

MEETING DATE: 11/26/07

AGENDA ITEM: Consideration of Approval of the Revised Classification Specification for Subdrain Worker.

ATTACHMENT

		<u>Pages</u>
1.	Revised Classification Specification for Subdrain Worker.	1 – 2
2.	11/07/07 Draft Civil Service Commission Meeting Minutes	3

SUBDRAIN WORKER**DEFINITION**

Occupants of this classification are in the classified service and perform semi-skilled work in the maintenance of the wastewater collection system.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the Subdrain Crew Leader.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Cleans wastewater mains of debris such as grease, sand, roots, and rocks using high pressure water jetting equipment or mechanical rodding equipment.
2. Cleans and flushes catch basins of debris assuring catch basins are capable of flowing properly.
3. Unplugs wastewater main blockages using high pressure jetting equipment or mechanical rodding equipment.
4. Sets up work sites in a safe manner, including the placement of traffic cones and the use of testing equipment to identify the presence of dangerous gases in confined spaces.
5. Perform other related duties as required.

MARGINAL JOB DUTIES

The following tasks are typically performed by individuals in this classification but are considered less than essential.

1. Performs a daily service check of assigned equipment to assure it is functioning properly including checking oil and fluid levels.

MINIMUM KNOWLEDGE, SKILL AND ABILITY**Knowledge of:**

- Functions, characteristics, and proper use and care of common hand and power tools such as shovels, pickaxes and jackhammers.

- Proper operation of vehicles including light and medium 2-axle dump or sewer trucks.
- Proper safety precautions and procedures.

Skill and Ability to:

- Perform heavy and physically demanding work for lengthy and continuous periods of time.
- Understand and follow specific verbal instructions.
- Drive light and medium-size trucks.
- Use and care for common hand and mechanical tools and equipment.
- Keep simple records such as daily work reports.
- Communicate effectively with the public, fellow employees, and supervisors.

LICENSE AND CERTIFICATES

Possession of a valid California Class B driver's license ~~and a valid California Class C driver's license~~ required at the time of appointment.

TRAINING AND EXPERIENCE

~~Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:~~ ~~one (1) year of experience in maintenance and construction work, including some semi-skilled assignments.~~ and one (1) year of experience in maintenance and construction work, including some semi-skilled assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Requires mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires ability to stand for long periods.
- Requires ability to walk long distances.
- Requires ability to perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 35 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather.
- May be required to work with harsh and toxic substances.
- May be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around foul odors.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts.
- May be required to work around electrical current.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CITY OF CULVER CITY, CALIFORNIA

November 7, 2007
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:04 P.M.

Present: Chair Sandy Stivers
Vice Chair Michael Whitaker
Commissioner Vincent Motyl
Commissioner Sharon Zeitlin

Absent: Commissioner Dan Gallagher

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Action Items (EXCERPT)

Item A-3

SUBDRAIN WORKER: REVISED CLASSIFICATION SPECIFICATION, NEW PROMOTIONAL RECRUITMENT BULLETIN, AND REVISED OPEN AND COMPETITIVE RECRUITMENT BULLETIN

Serena Wright gave an overview of the staff report. Mary Ortiz was available to answer any questions from the Commission.

FOLLOWING DISCUSSION, IT WAS MOVED BY VICE CHAIR WHITAKER, SECONDED BY COMMISSIONER ZEITLIN AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE ACTION ITEM NUMBER A-3, WITH REVISIONS.

ABSENT: Commissioner Gallagher

Minutes Approved: Minutes to be submitted for approval on December 5, 2007

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Serena Wright
PERSONNEL & EMPLOYEE RELATIONS DIRECTOR of the City of Culver
City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION of the
City of Culver City, California