
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



TO: Honorable Rio Dell City Council

FROM: Jim Stretch, City Manager

DATE: January 3, 2013

SUBJECT: Approval of job class descriptions for all city position; adoption of Resolution 1190-2013 to amend the Personnel Allocation Table and set new salary range

IT IS RECOMMENDED THAT THE CITY COUNCIL:

- 1.) Approve the attached new job descriptions for: a) City Manager, b) Water and Roadways Superintendent, c) Wastewater Superintendent, d) Water/Wastewater Treatment Plant Operator I/II, d) Utility Worker I/II, and e) Chief or Police.
- 2.) Adopt Resolution 1190-2013, amending the Position Allocation Table to:
 - a) Add one (1) Water/Wastewater Plant Operator I/II and delete one (1) Utility Worker I/II, and
 - b) Set the salary range for the Water/Wastewater Plant Operator I at \$31,135 to \$35,042 and the II level at \$34,248 to \$38,547 for 2012-13.

Background

Attached are six (6) job descriptions have been recently reviewed for amendment, some by Cooperative Personnel Services (CPS) at the request of the City Manager and others amended by the City Manager after consultation with the employee. The minor changes are as follows:

1. *City Manager.* The present job description is a meld of the description of the City Manager and the Director of Public Works and it reads as different jobs in one description. The recommended job description was prepared with the assistance of CPS and reads as an integrated description. There are no substantive changes.
2. *Water/Roadways Superintendent Superintendent.* The job description is recommended to be amended to require a valid class “B” California Driver’s License and a Water Treatment Plant Operator Grade Certificate for which the plant is certified by the State, moving up from a grade II to a grade III.
3. *Wastewater Superintendent.* The job description is recommended to be amended to state that a valid class “B” California Driver’s License is not required, but is highly desirable, and a Wastewater Operator Grade Certificate is required for which the plant is certified by the State, going from a grade II to III.
4. *Water/Wastewater Plant Operator I/II.* The job description is recommended to be amended to clearly set forth that the “I” level is the entry level requiring with certificates for both the water and wastewater plants. The “II” level requires a “B” class driver’s license and the “II” level certificates for both the water and wastewater plants.
5. *Utility Worker I/II.* The job description for the “II” level is recommended to require a class “B” California Driver’s License within 1 year of appointment.
6. *Chief of Police.* The job Description is recommended to reflect that the position administers the City’s animal control and shelter program and the nuisance abatement program and must have knowledge of California Animal Shelter laws. The job description is also updated to require that the Chief possesses a Bachelor of Arts degree in the Administrative of Justice or a related field.

In September 2010 CPS prepared for the City a total compensation study which was used to adjust salaries to 85% of the median determined by the salary survey with comparable agencies. But, the salary range for the Water/Wastewater Plant Operator I/II positions were not set then because the position was not allocated to be filled. The

recommended salary ranges for the I and II levels have been determined by staff using the same methodology as before and are \$31,135 to \$35,042 and \$34,248 to \$38,547 respectively.

The Position Allocation Table is recommended to be amended to add (1) Water/Wastewater Plant Operator I/II position and delete (1) Utility Worker I/II position. The justification for this change is that a Utility Worker II currently has the required water and wastewater certificates issued by the California Department of Health and does work more than 50% of his time in the operation of the water and wastewater plants during peak demand periods, for on-call and for vacations and sick relief.

Attachments: -Resolution 1190-2013 amending Position Allocation Table
 -Job descriptions for all city positions

CITY MANAGER

DEFINITION

Under policy direction of the City Council, the City Manager plans, manages, oversees, and directs the City's activities and operations in accordance with the policies and procedures set forth by the City Council.

DISTINGUISHING CHARACTERISTICS

The City Manager is an at-will position reporting directly to the City Council. The City Manager's Office is responsible for the efficient administration of all City resources and operations in accordance with City Council policy. The City Manager provides overall planning, supervisory direction, and control of City programs and services. The City Manager directs two department heads (Finance and Police) and consulting attorney in implementing City policy. Public Works and Community Development (with assistance of consulting engineers, planners, and building inspectors), City Clerk, Personnel, Purchasing, Emergency Services and Public Information are direct functions of this office.

EXAMPLES OF DUTIES (Illustrative Only)

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

- Accepts full responsibility for all City activities, programs, and services which includes directing the development and implementation of goals, objectives, policies and procedures for the City as a whole and for the Public Works Department; ensures that established goals and objectives are achieved.
- Analyzes and evaluates the effectiveness of City operations, services, and programs, reports findings, and develops recommendations for enhancing the City's operations and services in collaboration with the City Council, City officials, Department Heads, and other management level City personnel.
- Advises City department and division heads regarding the full range of organizational, management, administrative, budget, and financial policies and related issues.
- Confers with City elected officials, department and division heads, and other personnel to discuss, identify, and assess their organizational, management, administrative, budget, and financial problems, work plans, and strategic plans; makes appropriate decisions or recommendations; oversees the preparation and implementation of long range plans for the City. Serves as a resource for the City Council.
- Accepts full administrative responsibility for all of the Public Works Department related activities and services, including engineering, streets, fleet, water, parks and landscape maintenance and facilities maintenance; coordinates activities with other City officials, departments, outside agencies, organizations, and the public. Confers with engineers, legal advisors, citizens, and City officials on public works projects and activities; reviews and evaluates work methods

- Confers with appropriate others to effect cooperation in matters of joint concern, to solve administrative and operational problems, and to stimulate economic, cultural, and organizational development, including lobbying other governmental agencies for services or financial grants.
- Directs, manages and participates in the preparation and administration of the City budget; prepares the Public Works Department's budget; and develops and implements the City's Capital Improvement Program and budget. Presents, justifies and defends programs, operations, and activities; monitors and approves expenditures; resolves budget issues with appropriate staff and implements adjustments as necessary.
- Negotiates contracts for services, real estate purchases and sale agreements, owner participation agreements, personnel service agreements, and other legal instruments; administers and/or oversees the management of a variety of design, construction, and maintenance contracts and contractors; ensures compliance with performance and cost agreements; evaluates the cost effectiveness of agreements.
- Directs and participates in matters pertaining to collective bargaining, personnel disciplinary issues, salary and benefit analysis and administration, labor negotiations, and grievance procedures.
- Directs, supervises, motivates, trains, and evaluates the work performance of City department and/or division heads.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, water distribution systems, buildings, traffic control devices, and other related facilities and equipment for maintenance, repair, and replacement.
- Attends and participates in professional and community meetings; stays current on issues relative to public administration, economic development, and the field of engineering and public works; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the City organization.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Advises City officials regarding cooperative efforts with government units, public-private sector partnerships, privatization efforts, consolidation of services, and related issues.

QUALIFICATIONS

Knowledge of:

- Modern public management, organization, and administrative theories, principles, and techniques at local government level
- City government finance and administration, including State and National laws affecting the operations of the City.
- Applicable municipal functions, organization, and methods, including public works, utilities, planning, budgeting and purchasing, personnel administration, municipal law, records management, recreation and leisure services, economic development, and police science.

- Social trends and problems.
- Mathematical concepts necessary to analyze budget, accounting, and legal documents.
- Principles and practices of Public Works and Engineering management
- Principles, practices, and techniques of civil engineering, including the planning, design, construction, contract management, and inspection of municipal public works projects
- Principles and practices of street maintenance, traffic control device maintenance, equipment maintenance, storm drain systems maintenance, water distribution system maintenance, sewerage collection systems construction and maintenance, facilities maintenance, capital projects, and public utilities
- Methods and techniques of supervision, training, performance evaluation, and motivation
- Standard office procedures, practices, and equipment, including a computer and applicable software

Ability to:

- Listen to and understand the personnel, fiscal and organizational needs of City department and division heads and other personnel.
- Analyze trends and problems of a City and develop long-range plans adapted to identified trends.
- Provide effective leadership and coordinate the activities of a complex municipal organization, including public works and economic development programs and activities.
- Win and retain the confidence and cooperation of legislative bodies, government officials, and representatives of the public.
- Develop and direct a sound public relations program.
- Manage, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Prepare and administer complex municipal budgets
- Prepare and present accurate, clear and concise administrative and financial reports containing findings and recommendations.
- Analyze problems and identify alternatives and sound solutions
- Analyze complex programs, documents, and financial reports, including making recommendations for options and improvements.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Operate a personal computer using standard and customized software applications appropriate to assigned tasks, including spreadsheets.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Monitor local, state and federal grant programs for potential project funding; prepare funding applications for public works and capital improvement projects; monitor grant expenditures and prepare reports as required.

- Prepare bid specifications for vehicle and equipment acquisitions/leases, and bid packages for capital facility projects and community improvements.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; and display integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience:

Bachelor’s Degree in Public Administration or a closely related field.

Seven years of progressive responsible experience in municipal administration and/or public works administration, including at least three (3) years at a management level.

Experience as a City or County Manager or Assistant City or County Manager is preferred.

Note: A combination of education and experience equivalent to that listed above may be considered as qualifying.

Other Requirements:

Valid Class C California State Driver’s license

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are frequently up to 25 pounds and occasionally up to 100 pounds; daily stand, walk and sit; occasionally climb, stoop, kneel, crouch, reach, push, pull, crawl, and maintain balance.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily inside and occasionally outside in various types of weather.

WATER AND ROADWAYS SUPERINTENDENT

DEFINITION

Provides and performs a variety of tasks required to manage, plan, supervise and direct the operation, maintenance, modification, and improvement of the City's water collection, treatment and distribution facilities and system, as well as, the construction, maintenance and repair of the City's streets, sidewalks, drains and signs. Performs other related duties as assigned. Serves as backup to the Wastewater Superintendent in his/her absence.

DISTINGUISHING CHARACTERISTICS

This is a mid-management, supervisory position. Working under the general supervision of the City Manager/Public Works Director, the incumbent has overall responsibility for the City's water and roadways systems, including directing, supervising and performing operations and maintenance activities for the City's water and roadways systems, assisting with the development and implementation of the section budget, special projects, goals, objectives, policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

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

- Plans, schedules, supervises and performs all operation and maintenance activities relating to water distribution and treatment, including water treatment plant and water booster station.
- Plans, assigns, and supervises a work crew engaged in a wide variety of street maintenance and limited construction activities such as street repairs, cleaning, painting and signing of streets, as well as the maintenance of storm drains, and general grounds keeping; inspects work in progress and assists crew in resolving difficult work problems.
- Establishes rules, procedures and standards of work; is responsible for the training of staff with regard to established rules, procedures and work standards; including safety training.
- Implements and enforces safety regulations and/or procedures, including procedures for new equipment or work processes; maintains Material Safety Data Sheets on all hazardous substances that staff may work with or around. Ensures that Material Safety Data Sheets are readily available to employees and that staff has read and understands the information contained in them.
- Ensures the City's compliance with United States Environmental Protection Agency (USEPA), the State of California Department of Public Health, and the State Regional Water Control Board to provide the City of Rio Dell with drinking water that meets all State and Federal primary and secondary drinking water standards and requirements.
- Prepares a variety of activity and operational reports and maintains records required by government agencies; assures compliance with reporting requirements of regulatory

agencies; and serves as the City's representative with representatives from water regulatory agencies.

- Prepares cost estimates and orders materials and equipment as needed, ensuring an adequate inventory of supplies, parts and equipment for plant and laboratory operations, as well as, roadway operations; researches type and source of equipment and prepares justifications for major purchases.
- Supervises and performs water sampling activities and chemical analysis to assure proper balance of treatment steps.
- Maintains and adjusts the water treatment record data logging system and the SCADA system for the water treatment facilities.
- Makes recommendations for improvement and construction of treatment facilities, assists in the review of plans and specifications and monitors the work of consultants and contractors.
- Attends, meetings, workshops and trainings in addition to reading professional manuals to stay abreast of new and existing regulations affecting areas of responsibility.
- Participates in interview process and makes hiring recommendations for positions within the water and roadway division of the Department of Public Works.
- Formally evaluates the work of others within the parameters of the City's evaluation guidelines.
- Prepares requisitions for the purchase of tools, equipment and other materials; maintains inventory for areas of responsibility.
- Assists the City Manager/Public Works Director in the development and administration of the annual operating budget for the water and roadways division.
- Coordinates activities with other divisions, departments and agencies.
- Responds to complaints, inquires and audit requests.
- Performs other related duties as assigned.

QUALIFICATIONS

Thorough Knowledge of:

- Principles and practices of water and wastewater collection, storage, treatment and distribution system operations.
- Operating principles of valves, pumps, motors, and a wide variety of electronic and computerized control systems.
- Federal, state, local and other regulations that apply to municipal water and wastewater operations.
- Principles and methods of bacteriological and chemical water and wastewater analysis.
- Applied chemistry and mathematics as used in the analysis of water and wastewater sampling.
- Effects and problems of industrial waste in wastewater treatment processes.
- Types and levels of maintenance and repair activities generally performed in street maintenance activities.
- Materials, methods, practices and equipment used in street maintenance activities.
- Occupational hazards and standard safety precautions necessary in water treatment, road repair, and storm drain maintenance work.
- Principles, practices, and methods of handling or responding to hazardous spills.

- Principles and practices of supervision, training, employee development, and performance management.
- The City's wastewater and water facilities and systems
- Principles of budget preparation and expenditure control.
- Principles and practices of safety program development and control.
- Principles and practices of Standard English grammar, spelling and punctuation.
- Principles of executive report preparation and presentation.
- Standard office computer software, including word-processing, spreadsheets, and data base programs.

Ability to:

- Work independently and direct staff in daily activities and emergency response situations.
- Diagnose operating problems associated with water and wastewater systems and determine appropriate and effective corrective procedures.
- Demonstrate the use and care of street maintenance repair tools and equipment.
- Prepare written correspondence, required reports, and maintain complete record keeping procedures.
- Supervise, train and evaluate employees.
- Motivate employees in an atmosphere that promotes positive morale
- Read, understand and interpret and apply a wide variety of written materials including legal requirements, regulations, safety material, and technical manuals
- Calculate complex formulas and quantities
- Communicate clearly both orally and in writing
- Establish and maintain effective working relationships with co-workers, supervisor, employees in other City departments, contractors, vendors and representatives of regulatory agencies
- Estimate equipment, materials, and labor needs to assist in budget preparation.
- Deal effectively and courteously with others.
- Respond to and prioritize multiple requests, projects, and activities
- Operate computer equipment and use standard and specialized software programs to enter and retrieve data and prepare a variety of correspondence and reports.
- Work under pressure and perform a wide variety of duties with accuracy and speed.
- Quickly learn and apply new skills and knowledge brought about by rapidly changing information and technology.

Education and Experience:

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

Possession of a high school diploma or GED. Supplemental college level courses in English, Biology, Chemistry, Math and elements of supervision are highly desirable.

-And-

Five (5) years of progressively responsible experience in the operation and maintenance of water treatment, collection, storage and distribution facilities and systems, as well as, the maintenance and repair of streets.

Other Requirements:

Must possess and maintain the following:

- Valid Class B or higher level California State driver’s license with satisfactory driving record.
- State of California Department of Health Services, Water Treatment Operator Certificate at the Grade for which the plant is certified by the State.
- California State Water Resources Control Board, Wastewater Treatment Plant Operation - Certificate Grade II
- State of California Department of Health Services, Water Distribution Operator Certificate - Grade II
- Certificate as a Forklift Operator is required within 60 days of appointment.

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are frequently up to 25 pounds and occasionally up to 100 pounds; frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both inside and outside in various types of weather, incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or with hands in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.

WASTEWATER SUPERINTENDENT

DEFINITION

Provides and performs a variety of tasks required to manage, plan, supervise and direct the operation, maintenance, modification, and improvement of the City's wastewater collection, treatment and disposal facilities and system. Manages the acquisition, maintenance and repair of all City wastewater equipment. Performs other related duties as assigned. Serves as backup to the Water Superintendent in his/her absence.

DISTINGUISHING CHARACTERISTICS

This is a mid-management, supervisory position. Working under the general supervision of the Public Works Director, the incumbent has overall responsibility for the City's wastewater system, including directing, supervising and performing operations and maintenance activities for the City's wastewater system, assisting with the development and implementation of the section budget, special projects, goals, objectives, policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

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

- Ensures the City's compliance with United States Environmental Protection Agency (USEPA), the California Environmental Protection Agency (CALEPA), the National Pollution Discharge Elimination System (NPDES) requirements and the State Regional Water Resources Control Board.
- Plans, schedules, supervises and performs all operation and maintenance activities relating to wastewater collection, treatment, and disposal, including wastewater collection systems, wastewater lift stations and wastewater treatment plant.
- Establishes rules, procedures and standards of work; is responsible for the training of staff with regard to established rules, procedures and work standards.
- Supervises and performs water sampling activities and chemical analysis to assure proper balance of treatment steps and meeting of effluent requirements.
- Maintains and adjusts the wastewater treatment record data logging system and the SCADA system for the wastewater treatment facilities.
- Trains staff on safe use of equipment; maintains Material Safety Data Sheets on all hazardous substances that the water staff may work with or around. Ensures that Material Safety Data Sheets are readily available to employees and that wastewater staff has read and understands the information contained in them.
- Prepares a variety of activity and operational reports and maintains records required by government agencies; assures compliance with reporting requirements of regulatory agencies; and serves as the City's representative with representatives from wastewater regulatory agencies.

Wastewater Superintendent

- Makes recommendations for improvement and construction of treatment facilities, assists in the review of plans and specifications and monitors the work of consultants and contractors.
- Ensures an adequate inventory of supplies, parts and equipment for plant and laboratory operations; researches type and source of equipment and prepares justifications for major purchases.
- Attends, meetings, workshops and trainings in addition to reading professional manuals to stay abreast of new and existing regulations affecting areas of responsibility.
- Participates in interview process and makes hiring recommendations for positions within the wastewater division of the Department of Public Works.
- Formally evaluates the work of others within the parameters of the City's evaluation guidelines.
- Prepares requisitions for the purchase of tools, equipment and other materials; maintains inventory for areas of responsibility.
- Assists the Public Works Director in the development and administration of the annual operating budget for the wastewater division.
- Coordinates activities with other divisions, departments and agencies.
- Responds to complaints, inquires and audit requests.
- Serves as the backup to the Water Superintendent in his/her absence.
- Performs other related duties as assigned.

QUALIFICATIONS

Thorough Knowledge of:

- Principles and practices of water and wastewater collection, storage, treatment and distribution system operations.
- Operating principles of valves, pumps, motors, and a wide variety of electronic and computerized control systems.
- Federal, state, local and other regulations that apply to municipal water and wastewater operations.
- Principles and methods of bacteriological and chemical water and wastewater analysis.
- Applied chemistry and mathematics as used in the analysis of water and wastewater sampling.
- Effects and problems of industrial waste in wastewater treatment processes.
- Principles and practices of supervision, training, and employee development.
- The City's wastewater and water facilities and systems
- Principles of budget preparation and expenditure control.
- Principles and practices of safety program development and control.
- Principles and practices of Standard English grammar, spelling and punctuation.
- Principles of executive report preparation and presentation.

Wastewater Superintendent

- Standard office computer software, including word-processing, spreadsheets, and data base programs.

Ability to:

- Work independently and direct staff in daily activities and emergency response situations.
- Diagnose operating problems associated with water and wastewater systems and determine appropriate and effective corrective procedures.
- Prepare written correspondence, required reports, and maintain complete record keeping procedures.
- Supervise, train and evaluate employees.
- Motivate employees in an atmosphere that promotes positive morale
- Read, understand and interpret and apply a wide variety of written materials including legal requirements, regulations, safety material, and technical manuals
- Calculate complex formulas and quantities
- Communicate clearly both orally and in writing
- Establish and maintain effective working relationships with co-workers, supervisor, employees in other City departments, contractors, vendors and representatives of regulatory agencies
- Use standard and specialized computer software applications.
- Estimate equipment, materials, and labor needs to assist in budget preparation.
- Deal effectively and courteously with others.
- Respond to and prioritize multiple requests, projects, and activities
- Operate computer equipment and software programs to enter and retrieve data and prepare a variety of correspondence and reports.
- Work under pressure and perform a wide variety of duties with accuracy and speed.
- Quickly learn and apply new skills and knowledge brought about by rapidly changing information and technology.

Education and Experience:

Possession of a high school diploma or GED.

-And-

Five (5) years of progressively responsible experience in the operation and maintenance of wastewater treatment, collection, and disposal facilities and systems

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying.

Other Requirements:

Must possess and maintain the following:

- valid Class C or higher level California State driver's license. A valid Class B California Driver's license is highly desirable

Wastewater Superintendent

- California State Water Resources Control Board, Wastewater Treatment Plant Operation Certificate at the Grade for which the plant is certified by the State
- State of California Department of Health Services, Water Treatment Operator Certificate - Grade II
- State of California Department of Health Services, Water Distribution Operator Certificate - Grade II

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are frequently up to 30 pounds and occasionally up to 100 pounds; frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both inside and outside in various types of weather, incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or with hands in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.

WATER/WASTEWATER TREATMENT PLANT OPERATOR I/II

DEFINITION

Participates in the operation and maintenance of the water/wastewater treatment plants. Monitors plant equipment and processes to ensure plant efficiency, and makes adjustments accordingly; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

Water/Wastewater Treatment Plant Operator I

Working under direct supervision, Water/Wastewater Treatment Plant Operator I is the entry-level in the Water/Wastewater Treatment Plant Operator series. Employees at this level receive in-service training in the less complex and more routine tasks involving the maintenance and operation of the equipment and systems of the water and wastewater treatment plants. As requisite skills and knowledge are developed, greater independence and full scope of responsibility is exercised. Some positions may be allocated at Level I due to the limited nature of the work. Otherwise, positions in this class are usually flexibly staffed and incumbents are expected to advance to the higher level of Water/Wastewater Treatment Plant Operator II after successfully completing a probationary period, demonstrative proficiency, and obtaining any additional requirements which are needed to meet the qualifications for the higher level class as determined by the department.

Water/Wastewater Treatment Plant Operator II

Working under general supervision, this is the journey level in the Water/Wastewater Treatment Plant Operator series. Employees at this level are expected to be fully qualified to perform the full range of water/wastewater treatment plant operation and maintenance duties, including that which requires additional certifications. Positions in this class are typically flexibly staffed and normally filled by advancement for the lower level of Water/Wastewater Treatment Plant Operator I, or if filled from the outside, require prior related experience.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following. For Water/Wastewater Treatment Plant Operator I, duties are performed at the trainee level.

- Monitors and adjusts plant equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reads gauges, dials and other instruments that depict and/or record data.

Water/Wastewater Treatment Plant Operator I/II

- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and corrects system problems as necessary
- Services and maintains a variety of plant equipment, including pumps, valves, motors, filters, meters, and related equipment.
- Interprets laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes.
- Performs proper usage and handling of chemicals according to industry standards.
- Performs preventive maintenance on equipment and instruments to ensure efficient operation and accurate instrument readings, including referencing related manuals to explain device functions as necessary.
- Inspects treatment plant equipment and back up generators to ensure proper operation, locate and report needed repairs.
- Maintains accurate records, including calculating the daily use of energy and chemicals, and completing required monthly reports.
- Performs daily equipment checks, including cleaning and painting plant equipment, daily programming of discharge timer, and related duties.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner. Informs supervisor regarding information and topics discussed.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs landscape maintenance around water and wastewater facilities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- Operating principles of valves, pumps, piping, bearings, motors, electrical and electronic equipment and mechanical systems for water and/or wastewater treatment technology.
- Water/wastewater sampling procedures and chemical and biological laboratory tests used in monitoring water/wastewater treatment processes and interpretation of results.
- Mathematics, biology, and water and/or wastewater treatment sciences.
- Standards and regulations related to the collection, treatment, disposal, and distribution of water and wastewater.
- Basic equipment troubleshooting principles and practices
- Principles, methods, and practices of water and/or wastewater collection, treatment, disposal and/or distribution including basic chemistry and hydraulics as applied to water/wastewater treatment.

Water/Wastewater Treatment Plant Operator I/II

- Record keeping techniques.
- Safe work procedures related to work, including the storage and handling of toxic chemicals in confined spaces
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Learn and perform a wide range of operations, repair, and maintenance activities at water and wastewater treatment facilities, water and sewer pumping facilities, disposal facilities and/or storage facilities.
- Work independently, and with full responsibility for the facilities as needed.
- Prioritize tasks and problems, with the more critical problems being handled first.
- Work quickly and efficiently.
- Operate and maintain various pumps, piping, and mechanical systems for water and/or wastewater treatment.
- Perform laboratory tests and interpret the results.
- Read, understand and apply a wide variety laws, rules mandated standards and regulations, instruction manuals, blue prints, diagrams, labels, and other technical information.
- Keep accurate records, and write reports.
- Work with dangerous chemicals in a safe and prudent manner.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Perform mathematical calculations, including percentages, proportions, and the use of analytical formulas
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience

Water/Wastewater Treatment Plant Operator I/II

Possession of high school diploma or GED

Water/Wastewater Treatment Plant Operator I

Water/Wastewater Treatment Plant Operator I/II

One (1) year of experience in the maintenance and repair of water and wastewater treatment, collection, distribution, storage, or disposal equipment/systems.

Water/Wastewater Treatment Plant Operator II

Two (2) years of experience equivalent to Water/Wastewater Treatment Plant Operator I in the City of Rio Dell

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying.

Other Requirements:

Water/Wastewater Treatment Plant Operator I

Must possess and maintain the following:

- Valid California Class C State Driver's license with satisfactory driving record
- Valid California Class B State Driver's license with air brake endorsement may be required
- Water and/or Wastewater Treatment Plant Operator-In-Training Certificate as issued by the California State Department of Health Services or the State Water Resources Control Board within 60 days of appointment (unless the incumbent possesses a Water and/or Wastewater Treatment Plant Operator Grade II certificate)
- Water and Wastewater Treatment Plant Operator Grade I Certificates as issued by the California State Department of Health Services or the State Water Resources Board within the second testing period following eligibility
- Satisfactory certificate as a forklift within 30 days of appointment.

Water/Wastewater Treatment Plant Operator II

Must possess and maintain the following:

- Valid California Class C State Driver's license with satisfactory driving record
- Valid California Class B State Driver's license with air brake endorsement is required
- Water and Wastewater Treatment Plant Operator Grade II Certificates as issued by the California State Department of Health Services or the State Water Resources Control Board
- Satisfactory certificate as a forklift within 30 days of appointment.

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Water/Wastewater Treatment Plant Operator I/II

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are frequently up to 20 pounds and occasionally up to 100 pounds; frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both inside and outside in various types of weather, incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or with hands in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.

UTILITY WORKER I/II

DEFINITION

Performs a wide variety of semi-skilled and skilled maintenance and repair work pertaining to the City's facilities including, buildings, grounds, streets, water and wastewater facilities and systems, and other property; participates as a crew member on various construction and maintenance projects by assisting with pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, painting, asphalt/concrete installations and repair, and other general maintenance tasks; and performs directly related work as required. Work is performed under the immediate and general supervision of the Public Works Crew Supervisor.

DISTINGUISHING CHARACTERISTICS

Utility Worker I

Working under immediate supervision, Utility Worker I is the entry-level in the Utility Worker series. Employees at this level receive in-service training in the less difficult and more routine semi-skilled and skilled tasks involving the routine maintenance and repair of City facilities, systems, buildings, grounds, and equipment. As requisite skills and knowledge are developed, greater independence and full scope of responsibility is exercised. Some positions may be permanently allocated at Level I due to the limited nature of the work. Otherwise, positions in this class are usually flexibly staffed and incumbents are expected to advance to the higher level of Utility Worker II after successfully completing a probationary period, demonstrating proficiency, and obtaining any additional requirements which are needed to meet the qualifications for the higher level class as determined by the department.

Utility Worker II

Working under general supervision, this is the journey level in the Utility Worker series. Employees at this level are expected to be fully qualified to perform the full range of utility maintenance and repair work, including that which requires a Class B commercial driver's license and/or additional required certifications specific to the functional area of assignment. Positions in this class are typically flexibly staffed and normally filled by advancement from the lower level of Utility Worker I, or if filled from the outside, require prior related experience.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following. For Utility Worker I, duties are performed at the trainee level.

- Assists with maintenance of water and wastewater distribution and collection systems. Repairs and maintains drainage, hydrants, water and sewer lines to ensure

proper function; disassembles, rebuilds, cleans and overhauls/replaces valves, filters, pipe fittings and other assorted equipment; maintains accurate records of work performed.

Performs general upkeep and maintenance of City buildings and property ;

- Works as a crew member on construction and maintenance projects by assisting with tasks such as cutting pavement, digging ditches, cleaning manholes and lines, repairing pipes and main lines, laying pipe and backfilling soil, and painting, installing, maintaining and patching asphalt and concrete;
- Maintains, replaces, repairs and reads water meters;
- Observes safe work methods and makes appropriate use of related safety equipment as required;
- Performs a variety of ground maintenance activities, including mowing, edging, and trimming landscape areas as scheduled and painting pumps and pipes when needed.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner and relays questions or comments to supervisor to take action.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- Basic principles and practices of construction, maintenance, and repair activities specific to functional area of assignment;
- The safe and proper use of basic hand tools, power tools, and other related construction equipment;
- Mechanical servicing of pumps, motors, and valves;
- Basic safety principles and practices of maintenance and repair activities;
- Related Federal, State, and local ordinances and regulations governing specified maintenance operations;
- The techniques, methods, and materials related to construction and maintenance work in the area of assignment;
- The maintenance and operation of related light to heavy duty equipment used in functional area of assignment.

Ability to:

- Work independently with minimal supervision;
- Comply with specified safety regulations and procedures;

- Operate assigned heavy equipment, including backhoe and tractors;
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Prepare and present accurate and reliable reports containing findings and recommendations;
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience:

Utility Worker I

Possession of a high school diploma or GED.

Utility Worker II (in addition to Utility Worker I requirements):

One (1) year of maintenance and construction experience that included responsibilities for basic maintenance and repair of water and wastewater facilities and equipment.

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying.

Other Requirements:

Utility Worker I

Must possess and maintain the following:

- valid California Class C or higher level driver's license and satisfactory driving record;
- valid Grade I certificate as a Water Distribution Operator issued by the California State Department of Health Services within one (1) year of appointment.
- satisfactory certification as a forklift operator within 30 days of appointment.

Utility Worker II

Must possess and maintain the following;

- valid California Class C or higher level driver's license record and California Class B driver's license within one year of appointment to Utility Worker II,

and satisfactory driving.

- valid Grade II or higher certificate as a Water Distribution Operator issued by the California State Department of Health Services.
- satisfactory certificate as a forklift operator, or must obtain such a certificate within 30 days of appointment.

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are frequently up to 25 pounds and occasionally up to 100 pounds; to frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both inside and outside in various types of weather ,incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or with hands in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.

**RESOLUTION NO. 1190-2013
CITY OF RIO DELL
REPEALING RESOLUTION NO 1179-2012
AND
APPROVING THE POSITION ALLOCATION TABLE
FOR FISCAL YEAR 2012-2013**

WHEREAS, the City is required to adopt an annual operating budget pursuant to City of Rio Dell Resolution 966-2007; and

WHEREAS, the City establishes a staffing plan each year that is incorporated into and funded through the annual budget; and

WHEREAS, the City Finance Department is charged with the duty of processing payroll for approved staffing positions; and

NOW THEREFORE BE IT RESOLVED, that the City of Rio Dell City Council does hereby adopt the Position Allocation Table for Fiscal Year 2012-2013 as follows:

Job Title	2010-2011 FTE	2011-2012 FTE	2012-2013 FTE
Accountant I			
Accountant II	-	1	1
Administrative Assistant	1	-	-
Chief of Police	1	1	1
City Clerk	1	1	1
City Manager/Public Works Director	1	1	0.75
Community Development Director		1	1
Finance Director	1	1	1
Fiscal Assistant I	1	1	2
Fiscal Assistant II	1	1	-
Police Corporal	1	-	-
Police Officer	5	3	3
Police Records Technician	1	-	-
Police Sergeant	1	1	1

Public Works Leadman	1	1	0
PW Administrative Technician	1	1	-
Senior Fiscal Assistant	1	-	-
Utility Worker I	3	4	3
Utility Worker II		-	-
Water/Wastewater Plant Operator I			1
Water/Wastewater Plant Operator II			
Wastewater Superintendent	1	1	1
Water & Roadways Superintendent	1	1	1
Public Works Director	1	-	-
Total	24	20	17.75

PASSED AND ADOPTED by the City of Rio Dell on this 3rd day of January 2013.

Ayes: Woodall, Leonard, Marks, Thompson and Wilson
 Noes: None
 Abstain: None
 Absent: None

Julie Woodall, Mayor

ATTEST:

Karen Dunham, City Clerk

POLICE CHIEF

DEFINITION

Directs, organizes, and manages all City law enforcement operations and Animal Control Operations; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to plan, organize, and direct the administration and operation of the City Police Department to ensure the protection of life, and the maintenance of law and order for all City residents. The work is performed under direction of the City Manager, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all Police Department personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment, and also in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides administrative management, leadership, and motivation to all Police Department personnel to facilitate the provision of efficient and effective public safety measures, the maintenance of a positive quality of life for all City residents, and to ensure professional standards are maintained by Department personnel at all times.
- Plans, organizes, directs, and evaluates the work of Department personnel in implementing the expressed goals, policies, and directives of the City Police Department.
- Develops policies and procedures designed to increase the efficiency and effectiveness of law enforcement operations, and to address the City's public safety needs.
- Selects, trains, motivates, and evaluates Police Department personnel, including making hiring and other personnel decisions, ensuring proper training of department personnel, monitoring performance evaluations, and implementing discipline and termination procedures as necessary.
- Interprets and facilitates the implementation of departmental policies and rules as required.

Police Chief

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Advises subordinates on current problems, instructions, outline of policies, and other matters of importance affecting daily operations.
- Plans, directs, and coordinates through subordinate level managers the Department's work plan.
- Provides fiscal administration of the Police Department budget, including monitoring expenditures, approving materials, equipment and supplies, approving specifications for major expenditures, and seeking out funding sources such as grants and donations to help meet the Department's financial needs.
- Evaluates programs within the Department to appraise effectiveness, and to assess general conformance with orders, rules, and regulations.
- Develops solutions, and determines the appropriate course of action necessary to address deficiencies, and to meet the Department's changing needs.
- Develops, reviews, and discusses proposals and ideas for policies, programs, procedures, and/or operating standards.
- Analyzes and recommends approaches to current and anticipated law enforcement problems.
- Confers with the City Administration and elected officials in the planning and implementation of efficient and effective public safety measures designed to meet community policing expectations and needs.
- Enforces all local, State, and Federal laws within City jurisdiction, and in coordination with surrounding jurisdictions and law enforcement entities, including State and Federal agencies as necessary.
- Provides effective professional liaison between the Police Department and the general public to ensure the promotion of goodwill, cooperation, and open communication between the Department and the community at large.
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
- Evaluates major incidents or situations, and determines the necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of action is carried out by designated command officers in a timely and efficient manner as required.
- Studies crime reports and adjusts personnel assignments to ensure all major incidents and trends are addressed in an appropriate manner.
- Monitors the work of all City law enforcement personnel to ensure all official Police Department business is conducted in a professional manner, and in accordance with established laws and procedures.
- Coordinates activities with other law enforcement and public service agencies, including participating in high profile or complex investigations as necessary.

Police Chief

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Reviews criminal activity data and trends, and modifies enforcement efforts and activities to meet community needs.
- Stays abreast of trends and developments affecting law enforcement management.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Administers the City's animal control and shelter program, including contract administration.
- Administers the nuisance abatement program for the City.
- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of the principles and practices of law enforcement programs development, administration and management techniques.
- Comprehensive knowledge of the organizational and management practices of municipal law enforcement program development and administration.
- Comprehensive knowledge of the technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
- Comprehensive knowledge of Federal, State, County, and City Municipal codes, laws and regulations.
- Comprehensive knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.

Police Chief

Knowledge of: Continued

- Comprehensive knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, custody of offenders, and rules relating to the seizure and preservation of rules of evidence.
- Comprehensive knowledge of offensive and defensive weapons nomenclature and theory.
- Comprehensive knowledge of appropriate self defense tactics.
- Comprehensive knowledge of effective and appropriate interviewing and interrogation techniques.
- Comprehensive knowledge of first aid and CPR procedures.
- Comprehensive knowledge of the safe and appropriate use of firearms and other related police equipment.
- Comprehensive knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
- Thorough knowledge of the general principles and practices of supervisory, training, and administrative principles and practices.
- Thorough knowledge of advanced principles and practices of municipal budget preparation and administration, and budget preparation methods.
- Knowledge of the humane treatment of animals and California Animal Shelter Laws as provided in California Civil, Food and Agricultural and Penal Codes.
- Comprehensive knowledge of standard Police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques.

Skill in:

- Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Planning, organizing, directing, and coordinating the work of supervisory, professional, and technical personnel.
- Providing effective professional and administrative leadership and direction, supervision, and motivation to all Police Department personnel.
- Effectively interpreting and applying laws, regulations, policies, and procedures.
- Meeting required first aid standards as prescribed by the State of California, and to effectively administer appropriate first aid as necessary.
- Demonstrating skill and efficiency in firearms use.
- Effectively applying principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.

- Effectively maintaining composure under adverse conditions such as public harassment, critical injuries, and death.

Police Chief

Skill in: Continued

- Establishing and maintaining effective working relationships with supervisory personnel, other City employees, City officials, and the general public from a variety of racial, ethnic, and economic backgrounds.
- Analyzing situations quickly and objectively, and to recognize actual and potential dangerous situations, and to determine proper course of action.
- Presenting evidence in court in an effective and professional manner.
- Working flexible hours and shifts as assigned.
- Prioritizing work and work independently using good judgment in decision-making.
- Administering defense tactics and other defensive measures in a diplomatic and appropriate manner.
- Effectively employing a variety of patrol tactics in the enforcement of laws, including spatial distancing, verbal and non-verbal communication, utilizing specialized tools and equipment, firearms, and self-defense techniques.
- Safely and effectively operating a patrol vehicle at high rates of speed requiring good judgment and quick reflexes to ensure for one's personal safety and the safety of other motorists and the general public.
- Effectively observing and accurately recalling names, faces, numbers, incidents, and places.
- Meeting physical requirements established by Department.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Understanding and following oral and/or written policies, procedures, and instructions.
- Preparing and presenting accurate and reliable reports containing findings and recommendations.
- Operating a personal computer using standard or customized software applications appropriate to assigned tasks.
- Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Police Chief

Other Requirements:

- Valid Class C California State Driver's license.
- P.O.S.T. Management Certificate.

Desirable Education and Experience:

Bachelor's Degree in Administration of Justice, Sociology, Public Administration or a related field.

Seven or more years of municipal, supervisory law enforcement experience, including at least 3 years administrative supervisory experience.

Note: A combination of education and experience equivalent to that listed above may be considered as qualifying.

*Rio Dell City hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
riodellcity.com*



January 3, 2013

TO: Honorable Mayor and City Council
FROM: Jim Stretch, City Manager
SUBJECT: Status report on City Hall floor covering

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Receive and file this report

BACKGROUND AND DISCUSSION

On October 16, 2012 the City Council received a report from the City Manager concerning the content of asbestos in the vinyl tile in City Hall. While only a small amount of the tiles needs to actually be removed, the balance of the flooring is considered "tight" and simply needs to be covered with an impervious material, such as a special glue backed carpet. The Council approved a final budget amendment in the amount of \$25,000 for the project.

Accordingly, on December 6, 2012 City Hall staff began boxing items and moving furniture and files into a rental truck and metal container. Public Works removed the hot water heaters in utility closets and laundry tub and took up the old carpet and pad where there was tile underneath. Friday afternoon the building was closed and that evening the asbestos contractor removed the floor tiles as required and the cleaning contractor stripped the floor of wax and the carpeting job began Monday morning at 6:00am. The front office was up and running by noon and the building was reopened to the public. It pretty took the entire the entire week to complete the job and reestablish the offices. In the process files were consolidated and purged and the Police Department received a major makeover.

There were some costs that were not anticipated, such as:

1. Replacement of both small water heaters and plumber cost
2. Communication contractor expense to relocate random phone lines and cables into wall receptacles
3. IT contractor expense to hook up some computers and printers after the move
4. New desk for PD Sergeant since the built-in in the front office was removed.
5. Police Department conference table returned from Council Chambers-new table for chambers. Old table with broken glass top was surplus and became sign material.
6. Minor electrical work as needed
7. Chair pads
8. Truck and steel container rented for temporary storage, moving hand tracks and storage pads
9. Eel River Disposal expense

The final costs for the project are still being received.

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



TO: Honorable Rio Dell City Council

FROM: Jim Stetch, City Manager

DATE: January 3, 2013

SUBJECT: Ratification of contract with Architect for City Hall ADA Ramp and other improvements

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Ratify the City Manager's December 14, 2012 execution of an agreement for the engagement of Matson & Vallerga Architects, Inc. for professional services related to city hall improvements, not to exceed \$5,000.

Background

On November 20, 2012 the Council received a report from the City Manager concerning required improvements at city hall related to ADA access and other associated changes. That report also included desirable improvements and is attached for background information.

The City Council requested information about the cost for estimating the project costs. However, before that can be known the improvements need to be better defined, fleshed out if you will. Accordingly, the City Manager contacted the architectural firm that was retained by the city in 2008 in the preparation of preliminary drawings for the expansion of city hall, Matson & Vallerga, Architects, Inc. with an office in Eureka, CA. Given their data base about the building and the

present floor plan, it was presumed that it would be more cost effective to retain them than start anew with another firm.

On 12-14-12 the City Manager executed a time and materials agreement with the Architect with a not to exceed limit of \$5,000. The Architect's scope at this point is to prepare for Council approval preliminary designs and cost estimates for the replacement of the city hall ADA ramp, public entries and entry doors and other desirable improvements to the structure, including:

1. Roof covering the new entry stairs
2. Relocation of ADA parking
3. Minor expansion of entry lobby
4. Carport for police department (PD) south entrance and parking
5. Employee entry and stairway from back parking lot
6. Exterior covered area for employees at rear entrance
7. Possible consolidation of business office and PD reception, freeing-up useable space.

Even though the \$5,000 contract amount is within the City Manger's authority without Council approval, the ratification is requested to make sure that staff and Council are on the same page.



3234 T Street
Eureka, CA 95503
(707) 443-1669
Fax: 443-4792

December 3, 2012

James R Stretch, City Manager
City of Rio Dell
675 Wildwood Avenue
Rio Dell, CA 95562

Subject: City Hall Alterations
City of Rio Dell

Dear Sir:

Thank you for your continued interest in Matson & Vallerga Architects. I enjoyed meeting with you to discuss the proposed work.

This letter is intended to document our understanding of the nature and scope of the architectural services required in connection with the above referenced project. When executed, this letter will serve as the Contract between us for the provision of these services.

My understanding from our meeting on 11/28/12 is that you are anticipating alterations to your current City Hall building to potentially include the enclosed list of items.

The scope of our work at this time is specifically described as follows: Develop and review preliminary options and associated costs in order to assist the City in evaluating and establishing priorities and a definitive scope of work for the City Hall alterations project.

For the above described work, our billings to you will be per our attached current hourly rates with a not-to-exceed limit of \$5,000.00 (excluding reimbursables) without prior authorization. We will bill you monthly. Payment is due and payable upon receipt of our invoice. Billings unpaid thirty (30) days from the date of the invoice will incur a service charge of 1-1/2% per month.

If you are in agreement with the contents of this letter and the scope of work described, please sign in the space provide below and return one copy to our office. The other copy is for your files.

Please call if you have any questions.

Sincerely,



Mark A. Gaxiola, AIA

vi

Accepted for: Matson & Vallerger Architects, Inc.

Mark A. Gaxiola, AIA
Principal  Date: 12-03-12

Accepted for: City of Rio Dell

Signature:  Date: 12-14-12



JULY 1, 2012

3234 T Street
Eureka, CA 95503
(707) 443-1669
Fax: 443-4792

MATSON & VALLERGA HOURLY RATES:

Principal Architect	\$105.00/Hour
Architect/Project Manager	\$ 90.00/Hour
Designer/Intern	\$ 75.00/Hour
Administrative Assistant	\$ 60.00/Hour

Reimbursables:

Mileage	\$0.50/Mile
24x36 Photocopies	\$3.00/Each
11X17 Photocopies	\$0.25/Each
8-1/2X11 Photocopies	\$0.10/Each
Shipping	Actual Cost
Consultants	Actual Cost

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riodellcity.com*

November 20, 2012

TO: Honorable Mayor and City Council Members

FROM: Jim Stretch, City Manager

SUBJECT: City Hall Improvement Projects

IT IS REQUESTED THAT THE CITY COUNCIL:

Discuss and give direction to staff on addressing the various improvements needed at City Hall.

BACKGROUND AND DISCUSSION

Due to time constraints I am unable to fully develop this topic in written form, but do not want to have a discussion with the Council about known deficiencies at City Hall before the next meeting on December 4, 2012.

On September 18, 2012 the second status report on the development of a 5 year capital Improvement Plan was prepared and presented to the Council. It remains work in progress. But in that report were several improvements to City Hall, much like the repair of the police department's south wall and the rotten ridge beam on the north side of the building. It is those maintenance items and associated improvements that I seek direction from the Council at this time.

Here are the items:

	<u>Est. \$ cost</u>
1. Replacement of City Hall roof, gutters, downspouts and exhaust fans	\$ 30,000
2. Upgrade electrical in City Hall	5,500
3. Replace 16 broken and failed windows	6,700
4. Install sprinkler system for City Hall lot and Memorial Park	?
5. Replacement of ADA ramp, front steps, 2 front doors and expand Parking lot.	?
6. City Hall external improvements	
• Entry roof over new front stairs	?
• Access stairway from back parking lot to City Hall (CH)	?
• Covered employee area in back of CH	?
• ADA back door to CH	?
• Covered parking for 2 police vehicles	?

- Backup generator for City Hall

?

NOTES ON THE ABOVE 6 TOPICS

- #1-The Council tentatively approved \$35,000 for the reroofing of City Hall, but if external improvements are to be undertaken for covered entrances, that reroofing project should wait and be done all of the same time.
- #2-The electrical upgrade will eliminate numerous extension cords and increase the electrical capacity of the building.
- #3-All 16 of the broken or failed windows defeat the insulating effect that dual pane windows provide.
- #4-The installation of sprinkler systems at both Memorial Park and the City Hall property release manpower during the summer months from moving sprinklers every few hours. There are more important jobs to do.
- #5-The current ADA ramp does not meet the ADA standards and needs to be replaced. It extends 8-1/2' out from the building and the new ramp will extend 12' out. That fact pushes the parking lot toward Wildwood Avenue. The front doors at the police department and city office entrances are not ADA and need to be replaced. Moving the front door out toward the street will also expand the public's entry space at the front counter. The front steps will also be moved out from the building. \$3,500 was discussed during budget hearing for this project, but this is no minor project and it requires both architectural design and engineering.
- #6-If there was a better access from the back parking lot to City Hall, city staff would park there and the parking spaces in the front of the building could be used exclusively by the public. There needs to be a stairway down from the parking lot and an ADA entrance created at the back of the building. A covered employee area by the back stairway would be greatly appreciated, as there really is no break area in the building for them. A carport structure at the PD would keep officers out of the weather and would shield much of the south wall and employee entrance from blowing rain. The PD parking lot needs to move south. A backup generator would allow the police department to maintain communications with dispatch during power outages and allow the public's business to continue at City Hall.

Items #5 and #6 will require architectural and engineering services. If the Council supports the improvement concepts, #1 would be folded in to that project. Staff is looking for Council's direction to engage an Architect to develop plans and specifications for the improvements.

Funding for all items above could be available in the General Fund Reserve.