene reports; prepare accident, injury, and exposure reports; and review reports submitted by subordinate staff including engine company reports.
9. Perform inspections of personnel, equipment and facilities; operate equipment as assigned.
10. Participate in budget development and control; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; make purchases; and accept requests for purchases on behalf of a company Officer.
11. Serve as incident commander; respond to emergency incidents as requested and assume command; coordinate mutual aid activities with other emergency response agencies.
12. Conduct post incident analysis of fire incidents; discuss fire grounds tactics and strategy, radio communications, and general operations with crews; and review and quality check incident reports before submittal.
13. Coordinate the organization, staffing, and operational activities for assigned programs and operations of the Fire Department including operations, fire prevention, training, facility/equipment maintenance, emergency medical services, disaster preparedness, and related programs, services, and operations; perform functional role in the Emergency Operations Center.
14. Visit fire stations to deliver mail and other items as required; perform visual check of station conditions and personnel and meet with crews as needed.
15. Serve as liaison for the Fire Department with other divisions, departments, and outside agencies.
16. 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:

Operations, services, and activities of an emergency service operation including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.

Appropriate safety precautions and procedures.

Federal, State and local government agency laws and regulations pertaining to Emergency Management, Emergency Medical Service, and fire and life safety.

Fire codes, standards and investigation procedures, public education techniques, and building construction methods.

Methods and techniques of handling hazardous materials.

Geography and street layout of the City and surrounding area, and water systems.

Modern fire suppression and prevention principles, methods, practices and techniques, including emergency medical

services.

Principles of hydraulic and construction engineering.

Municipal budget preparation, monitoring and analysis.

Procurement procedures.

Sound principles and practices of personnel development, supervision, scheduling, evaluation, employee development and training.

Principles and practices of program development, administration, and management.

Principles and practices of disaster preparedness, response, and recovery and management activities.

Fire Department policies, rules, procedures, and regulations.

Methods and techniques of public relations.

Mathematical concepts and principles.

Record keeping and report preparation principles and practices.

Use of hand tools and equipment.

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

Short and long range planning.

Ability to:

Oversee and participate in services and activities of assigned engine companies including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated services and activities.

Ensure that department goals and objectives are accomplished through supervising and coordinating staff efforts.

Develop and implement policies, procedures, and department related plans.

Review and evaluate employee performance.

Provide supervision, training, maintain discipline, and evaluate staff for assigned Fire Department staff during a work shift.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Plan, organize, and coordinate the work of subordinate personnel; participate in the development and administration of division goals, objectives, and procedures.

Collect, analyze, and evaluate data and prepare and deliver clear and concise written and oral reports.

Prepare and present public information and educational programs.

Deal tactfully and courteously with the public and other department/agency personnel.

Retain presence of mind and act quickly and calmly in emergency situations; make sound decisions and direct operations at the scene of an incident.

Assume responsibility for tactics, strategies, and decision making at the scene of an emergency.

Direct and conduct fire investigations and inspections and determine cause and origin of fires.

Effectively interpret, implement, and enforce provisions of Federal and State laws, City and departmental rules, regulations and policies, labor negotiation agreements, and all other pertinent regulations and policies.

Administer and evaluate suppression, prevention, and emergency medical programs and public education activities.

Make policy and budgeting recommendations.

Drive fire and emergency response equipment safely and skillfully, in accordance with traffic rules.

Read, understand, and apply fire prevention ordinances and hazardous material related information.

Utilize Incident Command System.

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

Prioritize workload, manage time, and endure continual interruptions.

Perform complex analytical work.
 Process and adjust grievances in accordance with labor agreements.
 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:

Completion of an Associate's degree with major course work in fire science, fire administration, public administration, or a related field. A Bachelor's degree from an accredited college or university with major course work in fire science, fire administration, public administration, or a related field supplemented by specialized course work in fire suppression, prevention, training, supervision, or a closely related area is highly desirable. Successful completion of the National Fire Academy Executive Fire Officer Program is highly desirable.

Experience:

Seven years of progressively responsible public-sector work experience in the fire suppression and prevention area, including supervisory and administrative responsibility; three years of this service must be performed as a Fire Captain with a public-sector agency.

Acting Battalion Chief experience is highly desirable.

License or Certificate:

Possession of an appropriate valid California Driver license for operating firefighting equipment.

Possession of a California Emergency Medical Technician I (EMT-I) certification.

Possession of a California Chief Officer certificate or completion of all five (5) required classes and coursework for the California Chief Officer certification.

Special Requirements:

Completion of the City of Merced Fire Department Acting Battalion Chief Task Book.

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 standard office with frequent travel to various locations to attend meetings and/or perform activities in responding to emergency scenes, disasters, or critical incidents, while being exposed to extreme cold and heat, smoke, dust, fumes, toxic or caustic chemicals, risk of electrical shock and radiation, vibration, and inclement weather; the employee occasionally works near moving mechanical parts; occasionally works in high, precarious places; exposure to noises such as, but not limited to, sirens, alarms, diesel engines, pumps, power saws, and hydraulic tools; exposure to hazardous materials and infectious or communicable diseases; and work for considerable periods of time under adverse conditions.

Physical: Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; ability to perform strenuous physical labor for extended periods of time requiring physical strength, dexterity, and endurance which includes: standing, walking, running, sitting, grasping, bending, stooping, kneeling, climbing, twisting, turning, balancing, pulling, and lifting and carrying on a regular basis; lifting and moving objects weighing up to 100 pounds without assistance and heavier objects with assistance; endurance to sustain extra physical effort for a substantial period of time; hear and speak to the general public and co-workers; read and understand technical materials related to firefighting, prevention, and departmental regulations; ability to perform emergency service duties while wearing special breathing apparatus; operate a vehicle to travel to various locations, including specialized vehicles; work 24-hour shifts; use of office equipment, including computers, telephones, calculators, copiers, and FAX.

Employer

City of Merced

Address

678 W 18th Street

5/4/26, 11:28 AM

Job Bulletin

Merced, California, 95348

Phone

209-385-6837

Website

<http://www.cityofmerced.gov>



City of Merced Human Resources Technician I/II (Assigned to Human Resources)

SALARY	\$24.15 - \$29.35 Hourly \$1,932.00 - \$2,348.00 Biweekly \$4,186.00 - \$5,087.33 Monthly \$50,232.00 - \$61,048.00 Annually	LOCATION	City of Merced, CA
JOB TYPE	Full-Time	JOB NUMBER	1391
DEPARTMENT	Support Services	OPENING DATE	04/01/2026
CLOSING DATE	4/15/2026 11:59 PM Pacific		

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 (Human Resources Technician I) or general supervision (Human Resources Technician II), to perform a variety of complex, technical support work in the development and implementation of the City's Human Resources and risk management programs; oversee the maintenance of the Human Resources and risk management transaction system; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Human Resources Technician I

The Human Resources Technician I is the first working level in the Human Resources Technician class series. Incumbents perform a variety of technical support work for the City Human Resources and risk management functions and operations. This level is distinguished from the next higher level of Human Resources Technician II which performs a broader range of more complex technical Human Resources support with less guidance and supervision and demonstrated sound work habits.

Human Resources Technician II

This is the first experienced working level in the Human Resources Technician class series. Incumbents perform a variety of technical Human Resources work. This class is distinguished from Human Resources Technician I in that Human Resources Technician I incumbents perform many assignments in a training and learning capacity. This class differs from the next higher classification of Human Resources Technician III which requires the performance of more complex, specialized work and more in-depth knowledge of Human Resources processes and procedures.

REPORTS TO

Designated department supervisor, department head, 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. Perform a wide variety of responsible technical, administrative, programmatic, and office support duties in support of the City's Human Resources Department.
2. Schedule and conduct new employee orientation and out-processing.
3. Prepare and develop training sessions and workshops for various Human Resources and Risk Management programs and present to City employees.
4. Monitor and track Department budget expenditures and work with Finance to ensure payment to vendors.
5. Provide research and support work for labor negotiations.
6. Maintain files in designated area of responsibility; maintain a variety of tracking logs; operate document imaging equipment and index documents for official records and check division e-mail and FAX machine for incoming messages.
7. Perform a variety of back-up assignments for the designated Supervisor.
8. Perform related duties as required.

When Assigned to Risk Management:

1. Perform a variety of technical support for the City's risk management functions.
2. Process liability claims and evaluate policies; obtain police reports and cost recovery expense records from appropriate departments; create invoice and expense records; open claim with responsible party's insurance company and mail billing to customer and insurance company; maintain communication with the third party administrator; prepare rejection letters for general liability claims; respond to inquiries regarding government and subrogation claims; represent the City in small claims court as part of the general liability and subrogation claims process.
3. Process workers' compensation claims and maintain records and logs; maintain communication and share information with workers' compensation claims adjuster; calculate temporary disability payments and process weekly payments to workers' compensation vendors.
4. Responsible for OSHA compliance; update the City's Injury & Illness Prevention Program and communicate updates to employees.
5. Assist with coordinating benefits activities, including open enrollment; provide assistance to employees with completing benefits enrollment and change forms; review and verify data on employee enrollment forms; troubleshoot and coordinate with insurance broker to ensure employee eligibility and enrollment and process employee selections, track changes to cost of elections, and make changes as needed.
6. Act as liaison between employees, retirees, and various vendors of benefits; respond to inquiries regarding employee and retiree benefits and process and comply with medical support documents.
7. Verify City compliance with AB1825 training for City managers & supervisors; plan and organize City trainings and participate in City Safety committee meetings.
8. Process special event insurance; provide proper applications to customer, calculate fees for insurance, create finance accounts and invoices; create insurance certificates; maintain proper records and logs for all certificates and submit payment and records to insurance company.
9. Process City requests for Insurance Certificates; maintain and update City property lists and deliver to broker for Property Insurance renewal.
10. Assist with preparation of requests for proposal.

When Assigned to Human Resources:

1. Perform a variety of technical support work for the City's Human Resources management functions.
2. Develop and maintain personnel data, records, and transaction systems; prepare and process personnel forms relating to new employees, promotions, merit increases, and resignation and assist in processing exit packets and forms.
3. Ensure timely distribution and completion of employee evaluations.
4. Maintain a variety of records and files including confidential personnel files, department files, and recruitment files; update employee personnel files and transaction systems; compile and maintain information for use in employee

- benefits administration; provide information to authorized persons.
5. Assist with conducting City recruitment and selection procedures; receive, input, and process employment applications; review and verify application materials submitted; assist with preparation, coordination, and administration of tests and selection systems.
 6. Research, compile, and analyze data for special Human Resources projects and reports; prepare a variety of reports including technical reports and status reports pertaining to human resource management programs and activities.
 7. Process and compute wage and other data for use in payroll processing; coordinate, review and track employee payroll changes; investigate discrepancies.
 8. Prepare and distribute the Personnel Board agenda, attend meetings and maintain official minutes and documents.
 9. Assist with a variety of Human Resources management functions, including classification and compensation studies.
 10. Complete employment verifications for all employees.
 11. Create employee identification cards and assign security access.
 12. Provide general assistance and information to employees, staff, and the general public; respond to a variety of inquiries about City Human Resources management practices and operations.

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 of Human Resources management, risk management and employee benefits.

Laws, rules, and regulations governing the City Human Resources management, risk management and employee benefit transaction systems.

Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.

Human Resources and risk management transaction requirements and systems.

Recruitment and selection procedures and methods of position classification and salary administration.

Principles and practices of sound business communication.

Principles of business letter writing and basic report preparation.

Basic principles and practices of budget preparation and administration.

Records management principles and procedures including record keeping and filing principles and practices.

Customer service and public relations methods and techniques.

Location of other City departments, staff, and services offered.

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

Ability to:

Perform a wide scope of technical Human Resources, risk management, and employee benefit transaction and records maintenance assignments.

Assist with a broad range of City human resource management, risk management, and employee benefit functions, including: recruitment, selection, classification plan maintenance, compensation and benefits administration, open enrollment, insurance renewals, and property schedule maintenance.

Develop and maintain Human Resources, risk management and employee benefit transaction systems, records, and reports.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned

responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures.

Interpret and apply applicable federal, state, and local laws, codes, and regulations.

Participate in the preparation of a variety of administrative and financial reports.

Plan and organize work to meet changing priorities and deadlines.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Utilize public relations techniques in responding to inquiries and complaints.

Conduct employee orientations and out-processing.

Effectively represent the City Human Resources and risk management systems, policies, and procedures in contacts with other City staff, the public, and other government agencies.

Pay attention to detail and ensure accuracy of various documents.

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:

Human Resources Technician I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience in performing technical Human Resources and risk management support work.

License or Certificate:

Possession of an appropriate California Driver License.

Human Resources Technician II

Education/Training:

Completion of an Associate's degree with major course work in public administration, Human Resources or a related field.

Experience:

Two years of increasingly responsible work experience in performing technical Human Resources or risk management support work at a level equivalent to Human Resources Technician I with the City of Merced.

License or Certificate:

Possession of an appropriate California Driver's 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 other 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; use of office equipment, including computers, telephones, calculators, copiers, FAX, scanners, and scantron machines.

Employer

City of Merced

Address

678 W 18th Street

5/4/26, 11:29 AM

Merced, California, 95348

Job Bulletin

Phone

209-385-6837

Website

<http://www.cityofmerced.gov>



City of Merced Maintenance Worker I (Streets Division)

SALARY	\$23.06 - \$28.03 Hourly \$1,844.80 - \$2,242.40 Biweekly \$3,997.07 - \$4,858.53 Monthly \$47,964.80 - \$58,302.40 Annually	LOCATION	City of Merced Public Works Department, CA
JOB TYPE	Full-Time	JOB NUMBER	1392
DEPARTMENT	Public Works	OPENING DATE	04/01/2026
CLOSING DATE	4/16/2026 11:59 PM Pacific		

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 (Maintenance Worker I) or general supervision (Maintenance Worker II), perform unskilled and semi-skilled work in the repair, maintenance, construction and cleanup of City streets, sewers, creeks, and storm drains and/or perform a specialized function in the construction and maintenance of City streets, sewer systems, creeks, and storm drains; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I

This is the entry and first working level classification in the Maintenance Worker class series. This level is distinguished from Maintenance Worker II by the performance of a narrow range of semi-skilled maintenance 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 Maintenance Worker II level. Incumbents are assigned to one of several divisions in the Public Works Department. Maintenance Workers within the Tax Services Division may be assigned to perform the full scope of duties related to the Tax Services Division.

Maintenance Worker II

This class is distinguished from the Maintenance Worker I class by the requirement of greater expertise in the operation of more types of equipment and the ability to provide lead supervision on an occasional basis. This classification is distinguished from the next higher classification of Maintenance Worker III which requires a wide spectrum of operation of heavy and complex equipment with a high degree of proficiency or the continuous requirement for lead supervisory responsibility and the concurrent need for extensive experience in construction and maintenance projects and functions.

REPORTS TO

Public Works Supervisor in the Division to which the position is assigned.

CLASSIFICATION 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 and assist with a variety of unskilled and semi-skilled duties in the maintenance, construction, cleanup, and repair of City streets, bridges, sewers, creeks, and drainage systems.
2. Use a variety of construction and maintenance equipment and tools such as shovels, sledgehammers, wheelbarrows, asphalt rakes, chain saws, concrete saws, air hammers, pavement breakers, tampers, and other related equipment in construction, cleaning and maintaining a variety of public works facilities and equipment.
3. Operate specialized equipment such as bulldozers, sanivacs, television inspection trucks, trenchers, back-hoes, front loaders, and tractors; operate a two-way radio.
4. Apply herbicides and pesticides to areas around City streets, sewers, creeks, and storm drains for eradication and control purposes.
5. Maintain and repair street lighting systems and fixtures to include wiring, rewiring, and installation of light poles using lift truck and related equipment; assist with markings and regulations.
6. Break and remove concrete using jack hammers, pavement breakers, and other hand and power tools; dig, shovel, haul, load and unload materials; and clean up work sites upon completion of jobs.
7. Repair street surfaces such as pavement, curbs, gutters, drains, sewer mains, and other lines; identify and repair pot holes and repair roads; load, rake, shovel, and spread asphalt and perform hand grading; set forms, mixes, and finished cement; and use a shovel to open, widen, and backfill excavations, as needed.
8. Clean sewer mains and lines through flushing, using specialized flushing equipment; assist and perform television monitoring of sewer mains and lines; and assist and perform installation and repair of water mains, fire hydrants, and related facilities.
9. Paint traffic lines, warnings, curbs, equipment, street signs, crossings, crosswalks, and center lines.
10. Fabricate and install street signs, road markers, and reflectors manually and using a lift truck; clean and maintain existing signs; and trim trees in compliance with line of sight clearance for street signs.
11. Perform and assist with routine maintenance and repair duties and cleaning of tools and equipment.
12. Perform general clean-up work; cut weeds, clear debris, and clean ditches; and hand sweep surfaces, as needed.
13. Conduct traffic control during maintenance and construction projects; set up traffic control signs and direct and control traffic around work sites; and communicate with the public during flagging duties.
14. Perform heavy physical labor, as needed.
15. Attend training and safety meetings, as necessary.
16. Act as crew leader on special assigned jobs and assist in training others, as needed.
17. Respond to emergency and after hour calls; forward reports to supervisor of street, sewer, creek, or storm drain conditions and/or problems.
18. 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:

Operations, services, and activities of a street, sewer, creek, and storm drain maintenance program.

The materials, methods, and techniques used in public works construction, maintenance, mechanics and repair of streets, asphalt overlay, lighting, traffic signs and markings.

The materials, methods, and techniques used in public works construction, maintenance, mechanics and repair of sewers,

creeks, and storm drains.

Methods and techniques of concrete finishing and repair.

The safe operation and maintenance of a wide variety of public works hand and power tools and equipment.

Principles and practices of sign fabrication.

Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.

Basic principles and practices of record keeping.

Occupational hazards and standard safety procedures, including proper usage of personal protective equipment (PPE).

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

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

Ability to:

Perform a variety of unskilled and semiskilled work in the maintenance, construction, and repair of City streets, bridges, culverts, sewers, creeks, storm drains, and related public works facilities.

Safely and effectively operate a variety of maintenance tools, equipment, and materials related to public works maintenance and construction work, including heavy and light power-driven equipment and hand tools.

Perform preventative maintenance on equipment.

Perform asphalt and concrete work.

Work with paints and prepare surfaces for painting.

Ensure safety around work areas in high traffic.

Apply pesticide treatments in a safe manner.

Understand and follow oral and written directions, including labels.

Read and interpret construction, street and/or sewer diagrams and sketches.

Maintain and make basic repairs to equipment.

Perform various kinds of heavy manual labor under unfavorable climatic conditions.

Set up a safe work site including cones, signs and directing traffic.

Operate equipment such as trucks and trailers, back-hoes, and front loaders.

Multitask and work independently in the absence of supervision.

Track and maintain inventories and maintain records and logs.

Assist in the supervision and 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:*

Maintenance Worker I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of work experience in maintenance or construction work is desirable.

License or Certificate:

Possession of an appropriate California Driver License. Possession of a Class A California Drivers License is desirable.

Maintenance Worker II

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of experience in public works construction and maintenance comparable to a Maintenance Worker I with the City of Merced.

License or Certificate:

Possession of a Class A California Driver License.

Possession of a California Herbicide Applicator Certificate is desirable.

PHYSICAL 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 outside field environment with travel from site to site; work in varying temperatures and adverse weather and humidity conditions; exposure to hazardous traffic conditions; exposure to hazardous materials, smoke, gases, fumes, dust, grease, oils, and constant noise; exposure to moving equipment and electrical current; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; and constant contact with staff and the public.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; frequently stand, walk, bend, crawl, reach, twist, stoop, kneel, crouch, and make repetitive hand movement; walk for long distances and on sloped ground and slippery and uneven surfaces; to climb unusual heights on ladders; 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; use of hand and power tools, including chain saws, air hammers, concrete saws, and pavement breakers; and operate vehicles, two-way radios, and telephones.

Employer

City of Merced

Address

678 W 18th Street

Merced, California, 95348

Phone

209-385-6837

Website

<http://www.cityofmerced.gov>



City of Merced Police Records Clerk I/II

SALARY	\$19.86 - \$24.14 Hourly \$1,588.80 - \$1,931.20 Biweekly \$3,442.40 - \$4,184.27 Monthly \$41,308.80 - \$50,211.20 Annually	LOCATION	City of Merced Police Department, CA
JOB TYPE	Full-Time	JOB NUMBER	1393
DEPARTMENT	Police	OPENING DATE	04/01/2026
CLOSING DATE	4/15/2026 11:59 PM Pacific		

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 (Police Records Clerk I) or general supervision (Police Records Clerk II), learn to perform a variety of office assistance and law enforcement support duties in the maintenance of Police Department records and reports; transcribe reports from tapes and recordings, making copies and routing to appropriate departments; to perform counter work with the public; to enter, maintain, and retrieve a variety of data; process warrants; perform general office support assignments; have good customer/citizen contact skills and use great diplomacy and tact in dealing with the public; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Police Records Clerk I

This is the entry and first working level in the Police Records Clerk class series. Incumbents learn to maintain Police Department records and reports and may be required to work any one of the Police substations and Evidence Yard. The Police Records Clerk I performs many assignments in a training and learning capacity. When incumbents become familiar with the Police Department records systems and policies and demonstrates good sustained work performance, incumbents may be promoted to Police Records Clerk II.

Police Records Clerk II

This is the fully experienced working level in the Police Records Clerk class series. Incumbents maintain Police Department records and reports and may be required to work any one of the Police substations and Evidence Yard. The Police Records Clerk II is the senior level class in the series and is expected to perform their routine duties with more

independence than Police Records Clerk I.

REPORTS TO

Police Records Supervisor, assigned Police Sergeant, 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. Perform a wide variety of technical and clerical law enforcement support duties related to collecting, recording, transcribing, maintaining, processing, editing, retrieving, and distributing technical and confidential law enforcement data and information including police reports, citations, warrants, protective orders, and subpoenas and transcribe a variety of other work from tape, copy, or rough draft.
2. Enter, maintain, and retrieve data, reports, and information into and from a variety of computer systems; review documents for accuracy of the cited codes and verify the proper recording of documents; review information requests; enter citation, report, arrest register, and disposition data into the appropriate data base and/or information system and keep arrest registers and dispositions; and perform National Crime Information Center (NCIC) validation.
3. Contact appropriate law enforcement agencies pertaining to warrants, disposition of charges, and extradition of prisoners.
4. Print booking slips, registrations, warrant entries, and criminal history using the California Law Enforcement Telecommunications Systems (CLETS).
5. Perform record and warrant checks; run arrestees and suspects for warrants, driving records, and criminal history; and logs and process served warrants and verify warrant status for outside agencies.
6. Serve as a receptionist, providing public information regarding departmental procedures and practices, selling reports, and bike licenses; handle mail and telephone requests for reports; provide information and directions to the public regarding the completion of complaint filing; and photocopy and distribute crime, incident, arrest, and accident reports to the general public and various agencies and organizations.
7. Collect fees, including checks and cash for reports; calculate payment needed for purchasing reports; and balance the cash drawer and prepare and issue receipts.
8. Process all subpoenas received by the Police Department; assist officers with reports for court; pull case files for police personnel for court and investigations; and from dictation type case files when requested by fax or mail requests.
9. Process fax requests for the District Attorney's Office and print out activity logs and determine files to pull.
10. Perform administrative and office support functions; fax materials to other agencies; maintain accurate records; receive packages and open and distribute mail; and distribute citations/reports to other law enforcement agencies.
11. Provide information and respond to questions and concerns from the general public, departmental staff, and other agencies in person and by telephone; exercise basic responsibility in determining priority of responses and transferring emergency calls to other agencies, as warranted; and take and provide phone messages.
12. Serve as primary office support and receptionist at a Substation, as needed.
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:

Proper English usage, spelling, grammar, and punctuation.

Proper telephone etiquette, techniques and procedures.

Law enforcement records management principles, procedures, techniques, and equipment.

Basic police terminology.

Public and agency desk procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.

Pertinent Federal, State, and local laws, codes, and regulations and department rules, policies, and procedures.

Excellent customer/citizen contact skills.

Law enforcement information systems and procedures.

Principles and procedures of record keeping and filing.

Mathematical principles.

Basic principles of business letter writing and basic report preparation.

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

Ability to:

Learn and understand the operating policies, procedures, and functions of the City, Merced Police Department, and of outside agencies as necessary to assume assigned responsibilities.

Learn and understand the laws, codes, acts, and regulations related to police records and reports.

Perform a variety of law enforcement office support and clerical duties and activities of a general and specialized nature for the Police Department.

Compile, maintain, process, and prepare a variety of records and reports and perform record searches quickly and accurately.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Exercise good judgment in maintaining critical and sensitive information, records, and reports.

Read, understand, and review documents for accuracy and relevant information.

Use applicable office terminology, forms, documents, and procedures in the course of the work.

Understand and follow oral and written directions.

Plan and organize work to meet changing priorities and deadlines.

Read, analyze, and interpret laws, codes, rules, and regulations.

Evaluate situations and respond appropriately.

Deal tactfully and courteously with the public and other staff.

Type and enter data accurately at a speed necessary for successful job performance.

Climb ladders in storage to pull necessary files.

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:*

Police Records Clerk I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Some experience performing responsible clerical work in a position having substantial public contact is desirable.

License or Certificate:

Possession of an appropriate California Driver License.

Typing certificate at time of application.

Special Requirements:

Type at a rate of 40 words per minute.

Police Records Clerk II

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of experience performing responsible clerical work in a position having substantial public contact comparable to a Police Records Clerk I with the City of Merced.

License or Certificate:

Possession of an appropriate California Driver License.

Typing certificate at time of application.

Special Requirements:

Type at a rate of net 40 words per minute.

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; continuous contact with other staff and the public.

Physical: 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; use of office equipment, including computers, typewriters, dictaphones, transcribers, telephones, calculators, copiers, and FAX equipment.

Employer

City of Merced

Address

678 W 18th Street

Merced, California, 95348

Phone

209-385-6837

Website

<http://www.cityofmerced.gov>



City of Merced
WWTP Operations Supervisor

SALARY	\$40.49 - \$49.21 Hourly \$3,239.20 - \$3,936.80 Biweekly \$7,018.27 - \$8,529.73 Monthly \$84,219.20 - \$102,356.80 Annually	LOCATION	City of Merced Public Works Department, CA
JOB TYPE	Full-Time	JOB NUMBER	1370
DEPARTMENT	Public Works	OPENING DATE	01/21/2026
CLOSING DATE	4/1/2026 11:59 PM Pacific		

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, assign, review, and participate in the work of staff responsible for the operation and inspection of the City's wastewater treatment plant; ensure work quality and adherence to established policies and procedures; and perform the more technical and complex tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The WWTP Operations Supervisor is considered a supervisory level with responsibility for planning, coordinating and implementing an assigned area of wastewater functions and operations and performs a variety of maintenance, operations, and repair work on the City's wastewater treatment system and facilities. This position contributes to the overall management of the Wastewater Treatment Plant Division by participating in the development of policies and procedures and participating in the development and monitoring of budgets.

REPORTS TO

Public Works Manager-Wastewater or designee.

CLASSIFICATIONS SUPERVISED

Wastewater Treatment Plant Operators, Maintenance Workers, and other staff as assigned.

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, prioritize, assign, supervise, review, and participate in the work of staff responsible for the operation and inspection of the City's wastewater treatment plant; ensure treatment processes meet Federal and State wastewater quality standards.
2. Establish schedules and methods for providing wastewater treatment plant services; identify resource needs; review needs with appropriate management staff; and allocate resources accordingly.
3. Participate in the development and implementation of goals and objectives as well as policies and procedures; evaluate operations and activities of assigned responsibilities and make recommendations for changes and improvements to existing standards, policies, and procedures; and monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of assigned staff; provide or coordinate staff training; promote progressive staff certification; work with employees to correct deficiencies; and implement discipline procedures.
5. Participate in the preparation and administration of the wastewater treatment plant program budget; submit budget recommendations; and monitor expenditures.
6. Perform the most technical and complex tasks of the work unit including responsibility for a delegated area of wastewater functions and operations.
7. Perform training of hazardous material and emergency response procedures as required by regulatory agencies.
8. Monitor wastewater treatment system operations, interpreting charts, gauges and laboratory results of samples, noting operational problems and recommending adjustments to maintain system balance; provide direction for process control decisions to ensure compliance with regulatory discharge requirements.
9. Assist in maintaining facility compliance with regulatory discharge requirements including National Pollutant Discharge Elimination System (NPDES).
10. Manage inventory of materials and equipment used in the operations of plant and ancillary facilities; prepare requisitions for tools, equipment, supplies and services.
11. Manage Supervisory Control and Data Acquisition (SCADA) system optimization.
12. Advise the Public Works Manager-Wastewater of the status of the plant and staff.
13. Inspect pumps, sump pumps, ventilators, and air supplies.
14. Coordinate sampling operations to assure proper balance of treatment steps and meeting effluent requirements.
15. Operate a variety of equipment, testing equipment and hand and power tools.
16. Perform any of the duties assigned to plant operators as needed; perform skilled work in these activities and provide technical direction as needed.
17. Give plant tours to visitors, consultants, the general public and others as necessary.
18. Assist in developing and overseeing the daily walk through sheets, process control logs, and trending graphs to maintain accurate, well organized files, records, and data related to department operations.
19. Forecast and schedule major projects seasonally and as needed.
20. Ensure a high standard of facility appearance and cleanliness of equipment.
21. Review laboratory data and self-monitoring reports to ensure accuracy; provide narrative to qualify any instances of non-compliance.
22. Coordinate safety meetings to include safety topic review, safety issues, status updates on various projects, process control, future development and permit review to ensure understanding of priorities and responsibility.
23. May oversee the farming operations of the land application program; forecast crop rotations to ensure biosolid nutrient removal and marketability of crops; and ensure staff properly maintains equipment, farm implements, roadways, canal banks, and fire abatement discing on City owned lots.
24. Perform after-hours emergency work related to plant operations as necessary.
25. Maintain records concerning operations and programs; prepare reports on operations and activities; and prepare monthly operations and standby schedules.
26. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of wastewater treatment; incorporate new developments as appropriate into programs; and ensure staff stays current with new developments in methods and technology.
27. 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:

Operations, services, and activities of a wastewater treatment plant program.

Principles and practices of mechanical, electrical and hydraulic principles related to wastewater treatment operations, disposal systems, and facility operations.

Principles of supervision, training, and performance evaluation.

Basic principles and practices of budget preparation and administration.

Principles and procedures of record keeping.

Principles of business letter writing and basic preparation of comprehensive administrative and technical documents, reports, and presentations.

Pertinent Federal, state, and local laws, codes, rules, regulations and environmental requirements including those applicable to the operation of a wastewater treatment facility.

Current principles, practices, and regulations related to the treatment processes of the wastewater plant, including standard quality tests.

Operation of pumps, motors, valves, metering control systems and chemical feed equipment.

Occupational hazards and standard safety practices pertaining to plant operations.

Methods and techniques for handling and storing hazardous chemicals.

Chemistry, biology, and mathematics used in the operation of a wastewater treatment plant.

Practices, tools, equipment, materials, and chemicals used in wastewater treatment system operation, maintenance, repair work, effluent disposal, agriculture and construction.

Principles and methods of preventive maintenance programs.

Principles and practices of wastewater collection.

Principles and practices of design, planning and development of wastewater treatment facilities.

Principles and practices of cost, time and materials estimating.

Principles, objectives, and tests used in a wastewater treatment plant biochemical laboratory.

Principles and practices of biosolids sampling and land application.

Principles and practices of agriculture including field cultivation planting, fertilization, irrigation, and harvesting.

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

Ability to:

Coordinate and direct wastewater treatment programs.

Supervise, organize, and review the work of assigned staff involved in the operation and inspection of the City's wastewater treatment plant.

Select, train, assign, direct, and evaluate staff.

Recommend and implement goals, objectives, policies and procedures for providing wastewater treatment services.

Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, explain, and apply general and specific administrative and departmental policies and procedures as well as applicable Federal, State, and local policies, laws, and regulations.

Prepare clear and concise reports.

Participate in the preparation and administration of assigned budgets.

Develop and coordinate work programs and schedules.

Perform mathematical calculations.

Operate, adjust, and maintain wastewater treatment systems.

Read, interpret and record data accurately.

Recognize unusual or dangerous operating conditions and make sound judgments within established guidelines.

Learn more complex principles, practices, techniques and regulations pertaining to wastewater plant operations and communicate that information to others.

Manage and monitor complex wastewater treatment systems.

Collect samples and conduct basic laboratory tests.

Maintain accurate records and reports.

Safely and effectively operate various tools and equipment.

Analyze and interpret laboratory tests and make modifications to wastewater treatment plant operations and take corrective and preventive measures.

Diagnose, troubleshoot, evaluate alternatives, and solve complex technical problems.

Plan and organize work to meet changing priorities and deadlines.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

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 specialized training in wastewater treatment plant operations and/or maintenance. Completion of an Associate's degree with major coursework in a related field is highly desirable.

Experience:

Six years of experience in the operation, monitoring, testing, maintenance, and repair of wastewater treatment facilities and systems at a level equivalent to Wastewater Treatment Plant Operator III with the City of Merced or pursuant to Title 23, Division 3, SWRCB, Chapter 26, Classification of Wastewater Treatment Plants and Operator Certification.

License or Certificate:

Possession of an appropriate California Driver License.

Possession of a Grade III Wastewater Plant Operator certificate or higher issued from the California State Water Resource Control Board with the ability to obtain a Grade IV certificate within eighteen (18) months of employment.

Special Requirements:

Willingness to work nights, weekends, holidays and overtime as needed for emergencies.

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.

Employer

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