

**RESOLUTION NO. 2019-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF MERCED, CALIFORNIA,  
AMENDING THE CLASSIFICATION PLAN BY  
UPDATING THE PERSONNEL ALLOCATION IN  
THE DEVELOPMENT SERVICES DEPARTMENT  
BY DELETING ONE HOUSING PROGRAM  
SUPERVISOR POSITION AND ADDING ONE  
HOUSING PROGRAM MANAGER POSITION  
AND AMENDING THE CLASSIFICATION PLAN  
BY UPDATING THE PERSONNEL ALLOCATION  
IN THE PUBLIC WORKS DEPARTMENT BY  
ADDING THE CLASSIFICATION OF  
WASTEWATER TREATMENT PLANT  
OPERATOR TRAINEE AND CHANGING THE  
CLASSIFICATION TITLE OF MECHANIC III TO  
LEAD MECHANIC**

THE CITY COUNCIL OF THE CITY OF MERCED DOES HEREBY  
RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

SECTION 1. The Classification Plan of the City of Merced is hereby amended by updating the personnel allocation in the Development Services Department by deleting one Housing Program Supervisor position and adding one Housing Program Manager position at salary range 836. The job description for the Housing Program Manager and salary shall be as set forth in Exhibit "A" attached hereto.

SECTION 2. The Classification Plan of the City of Merced is hereby amended by updating the personnel allocation in the Public Works Department by adding the classification of Wastewater Treatment Plant Operator Trainee. The job description for the Wastewater Treatment Plant Operator Trainee shall be as set forth in Exhibit "B" attached hereto.

SECTION 3. The Classification Plan of the City of Merced is hereby amended by updating the personnel allocation in the Public Works Department by changing the classification title of Mechanic III to Lead Mechanic. The job description for the Lead Mechanic shall be as set forth in Exhibit "C" attached hereto.

PASSED AND ADOPTED by the City Council of the City of Merced at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_ 2019, by the following vote:

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:  
STEVE CARRIGAN, CITY CLERK

BY: \_\_\_\_\_  
Assistant/Deputy City Clerk

(SEAL)

APPROVED AS TO FORM:

Prudha A. Nthu 10-22-19  
City Attorney Date

## **CITY OF MERCED**

### **HOUSING PROGRAM MANAGER**

*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 administrative direction, direct, manage, supervise and coordinate the activities and operations of the Housing Division within the Development Services Department including analysis, design, technical, financial, implementation, coordination, evaluation, and monitoring of housing programs and projects; development and expansion of housing opportunities, including the creation and improvement of affordable housing and elimination of substandard housing; performs budget preparation, forecasting, funding and program direction; oversees loan and property related activities; audits federal, state and local regulations related to housing programs; and oversees and coordinates activities with other agencies, city departments, non-profit organizations, boards, and commissions.

#### **DISTINGUISHING CHARACTERISTICS**

This is single person classification for management and supervision of the Housing Division. The incumbent works independently, exercising considerable latitude and judgment in supervising technical/clerical staff and coordinating field operations in the planning, implementation, inspection, and monitoring of housing activities, contract administration, and housing rehabilitation programs.

#### **REPORTS TO**

Director of Development Services or designee.

#### **CLASSIFICATIONS SUPERVISED**

Housing Program Supervisor, Housing Program Specialist, Housing Specialist and assigned clerical staff.

#### **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 duties from those set forth below to address business needs and changing business practices.*

1. Oversee and participate in the preparation, implementation, and compliance of the Consolidated Annual Performance and Evaluation Report (CAPER), U.S. Department of Housing and Urban Development (HUD) Annual Action Plan, and HUD 5-Year consolidated plan with local, state, and federal agencies.
2. Monitors performance of various housing and Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), CAL Home, and Neighborhood Stabilization Program (NSP) activities through all phases and assures compliance with regulations of various local, state, and federal agencies.
3. Acts as the lead staff for the Housing Successor Agency and assists in the preparation of the annual report and other required activities including asset transfer, fund management, and property disposition activities.
4. Assists in the preparation, implementation, and monitoring of sub-recipient agreements for community services.
5. Coordinates with the State Department of Finance (DOF), State Controller's Office (SCO), Over Sight Board, and other agencies involved in the operations of the Housing Successor Agency.
6. Manages the City's SB2 planning efforts and ongoing programs, prepares necessary reports and funding requests and coordinates activities with State Housing Community Development (HCD).
7. Assists in the preparation, oversight, and implementation of the City's Housing Element and related policies.
8. Ensures compliance with State and Federal laws for housing programs and projects.
9. Monitors legislation and developments related to areas of responsibility; evaluates their impact on City

- operations and programs and recommends – implements policy and procedural improvements.
10. Reviews and authorizes draws under the IDIS system for HUD.
  11. Participates in efforts under coordination with the Merced Continuum of Care to provide temporary housing and permanent supportive for those experiencing homelessness.
  12. Participates in the City's Substandard Properties and Task Force and assists with code enforcement that affects housing units.
  13. Makes presentations before various groups including the City Council.
  14. Prepares administrative reports, technical documents, memorandums, financial reports, and other documents in support of the Housing Division operations.
  15. Assesses project viability and determines feasibility in line with available resources.
  16. Analyze data, interpret policies, procedures, regulations, and develop appropriate conclusions.
  17. Asses, develop, plan, implement, and monitor housing rehabilitation programs.
  18. Supervises, trains, and evaluates technical/clerical staff.
  19. Coordinates housing activities with other City departments, outside agencies, and project developers.
  20. Establishes and maintains effective working relationships with those contacted in the course of business.
  21. Represents the department at meetings and before boards, commissions, and agencies as required.
  22. Represents the organization as an expert court witness.
  23. Identifies financial and other resources available to promote affordable housing.
  24. Provides recommendations to the Director on policies, programs, and development proposals.
  25. Develops comprehensive affordable housing construction and rehabilitation programs.
  26. Conducts feasibility studies regarding establishment of mechanisms for production of affordable housing, and programs to monitor against discrimination.
  27. Develops programs to assist in the promotion of housing rehabilitation within the City.
  28. Identifies sources of funding to assist in housing and community improvement projects.
  29. Directs the work of contractor consultants and others involved in various projects which are accomplished with housing program funds.
  30. Directs and coordinates staff and consultants in the preparation of environmental documents associated with housing programs, activities, and projects.
  31. Develops and monitors compliance with divisional policies and procedures.
  32. Prepares procedure manuals; oversees grant applications and other research and reports; assists with audits.
  33. Oversees all environmental reports for housing programs and activities.
  34. Prepares designs and working drawings of new construction housing for the housing program and other non-profit organizations involved in development of affordable housing.
  35. Oversees all work write-ups, project budgets, change orders, and drawings for rehabilitation projects.
  36. Prepares and monitors budget and work plans to meet Division goals and objectives.
  37. Manages Division staff through effective supervision, training, performance evaluations and personnel actions
  38. Assist in the marketing of Housing Divisions programs, activities, projects, and accomplishments.
  39. Maintain confidential information in accordance with legal standards and/or City policies
  40. Performs other duties as assigned.

## **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:**

Municipal and related codes related to residential and commercial structures, land use, code enforcement, public nuisance abatement.

Principles, methods, and techniques of land use and environmental planning as well as zoning.

Socio-economic and environmental principles and their application to urban and rural development.

Current trends in Federal, State, and local land use planning.

State Planning and Zoning Law, Subdivision Map Act, California Environmental Quality Act (CEQA), Housing Element requirements, and Redevelopment – Successor Agency operations.  
Rules and regulations of government funded housing rehabilitation programs.  
Affordable and Market Rate legislation that affects Housing production and rehabilitation activities.  
Principles of affordable housing design, construction, and rehabilitation.  
Principles of limited equity cooperatives and other affordable housing tools.  
Principles and practices of contract monitoring  
Principles and practices of loan packaging and underwriting  
Principles and practices of municipal organization and management, including personnel supervision, training, and work evaluation.  
Principles and practices of financial analysis, credit analysis, and performance evaluation.  
Procedures and requirements of HOME, Redevelopment - Successor Agency, and CDBG funded housing rehabilitation and construction programs.

**Ability to:**

Analyze and interpret data as it relates to housing programs and projects.  
Analyze pro-formas and financial statements  
Develop a comprehensive approach to providing and expanding affordable rental and home ownership opportunities.  
Develop creative and innovative programs and development of projects with guidelines.  
Efficiently and effectively manage housing construction, demolition, reconstruction, and rehabilitation activities.  
Work under strict deadlines and focus on multiple priorities, as well as plan, coordinate, and schedule the work of others.  
Problem solve and provide recommendations.  
Prepare grant proposals.  
Represent Division goals and objectives effectively in meetings with governmental agencies, the public, staff, and public officials.  
Provide clear direction, supervision, and training for assigned staff.  
Assign staff work, schedule activities, review, and evaluate work and performance of assigned staff.  
Develop a budget and control expenditures.  
Organize work, setting priorities, and exercising sound independent judgement.  
Establish and maintain effective working relationships.  
Communicate effectively both orally and in writing.  
Utilize a variety of personal computer business software applications to prepare and present clear, concise and comprehensive records, reports, correspondence, and other written materials.

**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 public or business administration, urban planning, economics, or a related field.

Experience, and two to four years of progressively responsible supervisory and professional experience in housing production, rehabilitation, redevelopment, economic development, or program development.

**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 person the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to person these essential job functions.*

**Environments:** Work is performed in an office environment; occasionally work outside; continuous contact with staff, the public and other agencies and governing boards and may require irregular working hours.

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

Proposed Grade Step Table - Housing Program Manager

Grade 836		Step 1				
			2	3	4	5
Annual	\$	93,321	\$ 97,986	\$ 102,885	\$ 108,030	\$ 113,431
Monthly	\$	7,776.70	\$ 8,165.51	\$ 8,573.78	\$ 9,002.50	\$ 9,452.60
Bi-weekly	\$	3,589.25	\$ 3,768.70	\$ 3,957.13	\$ 4,155.00	\$ 4,362.74
Hourly	\$	44.8656	\$ 47.1088	\$ 49.4641	\$ 51.9375	\$ 54.5343

**CITY OF MERCED**

**WWTP OPERATOR TRAINEE  
WWTP OPERATOR I**

*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, learn and perform a variety of operations, monitoring, maintenance, and repair work on the City's wastewater treatment facility, including pumps, lift stations, and associated equipment; and perform related work as required.

**DISTINGUISHING CHARACTERISTICS**

**WWTP Operator Trainee**

This is the entry level in the Wastewater Treatment Plant Operator class series. Incumbents learn and perform a variety of monitoring, maintenance, operations, and repair work on the City's wastewater treatment system and facilities. Employees in this classification are hired at the entry level and, under direct supervision, are trained to perform the full range of duties. As experience and certification are gained, incumbents are expected to perform with increasing independence of action and judgment. This is a specialized training classification in which the incumbent may be promoted to WWTP Operator I when meeting minimum training and certification requirements.

**WWTP Operator I**

This is the first working level in the Wastewater Treatment Plant Operator class series. Incumbents learn and perform a variety of monitoring, maintenance, operations, and repair work on the City's wastewater treatment system and facilities. This position is distinguished from WWTP Operator Trainee by the complexity of work and certification required.

**REPORTS TO**

Wastewater Treatment Plant Operations Supervisor, Public Works Manager – Wastewater, 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. Monitor wastewater treatment system operations, reading charts and gauges, noting operational problems and recommending adjustments to maintain system balance.
2. Inspect pumps, sump pumps, ventilators, and air supplies.

3. Gather samples at appropriate sampling points, using proper procedures and recording information for records; clean and monitor the operations of automatic samplers; and perform basic laboratory tests, as needed.
4. Check and maintain proper oil levels in equipment; read and adjust pressures and flows for seal water.
5. May assist with raising and lowering influent gates.
6. Clean strainers; change charts.
7. Bleed off compressed air reservoirs.
8. Fill oil reservoirs to proper levels; prime pumps.
9. Check flow patterns of water and sludge; ensure proper operation of stand-by generators.
10. Measure sludge depths and trouble shoot the sludge pumping system; check sludge temperature before and after circulation through heat exchangers.
11. Check gas traps and drains accumulated liquids.
12. May assist in taking primary and secondary digesters out of service, cleaning, and placing back in service.
13. Inspect and clean lift stations facilities and grounds.
14. Operate a variety of equipment and hand and power tools.
15. Maintain a variety of records and reports related to wastewater system operations.
16. Perform preventive maintenance and repair in and around plant facilities.
17. May operate computers for process control and monitor Supervisory Control and Data Acquisition (SCADA) systems; maintain daily operational log book.
18. Learn to perform calculations for process control and process optimization.
19. Under the supervision of licensed operators, perform inspections of tertiary filters, including start up, shutdown, and daily housekeeping duties.
20. Under supervision operate all solids separating equipment, including start up, shutdown, and daily housekeeping duties.
21. Under supervision, will assist in polymer testing on digested sludge to determine chemical dosage and for the proper operation of polymer metering equipment.
22. Under supervision, assist in the loading of active solar dryer cells to ensure proper depth of application and for the correct operation of all sludge drying equipment.
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:**

Basic operations, services, and activities of a wastewater treatment facility.

Basic principles, methods, and practices pertaining to the operation and maintenance of wastewater treatment plant facilities and systems.

Record keeping and reporting procedures.

Practices, tools, equipment, and materials used in maintenance and repair work.

Principles and methods of preventive maintenance programs.

Occupational hazards and standard safety practices.  
Basic principles of customer service.

**Ability to:**

Learn and perform a wide scope of assignments in the operation, maintenance, adjustment, and repair of the City wastewater treatment system.

Learn and inspect wastewater treatment facilities and systems for proper and safe operating conditions.

Learn to collect samples and conduct basic laboratory tests.

Learn to skillfully use a variety of hand and power tools in the maintenance, testing, monitoring, adjustment, and repair of wastewater treatment facilities and systems.

Learn and maintain detailed and accurate operational logs.

Learn and operate specialized computer programs.

Learn and operate testing equipment.

Maintain accurate records and reports.

Deal tactfully and courteously with the public.

Learn laws, rules, regulations, and environmental requirements applicable to operation and maintenance of wastewater treatment facilities and systems.

Understand and follow oral and written 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:*

**WWTP Operator Trainee**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

One year of responsible experience in public works operation, maintenance and construction work.

**License or Certificate:**

Possession of an appropriate California Driver License.

Possession of a Grade I Certificate as a Wastewater Treatment Plant Operator from the California Regional Water Quality Control Board within eighteen months of initial employment, or employment may be terminated.

**WWTP Operator I**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Two years of responsible experience in public works operation, maintenance and construction work.

**License or Certificate:**

Possession of an appropriate California Driver License.

Possession of a Grade I Certificate as a Wastewater Treatment Plant Operator from the California Regional Water Quality 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 in a plant facility and outdoors in varying temperatures and weather conditions; some assignments may be performed in a shop or office; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; work around water or wastewater; work on slippery surfaces; regularly work near moving mechanical parts; continuous contact with other staff; and incumbents may be required to work nights, weekends, holidays, restricted stand-by, and overtime as needed for emergencies.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a wastewater treatment plant and field environment; to sit, stand, walk, stoop, kneel, twist, bend, crawl, climb, and crouch for prolonged periods of time; normal manual dexterity and eye-hand coordination; able to lift and move objects weighing up to 50 pounds; perform duties assigned while wearing respiratory protection equipment; to see in the normal range with or without correction; to hear in the normal range with or without correction; verbal communication; use a variety of hand and power equipment, and testing equipment used in the wastewater treatment system monitoring, maintenance, adjustments, and operations; and use a computer and telephone.

Date:

*Ralph Andersen & Associates*

## **CITY OF MERCED**

### **LEAD MECHANIC**

*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.*

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the repair and maintenance of automotive and mechanical equipment. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

#### **REPORTS TO**

Public Works Supervisor – Fleet or designee.

#### **CLASSIFICATIONS SUPERVISED**

Exercises technical and functional supervision over lower level staff.

#### **REPRESENTATIVE DUTIES**

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

1. Lead, plan, train, review, and participate in the work of staff responsible for performing complex skilled work in the maintenance and repair of automobiles, trucks, sweepers, graders, tractors and other mechanical equipment, including electrical and other systems, tune-ups, and other repairs.
2. Train assigned employees in their areas of work including proper vehicle maintenance work and safety methods, procedures, and techniques.
3. Supervise the use, care, and operation of mechanical repair equipment including brake lathes, grinders, cutters, drills, and welding equipment.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
5. Perform skilled mechanic duties including troubleshooting and repairing automobiles, trucks, buses, tractors, motor sweepers, mowers and other heavy and light equipment; inspect motorized and mechanical equipment and automotive engines; and perform basic machine shop work.
6. Troubleshoot and diagnose computer-controlled system components using scanners and laptops.
7. Overhaul, repair, adjust, and perform complex skilled maintenance of diesel, electrical/hybrid and gasoline engines, standard and automatic transmissions and differentials; assist other mechanics with installing transmissions and differentials and in general repairs on vehicles and equipment.

8. Overhaul clutch assemblies, differentials, carburetors, fuel pumps, fuel lines and gauges, hydraulic valves and pumps, transfer pump assemblies, and generators; troubleshoot, diagnose, and repair mobile air conditioners and heating systems.
9. Install new or rebuilt engines; remove, repair and reinstall external engine components such as belts, alternators, hoses, water pumps, power steering pumps, radiators, injection pumps, vacuum pumps and miscellaneous filters.
10. Reset and adjust valves; replace rods and gears.
11. Perform electrical system repairs, including wiring, rewiring, and reconditioning on switches, fuses, batteries, terminals, relays, lights, tail-lights, and signals; test electrical starters.
12. Repair and replace distributors and components parts; overhaul hydraulic, booster, and vacuum systems and air brakes; and repair and replace vehicle suspension components that are worn or damaged.
13. Perform skilled fabrication and welding duties; lay out fabricate work by acetylene or electrical welding, cutting, burning and brazing, as needed and clean work area and equipment; fabricate special construction.
14. Maintain detailed records of preventative maintenance, repairs, and services; maintain records of time, materials, and parts.
15. Test drive and operate vehicles and equipment.
16. Perform motor tune-ups including the replacing of spark plugs, points, ignition wiring, and carburetor adjustments.
17. Perform minor body repair and paint work.
18. Replace and/or adjust brake shoes, hydraulic cylinders, springs, rear axles, bearings; repair power brake systems; replace mufflers and tail pipes; and replace or repair other internal motor parts, including belts, filters, lines, and fittings.
19. Pack wheel bearings and replace, rotate, and balance tires; mount and dismount tires.
20. Make repairs to heavy equipment and vehicles at the site of breakdown.
21. Perform work on light duty vehicles, as needed.
22. Respond to public inquiries in a courteous manner; provide information within the area of assignment; and resolve complaints in an efficient and timely manner.
23. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
24. 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:**

Operations, services, and activities of a fleet maintenance and repair program.  
Principles of lead supervision and training.  
Advanced methods, materials, equipment and tools used in vehicle and public works equipment maintenance and repair.  
Operation and maintenance of internal combustion, electrical/hybrid and diesel engines.  
Operating and repair characteristics of hydraulic, air brake, ignition, electrical, HVAC, and other related systems.  
Methods and skilled techniques of performing troubleshooting, diagnosis, and repair.  
Principles and methods of preventive maintenance.  
Mechanical repair methods related to heavy trucks and construction equipment.  
Principles and practices of welding and fabrication.  
Recalibrating vehicle software.  
Principles of record keeping.  
Shop mathematics.  
Test equipment such as scanners and computers.  
Operational characteristics of vehicle and public works equipment and tools.  
Occupational hazards and standard safety practices.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

Lead, organize, and review the work of staff.  
Independently perform the most difficult mechanical maintenance activities.  
Interpret, explain, and enforce department policies and procedures.  
Operate and care for a variety of tools and equipment used in the automotive mechanical trade in a safe and effective manner.  
Perform a variety of skilled mechanic work in diagnosing, troubleshooting, and repairing vehicles, equipment and components.  
Inspect automotive, emergency and public works equipment to locate mechanical defects, to diagnose mechanical, electrical and hydraulic problems and to determine corrective procedures.  
Perform skilled repair work on diesel engines and hydraulic systems.  
Perform a variety of welding work and fabrication.  
Make repairs of engines and related systems.  
Estimate time and materials needed for work.  
Observe safety principles and work in a safe manner.  
Keep and maintain service and maintenance records.  
Perform heavy manual labor.  
Meet established deadlines.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
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 some course work in automotive repair.

**Experience:**

Three years of increasingly responsible experience in automotive mechanical repair work including heavy equipment.

**License or Certificate:**

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

**Special Requirements:**

Must provide own basic hand tools as listed in MACE MOU for automotive repair work.

**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 the essential job functions.*

**Environment:** Work is performed in a shop environment and occasionally in a field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; and may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; normal manual dexterity and eye-hand coordination; push, pull, lift, and/or carry moderate to heavy up to 50 lbs.; corrected hearing and vision to normal range; verbally communicate to exchange information; and operate assigned equipment and vehicles.

Date:

Ralph Andersen & Associates