CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

Meeting Agenda

Personnel Board

Monday, August 10, 2026	**4:00 PM**	**City Council Chamber, 2nd Floor, Merced Civic Center, 678 W. 18th Street, Merced, CA 95340**

NOTICE TO PUBLIC

WELCOME

At least 72 hours prior to each regular Board/Commission meeting, a complete agenda packet is available for review on the City's website at www.cityofmerced.gov or at the City Clerk's Office, 678 W. 18th Street, Merced, CA 95340. All public records relation to an open session item that are distributed to a majority of the Commission will be available for public inspection at the City Clerk's Office during regular business hours. Assisted hearing devices are available for meetings held in the Council Chamber.

PUBLIC COMMENT: OBTAIN SPEAKER CARD FROM THE BOARD/COMMISSION CLERK

Members of the audience who wish to address the Board/Commission are requested to complete a speaker card available at the podium against the back of the Council Chamber. Please submit the completed card to the Board/Commission Clerk before the item is called, preferably before the meeting begins.

Material may be emailed to (insert Board/Commission contact email) no later than 1 PM on the day of the meeting. Please specify which portion of the agenda you are commenting on, for example, Report item # or Public Comment. Your comments will be presented to the Board/Commission at the appropriate time. Any correspondence received after 1 PM will be distributed to the Board/Commission and retained for the official record.

To view video (if available) or listen to the City Council meeting live, go to the City's website www.cityofmerced.gov, YouTube, or Comcast Public Access Channel 96.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC COMMENT

Members of the public who wish to speak on any matter not listed on the agenda may speak during this portion of the meeting and will be allotted 3 minutes. State law prohibits the Board/Commission from acting at this meeting on any matter raised during the public comment period. Members of the public who wish to speak on a matter that is listed on the agenda will be called upon to speak during discussion of that item.

E. CONSENT CALENDAR

Adoption of the Consent Calendar may be made by one motion of the Board/Commission, provided that any Member, individual, or organization may request removal of an item from the Consent Calendar for separate consideration. If a request for removal of an item from the Consent Calendar has been received, the item will be discussed and voted on separately.

E.1. 26-685

SUBJECT: Information Only - Employment Opportunities that closed in the month of July 2026

REPORT IN BRIEF

Information Only-Employment Opportunities that closed in the month of July 2026.

ATTACHMENTS

1. Employment Opportunities for July 2026

E.2. 26-690

SUBJECT: New Job Description-Lead Recreation and Field Facility Worker and Revised Job Descriptions of Water Distribution Operator I-II-III and Water Systems Operator

REPORT IN BRIEF

Considers Approving the New Job Description for the Position of Lead Recreation and Field Facility Worker and Revised Job Descriptions of Water Distribution Operator I-II-III and Water Systems Operator

RECOMMENDATION

Approve the New Job Description for the Position of Lead Recreation and Field Facility Worker and Revised Job Revised Job Descriptions of Water Distribution Operator I-II-III and Water Systems Operator.

E.3. 26-688

SUBJECT: Personnel Board Minutes of June 8, 2026

REPORT IN BRIEF

Personnel Board Minutes from the meeting of June 8, 2026.

RECOMMENDATION

Personnel Board - Adopt a motion approving and filing the Personnel Board minutes of June 8, 2026.

ATTACHMENTS

1. Personnel Board minutes of June 8, 2026.

F. ACTION ITEMS

G. REPORTS

G.1. 26-687

SUBJECT: Personnel Department Monthly Report for July 2026

REPORT IN BRIEF

Personnel Department Monthly Report for July 2026

RECOMMENDATION

Considers Approving Personnel Department Monthly Report for July 2026

H. BUSINESS

H.1. 26-689

SUBJECT: Set Dates for Personnel Board Hearing 2026-1

REPORT IN BRIEF

Set dates for an appeal hearing for a terminated employee.

RECOMMENDATION

The Personnel Board to set dates for an appeal of terminated employee.

DISCUSSION

Please bring your calendars as we look to set dates for September or October for an appeal of a terminated employee. The board should look for 4 days to hear the appeal.

H.2. 26-684

SUBJECT: Request to Add Item to Future Agenda

REPORT IN BRIEF

Provides members of the Personnel Board the opportunity to request that an item be placed on a future Personnel Board agenda for initial consideration by the Board.

I. ADJOURNMENT

CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

ADMINISTRATIVE REPORT

File #: 26-685 Meeting Date: 8/10/2026

Report Prepared by: Suzanne Fierro, Human Resources Manager

SUBJECT: Information Only - Employment Opportunities that closed in the month of July 2026

REPORT IN BRIEF
Information Only-Employment Opportunities that closed in the month of July 2026.

ATTACHMENTS
1. Employment Opportunities for July 2026

City of Merced

Container Maintenance Worker

SALARY	$30.06 - $36.54 Hourly $2,404.80 - $2,923.20 Biweekly $5,210.40 - $6,333.60 Monthly $62,524.80 - $76,003.20 Annually	**LOCATION**	City of Merced Public Works Department, CA
JOB TYPE	Full-Time	**JOB NUMBER**	1416
DEPARTMENT	Public Works	**OPENING DATE**	07/15/2026
CLOSING DATE	7/29/2026 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 supervision, to perform skilled and semi-skilled work in the delivery, maintenance, and repair of refuse containers; to perform minor repairs to containers, including painting, welding, cutting, and fabricating parts as necessary; to perform duties as a relief operator on a variety of refuse collection routes; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single classification in the Public Works Operations Department. The incumbent performs necessary functions to deliver, maintain, and repair refuse containers, and operates, on an as needed basis, commercial solid waste collection vehicles.

REPORTS TO

Public Works Supervisor - Solid Waste or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

Examples of 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, paint, maintain, and clean a variety of refuse containers, including metal and plastic containers.
2. Operate arc welder, oxy-acetylene torch, and other power-driven equipment such as drill presses, pressure washers, and grinders.
3. Deliver and remove a variety of containers using specialized vehicles and equipment.
4. Maintain basic records relating to the delivery, removal, repair and condition of containers; purchase and work with staff to maintain an inventory of refuse containers, parts to repair refuse containers, and other relatable items.
5. Operate refuse collection equipment in the collection and transportation of commercial, industrial, and residential waste as a relief driver; operate hydraulic picking and dumping controls on equipment; and adhere to safe driving practices and procedures.
6. Perform daily pre-trip safety inspections of equipment, recording findings and determining the operational fitness of equipment.
7. Transport solid waste for disposal at landfill site.
8. Operate a two-way radio maintaining communications with the Public Works Corporation Yard.
9. Perform heavy physical labor in the loading and unloading of containers and operate special equipment to load large bulky refuse, as needed.
10. Respond to emergency and after hour calls, as needed.
11. Maintain good public relations with customers; respond to public inquiries in a prompt, courteous manner; provide information within the area of assignment; and resolve complaints in an efficient and timely manner.
12. Enter private property in the performance of duties, as necessary.
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:

Standard practices, methods, tools and materials used in welding.

Basic understanding of welding processes, including the use a portable arc welder and oxy-acetylene cutting tools.

Occupational hazards and safety precautions commonly used in welding.

Methods and practices in placing refuse containers.

Principles, methods, and practices pertaining to the functions and operation of refuse collection services.

Characteristics and practices of tools, equipment, and materials used in refuse collection and services.

Laws, rules and regulations applicable to operation of motorized refuse collection equipment on public streets and roadways.

Occupational hazards and standard safety practices and procedures related to the operation of a wide variety of refuse collection vehicles and equipment.

Basic recordkeeping techniques.

Proper lifting procedures.

Ability to:

Perform duties in refuse collection and disposal.

Maintain proper quality and quantity of services.

Skillfully and safely operate a variety of equipment utilized in refuse collection and services, including arc welders and oxy-acetylene torches, in accordance with applicable Vehicle Code requirements.

Read and interpret City maps.

Present information in one-on-one situations to customers and other City employees.

Maintain assigned equipment and determine the need for equipment repair.

Handle and solve mechanical problems.

Apply applicable laws, codes and regulations.
Perform basic mathematical functions including add, subtract, multiply and divide.
Maintain accurate daily records and reports.
Work independently in the absence of supervision.
Deal tactfully and courteously with the public.
Perform heavy manual tasks.
Read and comprehend oral and written instructions, short correspondence, and memos, including for sketches and drawings.
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.
Experience:
One year of experience in providing refuse collection services and operating equipment at a level equivalent to Refuse Collection Operator Trainee is desired.

License or Certificate:
Possession of a Class A California Driver License without a Restriction 48 (air brakes).

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 both in a corporation yard and an outdoor field environment with travel from site to site; work in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gases, fumes, dust, grease, noxious odors, and 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 regular contact with the public.
Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; frequently sit, 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 loading and unloading of containers; corrected hearing and vision to normal range, verbal communication; operate motorized refuse collection equipment; use a variety of hand and power equipment; and operate a two-way radio and use a telephone.

Employer
City of Merced

Address
678 W 18th Street

Merced, California, 95348

Phone
209-385-6837

Website
http://www.cityofmerced.gov

City of Merced

Development Services Technician I/II

SALARY	$23.17 - $32.73 Hourly $1,853.60 - $2,618.40 Biweekly $4,016.13 - $5,673.20 Monthly $48,193.60 - $68,078.40 Annually	**LOCATION**	City of Merced, CA
JOB TYPE	Full-Time	**JOB NUMBER**	1418
DEPARTMENT	Development Services	**OPENING DATE**	07/15/2026
CLOSING DATE	7/29/2026 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 (Development Services Technician I) or general supervision (Development Services Technician II), provide customer assistance with building permit applications; receive applications and calculate fees; issue over-the-counter permits; perform basic plan checks for non-complex projects; ensure compliance with zoning rules and standards; review building permits, lot mergers, boundary adjustments, lot splits, site plan approvals, and other land use – environmental documents; process routine planning applications; perform general technical planning support work; perform a variety of fiscal, statistical, and office support work; provide staff support to various City Commissions; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Development Services Technician I

This is the entry and first working level in the Development Services Technician class series. Incumbents learn to perform and practice a variety of work associated with the Development Services Department, including issuing building permits, receiving permit applications and plans, provide support for the professional planning staff and perform a variety of office work.

This class is distinguished from Development Services Technician II by the fact that a Development Services Technician II performs a broader range of more complex functions concerning zoning issues, limited business license issuance, understanding and explaining the City's development standards, performing plan review and performing assignments with minimal guidance and supervision.

Development Services Technician II

This is the fully experienced working level in the Development Services Technician class series. Incumbents perform a variety of the more complex work associated with the Development Services Department, including issuing building permits and receiving permit applications and plans. The incumbent deals with zoning issues, limited business license issuance, understanding and explaining City development standards, performing plan review, and performing assignments with minimal guidance and supervision. This class will provide support for the professional planning and building staff and perform a variety of technical office work.

REPORTS TO

Chief Building Official, Planning Manager, 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. Provide a variety of customer assistance in receiving building permit applications, calculating fees, compiling statistical information on permit activates and preparing reports.
2. Receive documentation for a variety of commercial and residential projects and distribute documents to appropriate staff.
3. Provide code enforcement support.
4. Receive and research inquiries regarding property records, maps, plans and legal descriptions.
5. Process routine Planning applications, including: street closures, minor use permits and requests for use of city owned property and provide advice and assistance to applicants.
6. Review building permits and business license applications for compliance with zoning requirements.
7. Provide a variety of support and assistance associated with planning, building, and concerns with new construction.
8. Answer public inquiries regarding planning issues, permit procedures, design standards, environmental procedures, housing programs, and zoning concerns.
9. Conduct research and respond to phone inquiries related to zoning, current projects, general plan policies, business licenses, impact fees, fences, signs, property data, building permits, environmental procedures, housing programs, permit procedures, and other matters as they relate to Planning.
10. Assign new addresses to new structures, new commercial suites, and make corrections to the addressing database such as lot splits, mergers, and parcel page updates; notify affected agencies of changes and answer inquiries related addressing.
11. Prepare public hearing notices and parcel lists for public hearings.
12. Provide staff support for various City Commissions, including reports, minutes, and presentations, as needed.
13. Order and maintain supply inventories, pay Department bills, and assist with preparation and tracking of Department budget.
14. Provide a variety of office and administrative support work for the Department.
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 of fiscal record keeping.
Computerized record keeping and fiscal systems.
Data collection and analysis.
Permit application procedures and review processes.
Methods and techniques of public relations.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Basic land use entitlement and environmental procedures.

Ability to:

Learn and perform complex, technical support work in the issue of City building permits and explaining zoning – land use entitlements and environmental procedures.
Perform a variety of fiscal, administrative, and office support work.
Read, interpret and explain applicable codes and ordinances.
Make mathematical calculations quickly and accurately.
Learn and perform basic engineering office work.
Learn and perform basic plan checks for non-complex projects.
Read and understand planning and zoning laws and ordinances.
Maintain a variety of records and files.
Deal tactfully and courteously with the public.
Effectively represent the Development Services Department in answering questions and inquiries, providing assistance and dealing with concerns from the public, community organizations, City staff, and other agencies.
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:*

Development Services Technician I

Education/Training:

Equivalent to the completion of the twelfth grade. Completion of an Associate's degree with major course work in geography, graphic design, landscape design, business administration, public administration, construction technology, environmental studies – sciences, or a closely related field is desirable.

Experience:

One year of experience in building design, housing program compliance, land use entitlements, environmental entitlements - compliance, grant management, construction or land development services or technical planning assistance work.

License or Certificate:

Ability to obtain necessary education pursuant to Chapter 7, Part 2.5 of Division 13 of the California Health and Safety Code.
Possession of an appropriate California Driver License.

Development Services Technician II

Education/Training:

Completion of an Associate's degree with major course work in geography, graphic design, landscape design, business administration, public administration, construction technology, environmental studies – sciences, or a closely related field.

Experience:

One year of experience as a Development Services Technician I with the City of Merced or two years of experience in an equivalent position.

License or Certificate:

Possession of certification, training, and education pursuant to Chapter 7, Part 2.5 of Division 13 of the California Health and Safety Code.

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.

Employer

City of Merced

Address

678 W 18th Street

Merced, California, 95348

Phone

209-385-6837

Website

http://www.cityofmerced.gov

City of Merced

Fire Fighter II

SALARY	$6,759.04 - $8,215.74 Monthly	**LOCATION**	City of Merced Fire Department, CA
JOB TYPE	Full-Time	**JOB NUMBER**	1390
DEPARTMENT	Fire	**OPENING DATE**	03/24/2026
CLOSING DATE	7/15/2026 11:59 PM Pacific		

Description

PLEASE ATTACH REQUESTED DOCUMENTS TO YOUR APPLICATION. APPLICATIONS WITOUT SUPPLEMENTAL QUESTION DOCUMENTS ATTACHED WILL NOT BE CONSIDERED

*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

Firefighter I:

Under general supervision, assist in suppression of fires, rescue and life savings operations; respond to emergency medical calls and render basic life support care in accordance with Merced County EMS Agency protocols; handle fire streams and other fire service equipment in suppression of fires; perform daily maintenance of stations, quarters, apparatus, and equipment; make required equipment checks and perform required fire prevention inspections; assist in putting apparatus and equipment back in readiness for other emergencies; prepare necessary reports and maintain necessary records; attends scheduled training drills; and perform related work as required.

Firefighter II:

Under general supervision, assist in suppression of fires, rescue and life savings operations; respond to emergency medical calls and render advanced life support care in accordance with Merced County EMS Agency protocols; obtain and possess Merced County EMS Agency Paramedic accreditation, handle fire streams and other fire service equipment in suppression of fires; perform daily maintenance of stations, quarters, apparatus, and equipment; make required equipment checks and perform required fire prevention inspections; assist in putting apparatus and equipment back in readiness for other emergencies; prepare necessary reports and maintain necessary records; attends scheduled training drills; and perform related work as required.

Distinguishing Characteristics

Incumbents learn firefighting and emergency response techniques and procedures while performing fire service functions. Incumbents are expected to increase their range of knowledge and abilities and develop their skills while in this classification.

Reports to

Fire Captain.

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. Respond to fire, emergency medical, rescue, and hazardous material incidents and emergency calls to protect life, property, and environment; perform tasks to suppress or control fires, limit damage, and reduce injury and death caused by fires, accidents, or other calamities; and respond to non-emergency calls for service as necessary.
2. Fight fires using proper fire suppression techniques; lay and connect fire hoses; direct water and chemical agents onto fires; raise, position, and climb ladders; ventilate and enter burning structures to extinguish fires and rescue victims; ensure there are no hidden fires; and provide emergency medical service care to trapped and/or injured persons as needed.
3. Respond to hazardous materials incidents; perform hazardous materials containment.
4. Place salvage covers, remove water and debris, and perform a variety of salvage operations.
5. Participate in drills and training exercises, classes, and activities including, but not limited to, those related to fire suppression, fire prevention, emergency medical service, hazardous material response, technical rescue, extrication, physical fitness, and other related areas.
6. Participate in public relations, fire/safety education activities, and fire prevention activities including station tours, fire safety/fire suppression education away from the station, school education programs, group activities, fire drills, courtesy walk-through visits, and phone inquiries.
7. Participate in fire and life safety inspections; perform inspections of commercial, industrial, residential, and other buildings; identify fire and life safety hazards; and submit reports as needed.
8. Clean station living quarters, maintaining them in a clean and orderly condition; participate in building and grounds maintenance.
9. Study and review Fire Department rules, regulations, and operating procedures.
10. Maintain, clean and reload, and ensure the proper condition of fire and emergency response equipment.
11. Serve as an acting Fire Engineer, as needed.
12. 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 to successfully perform the assigned duties.

Knowledge of:

Appropriate safety precautions and procedures.

Fire department organization.

Federal, State and government agency laws and regulations pertaining to the Fire Department.

Maintenance procedures pertaining to fire department equipment, buildings and grounds.

Proper methods, materials, tools, and equipment used in firefighting.

Mathematical concepts and principles.

General principles of fire suppression and prevention.

Principles and practices used during emergency medical care.

Geography and street layout of the City and surrounding area.

Computer operation and use of electronic media.
Merced County EMS Agency advanced life support treatment protocols for Firefighter II position
Advanced life support treatment skills for Firefighter II position

Ability to:

Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.
Read and understand firefighting materials and apply firefighting concepts.
Understand and carry out oral and written instructions.
Operate a variety of apparatus and equipment using safe practices.
Analyze emergencies and develop appropriate courses of action.
Respond quickly to changing situations under emergency pressures.
Perform complex tasks, work safely, and communicate with others during life threatening emergencies.
Engage in strenuous physical activities requiring agility, strength, endurance, and dexterity.
Understand and act in accordance with Department policy, rules, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Perform Merced County EMS Agency advanced life support treatment protocols as Firefighter II position
Perform advanced life support treatment skills as Firefighter II position

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:*

Firefighter I

Education/Training:
Equivalent to the completion of the twelfth grade.

Experience:
No minimum experience requirements: one year of previous experience in the fire service or emergency medical field is desirable.

Firefighter II

Education/Training:
Must have completed a paramedic program and possess a California Paramedic license

Experience:
Must be a licensed paramedic in California, sponsored by Merced Fire Department to perform as a paramedic, and accredited with Merced County EMS Agency.

Firefighter I

License or Certificate:
Possession of an appropriate California Driver License for operating firefighting equipment.
Possession of a California Emergency Medical Technician (EMT) certification.
Possession of a California Firefighter I (FF-1) certificate or completion of an approved Basic Firefighter I academy from the State of California.
California Firefighter II certification must be obtained within eighteen months of initial appointment to this job classification.

Firefighter II:

License or Certificate:
Possession of an appropriate California Driver License for operating firefighting equipment.
Possession of a California Paramedic license and Merced County EMS Agency Paramedic Accreditation.
Possession of a California Firefighter I (FF-1) certificate or completion of an approved Basic Firefighter I academy from the State of California.
California Firefighter II certification must be obtained within eighteen months of initial appointment to this job classification.

Special Requirements:
New job candidates must meet stringent medical and physical standards.

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 normally performed in a fire station environment and at reactive emergency, natural or man-made disaster, and routine fire prevention environments with frequent travel to different locations throughout the City; regularly work near moving mechanical parts and in areas of limited and restricted entry and exit; regularly exposed to outside weather conditions and constant moisture; occasionally works in high, precarious places; exposed to fumes or airborne particles, hazardous materials and chemicals, extreme cold, extreme heat, and vibration; above average exposure to life threatening situations; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident; and regular contact with other staff and the public.

Physical: Primary functions require sufficient physical ability to work in an emergency response setting; walk, stand, sit, or run for prolonged periods of time; climb stairs and ladders quickly and exercising above average physical agility; walk on sloped, uneven, and slippery surfaces; stoop, bend over, and kneel frequently; crawl through a variety of areas on hands and knees; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 100 lbs., without assistance and heavier objects with assistance; endurance to sustain extra physical effort for a substantial period of time; ability to perform emergency service duties while wearing special breathing apparatus; maintain corrected hearing and vision to normal range; verbal communication; and use of office equipment, including computers, telephones, calculators, copiers, and FAX.

Employer
City of Merced

Address
678 W 18th Street

Merced, California, 95348

Phone
209-385-6837

Website
http://www.cityofmerced.gov

Fire Fighter II Supplemental Questionnaire

*QUESTION 1

Do you have a California Driver's License for operating firefighting equipment?

◯ Yes

- ◯ No

*QUESTION 2

Do you have a Paramedic license and Merced County EMS Paramedic Accreditation?

- ◯ Yes
- ◯ No

*QUESTION 3

Do you possess a California Firefighter I certification or completion of an approved basic firefighter I academy from the State of California?

- ◯ Yes
- ◯ No

* Required Question

City of Merced

Police Officer Trainee

SALARY	$23.44 - $28.49 Hourly $1,875.20 - $2,279.20 Biweekly $4,062.93 - $4,938.27 Monthly $48,755.20 - $59,259.20 Annually	**LOCATION**	City of Merced Police Department, CA
JOB TYPE	Full-Time	**JOB NUMBER**	1414
DEPARTMENT	Police	**OPENING DATE**	06/19/2026
CLOSING DATE	7/3/2026 11:59 PM Pacific		

Description

THE WRITTEN EXAM HAS A TENTATIVE DATE OF 07/14/2026. NOTICES WILL BE SENT OUT ONCE THE RECRUITMENT CLOSES ON 07/03/2026 AT 11:59PM.

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.

SUMMARY DESCRIPTION

Under supervision, attends a basic Peace Officer Standards and Training (POST) certified training academy to obtain the basic skills and fitness level necessary for performance of Police Officer duties.

Prior to the actual enrollment in the Basic Academy, the Trainee may be assigned various duties throughout the department that requires public contact, but not the enforcement of laws.

DISTINGUISHING CHARACTERISTICS

This is the non-sworn, entry-level class in the Police Officer series. Incumbents in this classification receive training in a controlled classroom environment. The Trainee has no police powers during enrollment, and is a probationary employee during this period. Advancement to the sworn Police Officer level is based on meeting minimum qualification standards, satisfactory performance in the academy, and availability of positions.

REPORTS TO

Police Sergeant or higher ranking officer.

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. Attend a basic POST certified training academy to obtain the basic skills and fitness level necessary for performance of Police Officer duties.
2. 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:

The geography of the local area.
General principles of report writing, grammar, spelling, and composition.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Learn laws of arrest and pertinent local, State and Federal laws and ordinances.
Observe and remember names, faces, numbers, incidents, and places and to judge situations and persons accurately.
Learn standard broadcasting procedures of a police radio system.
Operate police vehicles and related equipment.
Use and care for firearms.
Prepare clear, concise, and comprehensive written reports.
Understand and carry out oral and written directions.
Deal courteously and effectively with the general 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. College coursework is desirable.
Experience:
Some law enforcement experience is desirable.

License or Certificate:
Possession of an appropriate California Driver License.
Special Requirements:

Must be 21 years of age at time of appointment.
Must be a citizen of the United States of America.

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 high-stress police training academy environment; indoor classrooms and outdoor physical agilities course; exposure to noise, smoke, and fumes.

Physical: Primary functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; walk on sloped, uneven, and slippery surfaces; crawl through various areas on hands and knees; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 100 pounds, with assistance; maintain corrected hearing and vision to normal range; verbal communication; operate a vehicle to travel to various locations; operate a pistol, knife and handcuffs; use of office equipment, including computers, telephones, calculators, copiers, and FAX.

Supplemental Information

EMPLOYMENT CONTRACT:

An individual selected for this position will be required to sign an employment contract with the City with the stipulation that should they resign from, be released from probationary status, or otherwise be terminated from the Merced Police Department within thirty-six (36) months of hire date as a Police Officer, the employee must reimburse the City for the estimated costs related to their academy training provided by the City.

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

SALARY	$46.28 - $56.25 Hourly $3,702.40 - $4,500.00 Biweekly $8,021.87 - $9,750.00 Monthly $96,262.40 - $117,000.00 Annually	**LOCATION**	City of Merced, CA
JOB TYPE	Full-Time	**JOB NUMBER**	1417
DEPARTMENT	Development Services	**OPENING DATE**	07/15/2026
CLOSING DATE	7/29/2026 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 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 CHARACTERISITICS

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.

Employer
City of Merced

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CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

ADMINISTRATIVE REPORT

File #: 26-690 Meeting Date: 8/10/2026

Report Prepared by: Suzanne Fierro, Human Resources Manager

SUBJECT: New Job Description-Lead Recreation and Field Facility Worker and Revised Job Descriptions of Water Distribution Operator I-II-III and Water Systems Operator

REPORT IN BRIEF
Considers Approving the New Job Description for the Position of Lead Recreation and Field Facility Worker and Revised Job Descriptions of Water Distribution Operator I-II-III and Water Systems Operator

RECOMMENDATION
Approve the New Job Description for the Position of Lead Recreation and Field Facility Worker and Revised Job Revised Job Descriptions of Water Distribution Operator I-II-III and Water Systems Operator.

ALTERNATIVES
1. Approve, as recommended by staff; or,
2. Deny; or,
3. Continue to a future meeting (date and time to be specified in the motion).

DISCUSSION
The 2026/2027 fiscal year budget added the new position of Lead Recreation and Field Facility Worker. This position will serve in a lead capacity over the ball field maintenance division of the Parks and Recreation Department. The position was added to provide leadership for the temporary recreation staff that currently maintains all of the City ball fields.

The Water Distribution Operator I-II-III and Water Systems Operator are being updated in order to bring the job descriptions in compliance with the new titles of the licenses needed to serve in the positions.

All three positions have been approved by the Directors of the respective departments, along with the MACE Union.

ATTACHMENTS
1. Lead Recreation and Field Facility Worker Job Description
2. Water Distribution Operator Job Description
3. Water System Operator Job Description

CITY OF MERCED

RECREATION FIELD AND FACILITY WORKER

*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, support the mission of the Parks & Community Service Department by preparing and maintaining recreational fields and facilities such as sports fields, gymnasiums, courts, pools, and buildings, ensuring safe and healthy environments; coordinate field and facility preparation in support of Department and external uses; operate and maintain a variety of tools and equipment related to field and facility preparation and carry out technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a singular level classification in the Recreation Field and Facilities Worker class which may provide guidance to part time staff or volunteers assigned to Contracts & Facilities Division and receive direction but not onsite supervision. Incumbent will perform field and facility preparation tasks such as mowing, aerating, and fertilizing grass, setting up goals, bases or nets for sports, marking boundaries and associated game features, and ensuring proper drainage. This ensures the fields are safe and ready for recreational activities. In addition to preparation incumbents will carry out required maintenance of facilities such as cleaning or pressure washing surfaces, repairing cracks in paths, ensuring proper drainage, and managing vegetation around hardscape features at recreation fields and facilities. Repairs may include upgrades such as paint of structures like benches and of rethreading chain link fences. Knowledge of equipment and tool operation is required for tasks related to the preparation, maintenance, and operation of recreation fields and facilities.

REPORTS TO

Recreation Supervisor – Contracts & Facilities or Designee

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

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 complex manual labor tasks related to the preparation, operation and maintenance of the city's recreational fields and facilities including sports fields, recreational facilities, pools, and gymnasiums.
2. Assist in preparing and delivering needed materials and equipment to job-site; perform preventative maintenance on equipment as assigned; inspect equipment before and after use; clean pools on a regular basis.
3. Perform grounds maintenance chemical application duties; prepare, mix, and apply chemicals for weed, grass, and/or pest control purposes; and apply pesticide to fence lines, tree wells, curbs, gutters, and planters.

4. Operate and maintain lighting and irrigation systems in support of recreational use of fields and facilities including basic repairs of sprinklers, adjustment of timers, and coordination of repairs outside of the scope of the Recreation Field and Facility Worker.
5. Operate a variety of tools and equipment related to athletic field maintenance, pool maintenance, including but not limited to, field groomers & drag mats, paint sprayers, aerifiers, pool sweepers, trimmers, pressure washers, blowers, and chalkers (manual and automated).
6. Lay lines with paint or chalk, marking boundaries and key areas associated with various sports; ensure lines are straight, properly spaced, and durable for gameplay.
7. Clean and maintain tools, equipment, vehicles, as needed to ensure safe and stable operation.
8. Perform skilled and semi-skilled labor in the various aspects of athletic field maintenance including turf, grass, and infield dirt areas.
9. Perform general grounds cleaning; haul debris and trash from park sites to landfill areas; power wash, blow, and pick up trash along walkways and parking lots, as needed.
10. Perform occasional pest management (gophers, mice, squirrels, spiders, wasps, etc.).
11. Inspect all recreational fields and facilities for hazards including landscaping, turf, shelters, walkways, courts, decks, play areas, fencing and other related areas.
12. Provide recreation field and facility users with the appropriate contacts for additional information on programs, rentals, or administrative concerns or inquiries.
13. Perform related duties as required.

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:

Types and level of maintenance generally performed in athletic field maintenance programs.
Methods, materials, and equipment used in the care and maintenance of athletic fields, pools, public spaces and recreation facilities.
Operational and maintenance requirements of equipment used in athletic field maintenance activities.
Standards regarding the setup and marking of athletic fields for practices and games (i.e., base lines, foul lines, pitcher's mound distance, flag football field measurements).
Standard swimming pool cleaning operations.
Proper techniques, safety procedures, and uses of a variety of hand, power, and mechanized equipment.
Occupational hazards and standard safety practices.

Ability to:

Perform semi-skilled and skilled park maintenance work.
Perform full range of duties under adverse climatic conditions.
Perform basic light equipment maintenance tasks.
Prepare, mix, and apply chemicals safely and in compliance with written instructions.
Lift heavy materials and equipment.
Operate the majority of field preparation tools and equipment which include shovels, rakes, motorized and manual equipment and in use of basic hand tools.
Read plans and specifications and follow directions.
Adapt to varying changes in tasks assigned on a daily basis.
Perform multiple tasks simultaneously.
Minor repair of fences, sprinkler heads, and other equipment.
Work independently and assume responsibility for assigned duties.

Operate pickup trucks and small utility vehicles.
Perform physical work requiring heavy manual labor and dexterity.
Safely operate a variety of light and heavy equipment including mowers, rototillers, edgers, and other grounds equipment and vehicles.
Follow written and verbal instructions.
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 a 12th grade education.

Experience:
One year experience in the care and maintenance of recreational fields or facilities with amenities such as grass, turf, dirt, hardscape (concrete, wood), pool, or other general landscaping materials & surfaces.

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 outside field environment with travel from site to site; work in varying temperatures and adverse weather and humidity conditions; exposure to hazardous materials, oils, dust, grease, smoke, fumes, gases, and constant noise; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; and 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; normal manual dexterity and eye-hand coordination; heavy, moderate or light lifting, pushing, pulling, and carrying; verbal communication; use of hand and power tools; and operate motorized equipment.

CITY OF MERCED

WATER DISTRIBUTION OPERATOR I
WATER DISTRIBUTION OPERATOR II
WATER DISTRIBUTION OPERATOR III

*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 (Water Distribution Operator I), general supervision (Water Distribution Operator II), or direction (Water Distribution Operator III), perform maintenance, operations, and repair work on the City's water distribution system, including pumps, mains, chlorinators, meters, and other equipment; operate heavy equipment in a safe and professional manner; repair and install main line water breaks water mains, water services, and fire hydrants; flush and isolate water mains when necessary; mark all related areas for USA; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Water Distribution Operator I

This is the entry level in the Water Distribution Operator class series. Incumbents perform basic maintenance, operations, and repair work on the City's water distribution system. Incumbents work with considerable guidance and supervision. This class is distinguished from the Water Distribution Operator II/III in that the Water Distribution Operator II/III class assignments are performed with substantially less guidance and supervision.

Water Distribution Operator II

This is the second working level in the Water Distribution Operator class series. Incumbents perform a variety of maintenance, operations, and repair work on the City's water distribution system. This class is distinguished from the Water Distribution Operator III in that the Water Distribution Operator III class assignments are performed with substantially less supervision and guidance. It is distinguished from Water Distribution Operator I by performing more complex work and requiring a higher level of certification. There is considerable similarity in assignments between Water Distribution Operator I and II, with the skill and knowledge differences based on the certification level required of incumbents.

Water Distribution Operator III

This is the journeyman level in the Water Distribution Operator series. Incumbents must have a minimum of five years of experience in the repair, maintenance, construction, and operation of a water distribution system. They typically work with minimal guidance and supervision. This class is distinguished from Water Distribution Operator I/II class by the requirement of a higher level certification as well as the class assignments for the Water Distribution Operator I/II are performed with substantially more supervision.

REPORTS TO

Public Works Supervisor-Water or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

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. Install, repair, and maintain the water distribution system including system mains, valves, small and large water service pipelines, pipes, meters, hydrants, fittings, and other related apparatus; monitor and ensure compliance with City, State, and Federal regulations regarding water system operations.
2. Operate and maintain a variety of tools and equipment in a safe, professional manner including service trucks and trailers, backhoes, loaders, forklifts, dump trucks, skid-steer loaders, small and large pipeline tapping machines, hand and power tools, and all related equipment tools.
3. Conduct traffic control when working in high traffic areas of the City; prepare work zones for safe operations including trench shoring, road closures, arrow board operations and set-up, cone placement, USA procedures, and other related safety practices.
4. Exercise and maintain distribution system valves using a variety of manual and motorized tools and equipment; determine appropriate types of valves for different applications as found throughout the City.
5. Isolate water main sections for repair and/or construction; record and perform "NO DES" unidirectional flushing of water distribution system water mains and fire hydrants; and disinfect water mains when required. Prepare and operate the "NO DES" equipment in accordance to relevant drinking water standards.
6. Repair and install various water meters and fire hydrants; repair water leaks to mains and services; and perform temporary repairs to streets and alleys as needed.
7. Perform routine maintenance and perform pre-trip inspections on vehicles, tools, and equipment; clean tools and equipment.
8. Work with concrete, asphalt, and other building materials, including carpentry, painting and plumbing; mix and pour concrete including forming and framing; backfill and compact various excavations and replace dirt, baserock, and asphalt as needed.
9. Read maps and interpret plans, blueprints, specifications, and maintenance manuals.
10. Prepare reports and correspondence related to program activities; maintain records of repairs and maintenance activities.
11. Repair irrigation and sprinkler systems; troubleshoot irrigation electronics including solenoids, clocks, and pumps.
12. Maintain inventory levels; assist with receiving and maintaining parts, supplies, and equipment inventories; and routinely stock/restock service trucks with supplies, materials, and repair equipment.
13. Perform underground service alert activities including mapping, marking, locating, and coordinating with various utility agencies; mark and understand USA markings.
14. Respond to public inquiries and requests in a courteous manner; provide information within the area of assignment; and resolve complaints in an efficient and timely manner.
15. Monitor private contractors engaged in doing tie-ins to the city water distribution system.
16. Perform emergency repairs as necessary; respond to emergency calls at irregular hours.
17. Attend and participate in a variety of meetings and committees as assigned.
18. Perform related duties as required.

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:

Operational characteristics of the City's water distribution systems.
City design standards relating to the Water Division.
Materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance, installation, and repair of water distribution infrastructure.
Tools and equipment used in the maintenance and repair of water systems.
Principles and methods of equipment inspection and preventative maintenance.
Occupational hazards and standard safety practices and procedures including working in confined spaces.
Proper compaction techniques for varying soils.
Proper disinfection techniques for water mains.
Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
Basic principles and practices of record keeping.
Pertinent Federal, State, and local codes, laws, and regulations.
Methods and techniques of mixing and pouring concrete.
Principles and practices of electricity and hydraulics.
Basic mathematics.
Principles of training and providing work direction.

Ability to:

Perform a variety of semi-skilled and skilled duties involved in the inspection, maintenance, installation, and repair of the City's water distribution infrastructure.
Complete necessary work order forms and other related paperwork in a proficient and understandable manner.
Deal tactfully and courteously with the public.
Read and interpret plans, maps, specifications, manuals, drawings, and blue prints and understand all related symbols and communicate findings.
Calculate material supplies and surface areas.
Skillfully and safely operate, maintain, and train on a variety of equipment utilized in maintaining the water system including small cranes, hand tools, air-operated equipment, and cutting torches.
Maintain accurate daily records and reports.
Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
Exercise independent judgment and initiative without close supervision.
Respond to maintenance/repair emergencies in an effective manner.
Investigate and resolve public complaints concerning water quality and service lines.
Perform heavy manual labor and physically strenuous tasks on a regular basis.
Understand and apply policies and procedures.
Understand and carry out oral and written instructions.
Enforce regulations relating to cross connection control and backflow devices.
Work in confined spaces.
Set up road closures for repairs and maintenance.
Maintain inventory of all supplies, tools, and materials.
Coordinate work assignments with those of other departments.
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:*

Water Distribution Operator I

Education/Training:
Equivalent to the completion of the twelfth grade.

Experience:
One year of experience in operation, testing, maintenance, repair, and construction of water distribution and pumping systems.

License or Certificate:
Possession of an appropriate California Driver License.
Ability to obtain a Class A Driver license with endorsements for multi vehicle (trailering or doubles) and tanker within 12 months of employment.
Ability to obtain a Water Distribution Operator Grade I certification from the California Department of Health Services within 18 months of employment.

Water Distribution Operator II

Education/Training:
Equivalent to the completion of the twelfth grade. Specialized training in water distribution and water treatment is desirable

Experience:
Two years of experience in operation, testing, maintenance, repair, and construction of water distribution and pumping systems comparable to a Water Distribution Operator I with the City of Merced.

License or Certificate:
Possession of an appropriate, valid California Class A Driver License with endorsements for multi vehicle (trailering or doubles) and tanker.
Possession of a Water Distribution Operator Grade II certification from the California Department of Health Services.

Water Distribution Operator III

Education/Training:
Equivalent to the completion of the twelfth grade. Specialized training in water distribution and water treatment is desirable.

Experience:
Five years of experience in operation, testing, maintenance, repair, and construction of water distribution and pumping systems comparable to a Water Distribution Operator II with the City of Merced.

License or Certificate:

Possession of an appropriate, valid California Class A Driver License with endorsements for multi vehicle (trailering or doubles) and tanker.

Possession of a Grade III, or higher Water Distribution Operator certification from the State of California Water Resources Control Board.

Possession of a Grade I, or higher, Water Treatment Plant Operator Grade certificate from the State of California Water Resources Control Board.

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 both in a corporation yard and outdoor environment; exposure to varying temperatures and weather conditions; exposure to hazardous materials, smoke, gases, fumes, dust, grease, and noise; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff; and regular contact with the public.

Physical: Primary functions require sufficient physical ability and mobility to work in corporation yard 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 90 pounds; ability to climb a stationary ladder a minimum of 150 vertical feet; exert unusual physical effort in the maintenance and repair of the underground water mains and related components; corrected hearing and vision to normal range; verbal communication; operate large and motorized equipment; use a variety of hand and power equipment and testing equipment used in maintenance, construction, and operations; operate a two-way radio; and use of office equipment, including computers, telephones, calculators, copiers, traffic controllers, and FAX.

CITY OF MERCED

WATER SYSTEMS OPERATOR

*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, maintain and repair water pumps, mains, chlorinators, meters, chemical application devices, pumping, and other related systems; operate the SCADA System and computers to perform necessary operations of the water system; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification perform necessary functions to meet all local, state, and federal requirements for the safe operation of the pumping and chemical systems. Positions receive minimal guidance and supervision.

REPORTS TO

Public Works Supervisor-Water or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

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. Install, operate, and maintain pumps, booster pumps, electric motors, chlorinators, fluoridation equipment and other related equipment.
2. Examine, regulate, and maintain pressure gauges and switches, automatic valves and controls, remote recorders, electrical controls, testing equipment, meters, and other equipment.
3. Compile, evaluate, and analyze operational data and information to implement or recommend appropriate action; and use data to create reports.
4. Perform maintenance and make operating adjustments to the chemical treatment systems and distribution equipment as needed ensuring that chlorine residuals, fluoride residuals, pressures, and water tank levels are maintained properly.
5. Collect field samples for chlorine and fluoride level monitoring; run analyses on samples to check for proper residual levels.
6. Complete work order forms, electronic reports, and other related paperwork to meet all governing agency requirements in a proficient manner.
7. Complete or oversee well and pump efficiency tests.
8. Maintains, repairs, tests, and installs meters.
9. Maintain, adjust and calibrate fluoride equipment as necessary; and clean and maintain elevated tanks.

10. Deliver chemicals including sodium fluoride and sodium hypochlorite to well sites and other city facilities.
11. Collect water samples to ensure water quality meets all Title 22 requirements of the State of California Department of Health Services.
12. Operate dump trucks, large boom trucks, backhoes, cutting torches, hydraulic and pneumatic hand tools, and other related equipment as necessary.
13. Analyze and interpret various diagrams, gauges, recording devices, piping systems, and instrumentation diagrams.
14. Perform general custodial duties to ensure cleanliness of well sites, buildings, and grounds.
15. Perform routine repairs and adjustments to a variety of equipment related to the safe and efficient operation of the water treatment and production.
16. Recognize unusual, inefficient or dangerous operating and maintenance conditions and recommend or implement appropriate actions.
17. Operate a variety of electronic equipment including automatic control devices, personal computer, laptop, smart phone, tablet, and SCADA systems.
18. Perform monthly preventative maintenance on chemical pumping and injection systems; tear down and clean injection pumps, parts and lines; rebuild and ensure proper operation; inspect fire extinguishers, and eye wash stations.
19. Work with contractors installing new water systems to ensure and verify water quality, system integrity; and coordinate chlorination, flushing, and sampling of new water mains and services.
20. Maintain work, time, and material records; prepare statistical reports and data analyses of production activities; and prepare daily reports.
21. Mark and comprehend USA markings.
22. Operate small cranes and complete all necessary documentation.
23. Perform related duties as required.

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:

Operational characteristics of water production systems.
Operating and maintenance characteristics of various flow control and pressure valves.
Materials, methods, techniques, and terminology used in operation, maintenance, and repair of mechanical and electrical equipment and systems related to the City's water production facilities.
Operational characteristics of equipment and tools used in assigned work.
Principles and practices used in the maintenance and repair of electrical and electronic equipment and systems including control systems, SCADA system, instrumentation, and electric motors.
Fundamental mechanical, electrical and hydraulic principles.
Methods and techniques of performing preventative maintenance including preventive maintenance inspection methods.
Methods and techniques of performing diagnostic troubleshooting services.
Water treatment principles, methods and practices, including local, state and federal regulations.
Safe storage and handling procedures for chlorine or other hazardous chemicals.

General principles of water treatment and distribution mathematics.
Water sampling, testing procedures, and basic laboratory principles.
Occupational hazards and standard safety practices.
Safety equipment and practices used in the handling, storage, and application of chemicals.
Pertinent Federal, State, and local codes, laws, and regulations.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform skilled and semi-skilled duties involved in the operation, maintenance, and repair of water production facilities including a full range of mechanical, electrical, and electronic maintenance and repair work in inspecting, diagnosing, troubleshooting, maintaining, and repairing equipment.
Recognize unusual, inefficient or dangerous operating conditions and take appropriate corrective action.
Demonstrate skill in the use of tools and equipment and in diagnosing and repairing equipment.
Complete necessary work order forms and other related paperwork in a proficient and understandable manner.
Perform a variety of tasks for extended periods of time and in unfavorable weather conditions.
Maintain records including time and material use records.
Compare, count, differentiate, measure, assemble, copy, and record and transcribe data and information.
Classify, compute, and tabulate data.
Use functional reasoning and apply rational judgement in performing diversified work activities.
Respond to production system maintenance/repair emergencies.
Safely drive and skillfully operate equipment and machinery.
Interpret and apply policies, procedures, and standards to specific situations.
Read and interpret maps, blue prints, and diagrams.
Accurately calculate the required chemical dosage and ensure sufficient material is available to meet the projected need.
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. Specialized training in water distribution and water treatment is desirable.

Experience:

Four years of experience in the operation, maintenance, and repair of electrical and mechanical equipment and systems. Experience in the operation and maintenance of water a municipal water system is desirable.

License or Certificate:

Possession of an appropriate, valid California Class A Driver License with endorsements for hazmat multi vehicle (trailering or doubles), and tanker.

Possession of a Grade III, or higher, Water Distribution Operator Certificate issued by the Department of Health Services.
Possession of a Grade II, or higher, Water Treatment Operator Certificate. Issued by the State of California Water Resources Control Board.

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: Outdoor field environment; work is performed both in varying temperatures and weather conditions; travel from site to site; exposure to hazardous materials, smoke, gasses, noise, grease, solvents, toxic agents/chemicals, and fumes; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff; and regular contact with the public.

Physical: Incumbents require sufficient mobility to stand, walk, and sit for prolonged periods of time; to perform moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lifting, carrying, pushing, and pulling; normal manual dexterity and hand-eye coordination; to lift, push, pull, and move objects weighing up to 90 pounds; to climb a stationary ladder a minimum of 150 vertical feet; to hear in the normal range with or without correction; to see in the normal range with or without correction; verbal communication; operate assigned motorized equipment and vehicles; use a variety of hand and power equipment; and operate a two-way radio, personal computer and telephone.

ADMINISTRATIVE REPORT

File #: 26-688 Meeting Date: 8/10/2026

Report Prepared by: Suzanne Fierro, Human Resources Manager

SUBJECT: Personnel Board Minutes of June 8, 2026

REPORT IN BRIEF
Personnel Board Minutes from the meeting of June 8, 2026.

RECOMMENDATION
Personnel Board - Adopt a motion approving and filing the Personnel Board minutes of June 8, 2026.

ATTACHMENTS
1. Personnel Board minutes of June 8, 2026.

CITY OF MERCED
PERSONNEL BOARD

JUNE 8, 2026

The Personnel Board of the City of Merced met in a regular session June 8, 2026 in the City Council Chamber, 2nd Floor, 678 W. 18th street, Merced. The meeting was called to order at 4:01 p.m.

ROLL CALL

Board Members Present:	Pamela Toconis-Board Chairperson Melissa Reyes Phyllis Vizcarra
Board Members Absent:	Jessica Fernandez Dorothea "Lynn" White

ORAL COMMUNICATIONS

There were no oral communications

CEREMONIAL MATTER

There were no ceremonial matters

CONSENT CALENDAR

M/S VIZCARRA/REYES TO ADOPT A MOTION TO APPROVE AND FILE CONSENT CALENDAR

Roll call vote was as follows:

AYES: BOARD MEMBERS: REYES, TOCONIS, VIZCARRA
ABSTAIN: BOARD MEMBER: NONE
ABSENT: BOARD MEMBERS: FERNANDEZ, WHITE

REPORTS

M/S REYES/VIZCARRA TO ADOPT A MOTION TO APROVE AND FILE REPORTS

Roll call vote was as follows:

AYES: BOARD MEMBERS: REYES, TOCONIS, VIZCARRA

ABSTAIN: BOARD MEMBER: NONE
ABSENT BOARD MEMBERS: FERNANDEZ, WHITE

BUSINESS

There were no business items

ADJOURNMENT

There being no further business, Board Member adjourned the meeting at 4:13 p.m.

CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

ADMINISTRATIVE REPORT

File #: 26-687 Meeting Date: 8/10/2026

Report Prepared by: Suzanne Fierro, Human Resources Manager

SUBJECT: Personnel Department Monthly Report for July 2026

REPORT IN BRIEF
Personnel Department Monthly Report for July 2026

RECOMMENDATION
Considers Approving Personnel Department Monthly Report for July 2026

ALTERNATIVES
1. Approve, as recommended by staff; or,
2. Deny; or,
3. Continue to a future meeting (date and time to be specified in the motion).

DISCUSSION
The Personnel Department monthly report provides an update on recruitment and employee status changes for the month of July 2026.

ATTACHMENTS
1. Personnel Monthly Report for July 2026.

Human Resources
July 2026 Monthly Report

	Current July '26	Previous July '25	2026 YTD Total	2025 Grand Total
Personnel:				
Recruitment(s)	5	7	36	62
New Hires				
Full Time	7	3	40	82
Temporary	5	5	19	58
Separations				
Full Time				
Deceased				
Other Employment				
Probation Release			3	10
Resigned	5		18	31
Retired	1		6	10
Termination for Cause			2	2
Temporary				
Accepted Full Time Position				
Seasonal	18	2	25	45
Total Number of Employees	591	623	--	--
Full Time	509	516	--	--
Temporary	82	107	--	--

CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

ADMINISTRATIVE REPORT

File #: 26-689 Meeting Date: 8/10/2026

Report Prepared by: Suzanne Fierro, Human Resources Manager

SUBJECT: Set Dates for Personnel Board Hearing 2026-1

REPORT IN BRIEF
Set dates for an appeal hearing for a terminated employee.

RECOMMENDATION
The Personnel Board to set dates for an appeal of terminated employee.

DISCUSSION
Please bring your calendars as we look to set dates for September or October for an appeal of a terminated employee. The board should look for 4 days to hear the appeal.

CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

ADMINISTRATIVE REPORT

File #: 26-684 Meeting Date:

SUBJECT: Request to Add Item to Future Agenda

REPORT IN BRIEF
Provides members of the Personnel Board the opportunity to request that an item be placed on a future Personnel Board agenda for initial consideration by the Board.