

MEETING DATE: 11/26/07

AGENDA ITEM: Consideration of Approval of the Revised Classification Specification for Sewage Lift Station Worker.

ATTACHMENT

	<u>Pages</u>
1. Revised Classification Specification for Sewage Lift Station Worker.	1 – 3
2. 10/03/07 Approved Civil Service Commission Meeting Minutes	4

SEMI-SKILLED LIFT STATION WORKER-ELECTRICIAN

DEFINITION

Occupants of this classification are in the classified service. The position performs semi-skilled work in the installation, maintenance, and repair of pumps, motors, and other mechanical equipment. [REDACTED] controls, control valves, and electronic instrumentation devices associated with the wastewater collection systems.

SUPERVISION RECEIVED AND EXERCISED

This position reports 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. Drives to various wastewater lift station locations and conducts a daily preventive maintenance inspection.
2. Performs corrective maintenance of the wastewater lift stations, including replacement of pump packing, cleaning of [REDACTED] and wet wells, and greasing and lubricating of motors and pumps. Installs pumps, controllers and timing devices, and assists in the installation of [REDACTED] [REDACTED] [REDACTED] telemetering equipment [REDACTED].
3. Carries out preventive maintenance of the wastewater lift station according to schedules to ensure the provision of a dependable service, including the cleaning, repair, and adjustment of electrical control systems, mechanical equipment, and hydraulic and pump control valves.
4. Develops and maintains an accurate equipment inventory, and [REDACTED] mechanical maintenance records reflecting actual corrective repairs and preventive maintenance performed.
5. Responds on short notice to emergency call out from the SCADA system.
6. May perform the duties of a subdrain worker.

MARGINAL DUTIES

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

1. Paints and applies preservative as required to piping, metal and mechanical equipment parts to prevent corrosion.

Knowledge of:

- Standard practices, methods, tools, and materials used in mechanical maintenance trades.
- Pumps, controllers, and motors commonly found in wastewater collection systems.
- Occupational hazards and standard safety precautions necessary in the work.
- General work methods related to electrical system maintenance and repair.
- ~~Electrical and~~ mechanical maintenance record keeping systems.
- Methods and procedures for establishing ~~maintaining and documenting~~ a preventive maintenance program.

Skill and Ability to:

- Perform heavy and physically demanding work for lengthy and continuous periods of time.
- Properly use and care of all tools, equipment, and materials in the maintenance of pumps, controllers, and motors commonly found in wastewater collection systems.
- Inspect, clean, and perform preventive maintenance of mechanical ~~and electrical~~ equipment.
- Read and record readings of meters and related instruments.
- Perform manual work such as shoveling and digging.
- Respond appropriately to emergency situations.

Possession of a valid California Class C ~~B~~ driver's license. ~~Grade D3 certificate issued by the California Department of Public Safety~~

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:~~ ~~Minimum combination of training and experience~~ two years of experience in the maintenance of ~~electrical and~~ mechanical equipment used in wastewater collection systems.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Requires the ability to perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximately 25 pounds and may occasionally weigh over 100 pounds.

- 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

October 3, 2007
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order
at 7:10 P.M.

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

Absent: Commissioner Dan Gallagher

Staff present: Lisa Vidra, Deputy City Attorney II
Kristin Pelletier, Outside Counsel for the City
Linda Coll, Personnel Services Analyst

oOo

Action Items (EXCERPT)

Item A-3

**REVISED CLASSIFICATION SPECIFICATION AND REVISED OPEN AND
COMPETITIVE RECRUITMENT BULLETIN: SEWAGE LIFT STATION WORKER**

Mary Ortiz gave an overview of the staff report.

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.

Minutes Approved: November 7, 2007

oOo

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