

**RESOLUTION NO. 7645**

**CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE  
AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND  
POSITION CLASSIFICATION PLAN) AMENDING THE JOB  
SPECIFICATION FOR THE WATER LEAD WORKER POSITION**

**WHEREAS**, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

**WHEREAS**, the City desires to update job specifications to reflect current guidelines of the Americans with Disabilities Act; and

**WHEREAS**, the City, based on evaluation has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Water Lead Worker position attached hereto as Exhibit "A"; and

**WHEREAS**, the City, in consultation with the Personnel Department, and the key personnel in the Public Works Department, has determined that it is proper to make updates to the Water Lead Worker position job specification;

[Remainder of page left blank intentionally]

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves and adopts the proposed position specification for the Water Lead Worker position as detailed in Exhibit "A."


**SECTION 2.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** this 9<sup>th</sup> day of December 2014.

**CITY OF SOUTH GATE:**


  
Henry C. Gonzalez, Mayor

**ATTEST:**

  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

  
Raul F. Salinas, City Attorney

## **Attachment A**

### ***City of South Gate*** **CLASS SPECIFICATIONS AND ATTRIBUTES**

## **WATER LEAD WORKER**

### **DESCRIPTION**

Under general supervision performs a variety of both skilled and general duties involved in the maintenance, repair and construction of the City water components; leads and participates in a small crew engaged in the installation, maintenance and repair of the water distribution system; and performs related work as required.

### **CLASS CHARACTERISTICS**

The Water Lead Worker is a single position classification which has administrative responsibilities such as assigning or coordinating work assignments. The incumbent is distinguished from the Water System Lead Worker in that the incumbent works primarily with leading Water Distribution Operators.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Water Distribution Foreman.

### **SUPERVISION EXERCISED**

Exercises lead supervision over the water distribution staff.

### **ESSENTIAL FUNCTIONS**

Essential functions include, but are not limited to, the following:

Takes the lead in installing, maintaining and repairing water mains, hydrants, services, valves, detectors checks and city-owned backflow prevention devices; digs trenches, measures and lays pipe; taps main lines and backfills trenches; makes minor repairs to water meters.

Participates in performing the most complex work of the unit including coordinating and planning work schedules and job assignments; generates, categorizes, and distributes work orders.

Flushes main lines and sand traps; chlorinates main lines as directed.

Trains assigned employees in their areas of work including proper water distribution methods, procedures, techniques, and safe handling of equipment and tools.

Supervises the use, care, and operation of assigned equipment and tools, verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications: ensures adherence to safe work practices and procedures.

Reviews and inputs service requests and responds to inquiries from the public.

Operates a personal computer and uses applicable software to input data, maintain records and prepare reports and maps.

May be required to work during weekdays, weeknights, and/or weekends; must be able to work shifts on a 7 day basis to meet operational needs of the Water Division; must be able to perform standby functions as required to meet operational needs of Water Division.

Acts for Water Foreman in his absence.

### **QUALIFICATIONS**

#### **Training and Experience:**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be: graduation from high school or equivalent and three (3) years of progressively responsible experience in the distribution and maintenance of water system equipment, water distribution, and infrastructure. One (1) year lead capacity experience in the distribution, maintenance and repair of water system is desirable.

#### **License Requirement/Certification/Special Requirements**

Required at the time of appointment and throughout employment in this position is possession of: valid Class B California driver's license and a satisfactory driving record, AND Grade III State Water Resource Control Board Distribution Certificate, AND Grade II State Water Resource Control Board Treatment Certificate.

This classification is subject to random drug/alcohol testing pursuant to Department of Transportation guidelines/requirements.

#### **Knowledge, Skills and Abilities**

Knowledge of: water systems mains, hydrants, meters and valves; methods, materials, tools and equipment used in water system installation, maintenance and repair work.

Skill and Ability to: operate power equipment used in installing, maintaining and repairing the water distribution system; supervise the work of others; write basic reports, communicate effectively orally and in writing; establish and maintain effective relationships with others; train assigned employees in their areas of work including proper water distribution methods, procedures, techniques, and safe handling of equipment and tools. Ability to supervise the use, care, and operation of assigned equipment and tools; 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.

### **ADDITIONAL INFORMATION:**

#### **CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:**

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here 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 functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands and fingers to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. Incumbents are not substantially exposed to adverse environmental conditions.

Water Lead Worker  
Revised, 12/09/2014

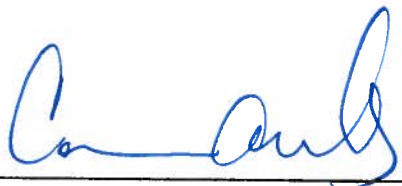
**RESOLUTION CERTIFICATION PAGE**

**STATE OF CALIFORNIA        )**  
**COUNTY OF LOS ANGELES    )     SS**  
**CITY OF SOUTH GATE        )**

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7645 was adopted by the City Council at their Regular Meeting held on December 9, 2014, by the following vote:

**Ayes:            Council Members:    Gonzalez, Morales, Davila, De Witt and Hurtado**  
**Noes:            Council Members:    None**  
**Absent:          Council Members:    None**  
**Abstain:         Council Members:    None**

Witness my hand and the seal of said City on December 17, 2014.



\_\_\_\_\_  
Carmen Avalos, City Clerk  
City of South Gate, California