

MINUTES OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JANUARY 4, 1978

The regular meeting of the Civil Service Board was called to order by President Ronald Wright at 1:45 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Donna Giles, Alba Kuchman, Wilfred Street, Ronald Wright.

Absent: None.

ELECTION OF OFFICERS FOR CALENDAR YEAR 1978

The following officers were elected for the year 1978:

President Alba Kuchman
Vice-President Donna Giles
Representative to the Retirement
Hearing Commission Ronald Wright

MINUTES OF SPECIAL MEETING, DECEMBER 13, 1977: Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNEL

- a. Leave of Absence Granted Gloria Jean Taylor, Community Service Representative.

The Director of Personnel, as agent of the Board, granted Mrs. Taylor a maternity leave of absence from January 20 through May 21, 1978.

- b. The City Council modified the agreement between the City and the County to add library classes, existing and prospective, for joint examination for City and County library personnel.

- c. At the request of Mr. Wright, the meeting scheduled for January 17 was changed, by unanimous vote, to Tuesday, January 24, 1978 at 1:30 p.m.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective</u>	<u>Expiration</u>
#1565	Fire Apparatus Operator (prom.)	1/1/78	12/31/78
#1570	Computer Operator Supervisor	12/28/77	12/27/78
#1571	Data Control Clerk	12/21/77	12/20/78
#1572	Computer Operator	12/19/77	12/18/78
#1581	Library Tech. II (City and County Joint list)	12/21/77	12/11/78
#1582	Library Tech I (City and County Joint list)	12/12/77	12/11/78

EXTENSION OF ELIGIBLE REGISTERS

MOTION: Mr. Street moved to extend the eligible registers, as follows:

	<u>Classification</u>	<u>From</u>	<u>To</u>
#1484	Community Service Representative	2/14/78	2/13/79
#1485	Dispatcher Clerk	1/23/78	1/22/79
#1486	Senior Dispatcher Clerk	1/6/78	1/5/79
#1489	Senior Account Clerk	2/7/78	2/6/79
#1524	Audio-Visual Specialist	1/7/78	1/6/79

SECOND: Mrs. Kuchman

CARRIED: Unanimous vote.

REQUEST FOR REINSTATEMENT AFTER RESIGNATION

Leamon White, Jr., former Refuse Collector:

Mr. White's request for reinstatement did not have positive recommendation by the department head.

MOTION: Mrs. Kuchman moved to deny Mr. White's request for reinstatement.

SECOND: Mrs. Giles

CARRIED: Unanimous vote.

COMMUNICATION RECEIVED FROM RONALD C. PETERSEN, PROVISIONAL ADMINISTRATIVE TRAINEE, FINANCE ADMINISTRATION, CONCERNING HIS REALLOCATION

Mr. Petersen's letter of December 15, 1977, alleged the utilization of an unjust procedure pertaining to his recent position reallocation, as follows:

1. The Personnel Department, on October 24, informed the Director of Finance that Mr. Petersen's position had been reallocated to Administrative Trainee as of October 21, 1977. The letter did not specify any further stipulations.
2. On October 26, Mr. Petersen was instructed by the Director of Finance to submit an application form for the examination of Administrative Trainee, the closing date for filing having been September 23, 1977.
3. Notice of examination on November 19 was then received by Mr. Petersen. Mr. Petersen alleged that the instruction to apply for the Administrative Trainee examination was inconsistent with the October 24, 1977 letter of reallocation. He further felt that the test was unrelated to the Administrative Trainee position to which his position had been reallocated. He indicated that he should not have been required to take the Administrative Trainee examination and, therefore, the results of the examination should be disregarded.

Personnel Management Services Division staff indicated that discussions were held with the Director of Finance and with the Assistant Director of Finance, but that direct discussion had not been held with Mr. Petersen. It was not clear whether Mr. Petersen was told that he must, according to Rule

4.7 (d), take an examination for Administrative Trainee following a provisional appointment. Mr. Jack Crist, Director of Finance, indicated that Mr. Petersen probably was not informed of the Civil Service rules which applies. Mr. Crist informed the Board that the duties performed by Mr. Petersen are clearly those of an Administrative Trainee classification and that Mr. Petersen is an excellent employee.

MOTION: After discussion, Mrs. Giles moved that the Personnel Department staff and the Finance Department be given the option to reevaluate their decision to reallocate the position to Administrative Trainee or (2) to restructure the duties of the position to that of Senior Account Clerk. The resolution of Mr. Petersen's communication is to be considered at the next meeting.

SECOND: Mrs. Kuchman.

CARRIED: Ayes: Giles, Kuchman, Street.
Noes: Wright.

REQUEST FOR HEARING TO APPEAL DECISION OF QUALIFICATION APPRAISAL BOARD

Christopher Swett, applicant for Maintenance Man II

Mr. Phillip Cunningham, Business Representative, Stationary Engineers Local 39, by letter of December 13, appealed the disqualification of Christopher Swett by the oral board and/or an erroneous interpretation or application of the minimum qualifications for Maintenance Man II.

MOTION: Mrs. Kuchman moved to grant the request for hearing.

SECOND: Mr. Street.

CARRIED: Unanimous Vote.

Staff and Local 39 are to recommend a hearing date for consideration by the Board.

PRESENTATION OF OPERATIONS AND MAINTENANCE CLASSIFICATION STUDY AS AMENDED

Mr. Ruben Nieto and Mr. Robert Coons, Personnel Analysts, presented in detail the Operations and Maintenance Classification Study, as amended.

Among those expressing their wishes to retain the current classes were Mr. Robert Musci, Gardener; Mr. Jesse Garcia, Maintenance Man I, Parks Division; and Mr. Leo Cervantes, Maintenance Man Truck Driver.

Mr. Gene Robinson, Parks Superintendent; Reginald Young, Refuse Collector Superintendent; and Phillip Cunningham, Business Representative of Local 39, supported the Operations and Maintenance Classification Study.

MOTION: Mrs. Giles moved to adopt the new, revised and amended classes, excluding Building Maintenance Worker as follows:

Maintenance Worker I - II
Park Maintenance Worker I - II - III
Community Center Attendant I - II
Equipment Operator I - II

Parks Equipment Operator
 Tree Maintenance Worker I - II
 Nursery Worker
 Greenskeeper
 Air Conditioner Servicer
 Sanitation Worker I - II - III

Park Equipment Mechanic inadvertently left off list to be adopted by CSB. Was include in study.
 SECOND: Mrs. Kuchman.
 CARRIED: Unanimous vote.

AMENDMENT TO CLASSIFICATION PLAN

Educational Requirement for Firefighter Minimum and Maximum Age Requirements for Firefighter

In response to recent correspondence received by the Civil Service Board, Mr. Danielson was requested to write a letter to Randolph Cooke, NAACP, and to Samuel Cullers, Chairman, The Human Rights Commission of the City and County of Sacramento, outlining the issues in this matter and to inform them of the City's progress in its Affirmative Action Programs.

Memorandums dated December 22, "Examination Announcement for Firefighters"; December 23, "Minimum and Maximum Age Limits for Firefighters"; and December 29, "Firefighter Education Requirements: Option 3", were mailed to Board Members, Fire Fighters Union, and Fire Chief Powell.

Mr. Wright recommended that (1) the high school graduation requirement be deleted; (2) to lower the age requirement to 18; (3) as a condition of employment, a Firefighter who has not completed high school nor has received a GED equivalency must attain one or the other during the 12-month probationary period; (4) additionally, a Firefighter must complete six units or work leading to a Fire Science certificate during the 12-month probationary period; (5) the Fire Science certificate would be a prerequisite for a promotional examination, and (6) those who are already employed will be "grandfathered" in and will not be required to meet the above stated requirements.

Mr. Wayne Harbolt, President of Fire Fighters Local 522, indicated that he was not in a position to oppose nor to endorse the recommendation.

Battalion Fire Chief John Tharp, on behalf of Fire Chief Powell, endorsed the recommendation.

MOTION: After discussion, Mrs. Giles moved to adopt the educational requirement as recommended.

SECOND: Mrs. Kuchman.

CARRIED: Ayes: Giles, Kuchman, Wright.
 Noes: Street.

Deputy City Attorney Silver, earlier, had advised the Board of the impact of the 1975 Age Discrimination Act on jurisdictions receiving federal financial assistance, which the City of Sacramento does. Therefore, she advised that the current minimum age requirement should be lowered to 18 and maximum age of 35 be eliminated, as the Act applies to any age.

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The federal Age Discrimination in Employment Act protects ages 40 to 65. She indicated that, technically, ages 36, 37, 38, and 39 were not protected.

She explained the possibility of applying for a Bona Fide Occupational Qualification (BFOQ) which would exempt employers from the maximum age restriction for Firefighter. This would require the City to apply for the BFOQ to the Secretary of Labor. Attorney Silver advised that the maximum age of 35 should not be a requirement unless the City has first received such an exemption.

MOTION: Mr. Street moved to lower the minimum age requirement for the class of Firefighter to 18.

SECOND: Mrs. Giles.

CARRIED: Unanimous vote.

MOTION: Mr. Street moved to retain the maximum age requirement of 35.

FAILED: The motion failed for lack of a second.

MOTION: Mrs. Giles moved to eliminate the maximum age requirement, and to request a BFOQ exemption for future use.

SECOND: Mrs. Kuchman.

FAILED: Ayes: Giles, Kuchman.

Noes: Street, Wright.

MOTION: Mr. Wright vacated his chair to Mrs. Kuchman and moved that the City of Sacramento apply for a federal exemption for the maximum age requirement of 35 for Firefighters.

SECOND: Mrs. Giles.

CARRIED: Unanimous vote.

EXAMINATION TO BE ANNOUNCED

#1566 Firefighter

MOTION: Mrs. Giles moved to approve the Firefighter examination announcement #1566 as amended.

SECOND: Mrs. Kuchman.

CARRIED: Unanimous vote.

The meeting was adjourned at 7 p.m.

William F. Danielson

William F. Danielson
Secretary

Ronald H. Wright

Ronald H. Wright
Presiding Chairman

MAINTENANCE WORKER I
MAINTENANCE WORKER II

NATURE OF WORK:

To perform a variety of routine and semiskilled maintenance and construction work throughout the City.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker I:

Under direct supervision, performs a variety of routine maintenance and construction work.

Employees in this class are not expected to operate equipment on a continuous basis.

Maintenance Worker II:

Under general supervision, performs semiskilled maintenance and construction work of average difficulty and may act in a lead capacity over a small group of subordinate employees.

This class is distinguished from the Maintenance Worker I class in that the work involves greater skill and independence and/or lead responsibility over a small crew.

EXAMPLES OF DUTIES:

Maintenance Worker I:

Sweeps streets, gutters, and alleys using hand tools.

Maintains and cleans canals and drainage ditches using shovel, hoe, rake, pitchfork and power tools.

Cleans air conditioner and heating unit filters.

Moves, delivers, and picks up furniture, material, and equipment.

Maintains grounds around facilities.

Sprays ditches, canals, levees, and road sides for weed control.

May on occasion drive a truck or other automotive equipment.

Operates a variety of hand and power tools.

Performs related duties as required.

Maintenance Worker II:

In addition to all of the above:

Builds forms and mixes and finishes concrete.

Performs minor maintenance on the City street lights and traffic signals.

Operates trucks and other automotive equipment as required.

MAINTENANCE WORKER I
MAINTENANCE WORKER II

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EXAMPLES OF DUTIES: (Continued)

Maintenance Worker II:

Maintains and rebuilds sprinkler heads and valves.
Assists crafts workers in their respective trade.
Acts in a lead capacity over subordinates.
Maintains simple records.
Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Maintenance Worker I:

None required.

Maintenance Worker II:

One year with the City of Sacramento as a Maintenance Worker I.

OR

Two years of experience performing a variety of semiskilled maintenance and construction work.

KNOWLEDGES, ABILITIES AND SKILLS:

Maintenance Worker I:

Ability to:

Understand and carry out oral and written instructions.
Learn to perform tasks requiring skill and safety in the use of hand and power tools.
Perform heavy manual labor for extended periods of time.

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Maintenance Worker II:

In addition to the above:

Knowledge of:

The operation and maintenance requirements of trucks.
Common practices, methods, and materials used for varied maintenance and construction work, including plumbing, electrical, painting, and carpentry work.

Ability to:

Make minor adjustments and repairs and to perform routine vehicle maintenance.
Keep simple written records and reports.
Use hand and mechanical tools and equipment.
Perform assignments with independence.
Lead a small crew of subordinate employees.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid California Class III Driver License at the time of appointment.

Adopted: 1/01/67 Maintenance Man I; 1/20/70 Maintenance Man Truck Driver
Revised: 8/13/71 Maintenance Man I; 9/05/72 and 1/18/77 Maintenance Man Truck Driver
Title Change: Maintenance Worker I from Maintenance Man I;
Maintenance Worker II from Maintenance Man Truck Driver 1/4/79
Abolished:
Class Code: 03651 Maintenance Worker I; 03652 Maintenance Worker II

PARK MAINTENANCE WORKER I
PARK MAINTENANCE WORKER II
PARK MAINTENANCE WORKER III

NATURE OF WORK:

Performs park maintenance and construction work in City park and recreation areas. The Park Maintenance Worker series provides for three levels ranging from the entry level to the journeyman level including lead responsibility to the working supervisory level.

DISTINGUISHING CHARACTERISTICS:

Park Maintenance Worker I:

Under direct supervision, performs routine ground maintenance work in City park and recreation areas. Incumbents are generally assigned as a member of a park maintenance crew.

Park Maintenance Worker II:

Under general supervision performs park maintenance work and/or serves as a lead worker over a small park maintenance crew. Lead supervision may include non-permanent, part-time, seasonal, and summer employees. This level is distinguished from Park Maintenance Worker I in that it involves work requiring greater skill and independence and/or lead responsibility over a small crew. Incumbents in this class are expected to operate trucks and other automotive equipment as part of their regular assignment.

Park Maintenance Worker III:

Under direction, plans, participates in and supervises the work of park maintenance crews. Incumbents are responsible for the daily maintenance and care of section of a large City park, a number of smaller parks and recreation areas, or a specialized park maintenance function over a City-wide area. The Park Maintenance Worker III differs from the Park Maintenance Worker II by the level and scope of responsibility over subordinate employees and assigned areas.

EXAMPLES OF DUTIES:

Park Maintenance Worker I:

Weeds, cultivates, plants, fertilizes, and irrigates lawns and flower beds.

Mows, aerates, and edges lawn areas using power and hand tools.

Rakes, sweeps and vacuums leaves, lawn clippings, etc. using power blower and hand tools.

EXAMPLES OF DUTIES: (Continued)

Prunes and trims hedges, bushes, and other park shrubbery.
Cleans and maintains public facilities in City park and recreation areas.

Operates small power equipment and machinery including chain saws, rototillers, lawnmowers, aerators, hedgers, spreaders, and other equipment.

Park Maintenance Worker II:

All the above in addition to the following:

Leads and works with a crew in park maintenance and construction work.

Assists in installation and minor repair of sprinkler systems in City park and recreation areas.

Builds and repairs park benches, tables, fences, signs, and related structures.

Operates and maintains assigned equipment.

Works as a member of the City pest control crew spraying various pesticides, herbicides, fungicides, and other related chemicals in City park and recreation areas.

Plants, trims, transplants, and cares for ornamental shrubs, plants and roses.

Park Maintenance Worker III:

All the above in addition to the following:

Makes specific work assignments to crew members and checks work progress periodically to see that schedules are followed and work is completed.

Gives written and verbal instructions to crew regarding procedure to be followed.

Conducts periodic tailgate meetings, makes recommendations on disciplinary problems among the crew members, and trains crew members in park maintenance techniques.

Keeps records of work completed, materials used, and crew time on projects.

Assists supervisor in planning maintenance operations and scheduling various park maintenance activities.

DESIRABLE QUALIFICATIONS:

Park Maintenance Worker I:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

PARK MAINTENANCE WORKER I
PARK MAINTENANCE WORKER II
PARK MAINTENANCE WORKER III

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DESIRABLE QUALIFICATIONS: (Continued)

Experience:

None required:

Park Maintenance Worker II:

Experience:

One year with the City of Sacramento as a Park Maintenance Worker I.

Park Maintenance Worker III.

Experience:

One year with the City of Sacramento as a Park Maintenance Worker II.

KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED:

Park Maintenance Worker I:

Knowledge of:

Common practices, methods, and materials used in gardening and horticultural work.

The use and purpose of common hand tools used in grounds maintenance.

Ability to:

Understand and carry out oral and written instructions.

Perform heavy manual laboring duties.

Learn the proper method of planting, cultivating and pruning for hedges, trees, shrubs, lawns, and flowerbeds.

Learn to operate various park maintenance equipment and machinery.

Identify potential safety hazards in parks and recreation areas.

Park Maintenance Worker II:

All of the above knowledges, abilities, and skills in addition to the following:

Knowledge of:

Common practices, methods, and materials used for park maintenance and construction work.

Operation and maintenance requirements of various park maintenance equipment and machinery.

PARK MAINTENANCE WORKER I
PARK MAINTENANCE WORKER II
PARK MAINTENANCE WORKER III

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DESIRABLE QUALIFICATIONS: (Continued)

Procedures and practices used in controlling or eradicating plant and insect diseases. Knowledge of safety procedures involving fungicides, pesticides, herbicides, and related chemicals used in park maintenance.

Ability to:

- Operate park maintenance machinery and equipment including light trucks.
- Lead a crew of subordinate park maintenance workers.
- Maintain simple written records and reports.
- Work independently in performing semi-skilled grounds maintenance and repair work.
- Recognize common plant diseases and insect pests.

Park Maintenance Worker III:

All of the knowledges, abilities, and skills above in addition to the following:

Knowledge of:

- Supervisory techniques and procedures.
- Recreation and Parks Department operation and procedure manuals.

Ability to:

- Supervise the work of subordinate Park Maintenance personnel and provide assistance as necessary to obtain effective results.
- Keep records and prepare work and time reports.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Effectively conduct safety and training meeting with subordinate employees.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid Class III California Driver License at the time of appointment.

Adopted: 1/04/78

Revised:

Title Change:

Abolished:

Class Code: 03655 Park Maintenance Worker III
03654 Park Maintenance Worker II
03653 Park Maintenance Worker I

COMMUNITY CENTER ATTENDANT I & II

NATURE OF WORK:

Under general supervision performs a variety of custodial, set-up, and maintenance work in preparing for and cleaning up after events at the Community Center Complex.

DISTINGUISHING CHARACTERISTICS:

A Community Center Attendant I is distinguished from a Community Center Attendant II in that the latter is responsible for participating in and leading a crew in performing various custodial, set-up, and maintenance duties at the Community Center Complex.

EXAMPLES OF DUTIES:

Community Center Attendant I:

Sets up and takes down heavy equipment such as boxing and wrestling rings, basketball backboards, and related equipment for various athletic events.

Sets up and arranges chairs, tables, and other furniture for banquets, conventions, concerts, and other events according to specified arrangement charts and plans or oral directions.

Performs various custodial duties such as sweeping, scrubbing, stripping, waxing, washing windows, cleaning restrooms, and vacuuming carpets.

Performs minor repair on equipment and facilities involving simple carpentry, plumbing, painting, and electrical work.

Operates a variety of hand and power tools used in event set ups and in maintaining and cleaning buildings and facilities.

May operate a forklift, pick-up truck, or other automotive equipment.

May start and stop low pressure boilers; and heating and ventilating systems.

Cleans filters on air conditioning and heating units.

Performs related duties as required.

Community Center Attendant II:

In addition to the above:

Acts in a lead capacity over subordinates.

Maintains records and inventory of equipment, and supplies.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Community Center Attendant I:

One year of experience in custodial and maintenance work.

Community Center Attendant II:

One year of experience with the City of Sacramento as a Community Center Attendant I or two (2) years of custodial and maintenance work including one year in a lead capacity.

KNOWLEDGES, ABILITIES, AND SKILLS:

Community Center Attendant I:

Knowledge of:

The materials, methods, tools, and equipment used in cleaning buildings.
Use and purposes of common hand and power tools used in custodial and maintenance work.

Cleaning solvents, soaps, waxes, and other related chemicals used in custodial work.

Ability to:

Perform heavy manual labor for extended periods of time.
Set up various items of equipment such as staging, rings, flooring and seating.
Learn to perform "fly" work and work at considerable heights, climb ladders to fly floors and grids.
Perform routine building maintenance tasks.
Follow simple oral or written instructions.
Establish and maintain effective working relationships with other employees and the general public.

Community Center Attendant II:

In addition to the above:

Ability to:

Set up stage and related facilities for a variety of events including concerts, banquets, and meetings.

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Community Center Attendant II:

Ability to:

Lead work crews in a variety of custodial, set-up, and minor maintenance work in preparing for events at the center.

Read, comprehend, and convey information in technical manuals concerning various equipment used in set-up at the center.

Keep simple records and prepare necessary reports.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid California Class III Driver License at the time of appointment.

Adopted: 1/4/78

Revised:

Title Change:

Abolished:

Class Code: 03657 Community Attendant II; 03656 Community Attendant I

EQUIPMENT OPERATOR I & II

NATURE OF WORK:

Under general direction to perform work involved in the operation of light and automotive equipment used in the maintenance and cleaning of City streets, canals, and related areas.

DISTINGUISHING CHARACTERISTICS:

An Equipment Operator I performs duties similar to those assigned to lower level maintenance classes but is required to operate equipment a substantial part of the time.

An Equipment Operator II is distinguished from an Equipment Operator I in that the II requires a special license and/or special skill and operates equipment nearly 100 percent of the time. In addition an Equipment Operator II is expected to operate a greater variety of equipment.

EXAMPLES OF DUTIES:

Equipment Operator I:

Operates light and automotive equipment as a regular assignment including trucks, front end loader, bob cat, and other related equipment.

Loads and unloads trucks.

Performs minor maintenance on, and services assigned vehicle.

Transports personnel, materials, and equipment.

May act in a lead capacity over subordinates.

Maintains records as may be required.

Equipment Operator II:

All the above in addition to the following:

Operates equipment or vehicles requiring a special skill and/or Class II Driver License, including street flushers, back hoe, tractors and their various attachments nearly 100 percent of the time.

DESIRABLE QUALIFICATIONS:

Equipment Operator I:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

DESIRABLE QUALIFICATIONS: (Continued)

Equipment Operator I: (Continued)

Experience:

One year of experience operating light equipment and trucks.

Equipment Operator II:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Two (2) years as an Equipment Operator I with the City of Sacramento or three (3) years of experience operating a variety of light equipment.

KNOWLEDGES, ABILITIES, AND SKILLS:

Equipment Operator I:

Knowledge of:

The operation and maintenance requirements of assigned equipment.

The traffic laws, ordinances, and rules involved in truck and equipment operation.

The methods and materials used in servicing and repairing light and automotive equipment.

Ability to:

Understand and carry out written and oral instructions and to maintain simple written reports and records.

Learn the general layout of the City and to learn assigned routes if necessary.

Operate trucks and other equipment safely.

Use hand and mechanical tools and equipment and develop skill in the operations to which assigned.

Make minor adjustments and repairs and perform routine vehicle maintenance.

Equipment Operator II:

All the above in addition to the following:

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Knowledge of:

Common practices, methods, and materials used for varied maintenance and construction work.

Ability to:

Obtain a Class II Driver License, if necessary.

NECESSARY SPECIAL QUALIFICATIONS:

Equipment Operator I:

Possession of a valid Class III California Driver License at the time of appointment.

Equipment Operator II:

Possession of a valid Class I or II California Driver License at the time of appointment.

Adopted: 1/4/78

Revised:

Title Change:

Abolished:

Class Code: 03658 Equipment Operator I; 03659 Equipment Operator II

PARK EQUIPMENT OPERATOR

NATURE OF WORK:

Under general supervision, operates a variety of medium-size tractors with various attachments and other light equipment used in construction, maintenance and repair work throughout the City park system.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other park maintenance classes in that incumbents operate and maintain assigned equipment nearly 100 percent of the time. Importance is attached to the fact that the equipment requires more than ordinary attention in its operation to protect it from damage and to perform work effectively.

EXAMPLES OF DUTIES:

Operates back hoe, bob cat and skip loader, and similar equipment.
Operates tractors performing a variety of maintenance tasks, such as mowing, grading, scrapping, back filling, discing, and other work involving the use of attached equipment.
Performs minor servicing and maintenance on assigned equipment.
May act in a lead capacity over a small crew assisting in the operation of assigned equipment.
Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Three years of recent experience in the operation of light construction and maintenance equipment.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

The operation and maintenance requirements of trucks, light equipment and their various attachments.
Common practices, methods, and materials used for varied maintenance and construction work.
The traffic laws, ordinances, and rules involved in truck and equipment operation.

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Ability to:

Understand and carry out written and oral instructions and to maintain simple written records and reports.

Operate trucks and other equipment safely.

Perform heavy manual labor for an extended period of time.

Use hand and mechanical tools and equipment and to develop skill in the operations to which assigned.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Class III California Driver License at the time of appointment.

Adopted: 1/04/78

Revised:

Title Change:

Abolished:

Class Code: 03666

TREE MAINTENANCE WORKER I
TREE MAINTENANCE WORKER II

NATURE OF WORK:

Under direction, performs semi-skilled tree maintenance work including tree planting, fertilizing, spraying, stump removal, pruning, low limbing, and other related tree maintenance duties.

DISTINGUISHING CHARACTERISTICS:

The Tree Maintenance Worker I is distinguished from the Tree Maintenance Worker II in that the latter class is assigned working supervisory responsibility over a crew. Both perform semi-skilled work requiring knowledges, abilities and skills concerning specialized equipment used in tree maintenance. In addition, incumbents must have considerable knowledge concerning the use and safety of Grade I and II insecticides and pesticides used to eradicate pests and diseases from trees. Incumbents differ from other maintenance classes by the specialized work, type of equipment and machinery, and knowledge of tree maintenance.

EXAMPLES OF DUTIES:

Tree Maintenance Worker I:

Operates high pressure rotomist and hydraulic sprayer in spraying trees with Grade I - II pesticides and insecticides.

Operates a cement cutter to cut holes in sidewalks to plant trees.

Operates jackhammer, chipper, power auger, stump, and other equipment and machinery used in tree maintenance.

Prunes and trims trees for proper growth pattern and shaping.

Injects pesticides/insecticides in tree for control and treatment of systemic diseases and pests.

Removes stumps and trees using hand and power tools.

Drives a flatbed truck with mounted spray machinery, drives boom truck, chipper truck, and other vehicles used in tree maintenance.

Waters, fertilizes, low limbs, cleans water wells, and performs other tree maintenance related duties.

Performs related duties as required.

Tree Maintenance Worker II:

All the above in addition to the following:

Makes specific work assignments to crew members and checks work progress periodically to see that schedules are followed and work is completed.

Gives written and verbal instructions to crew regarding procedure to be followed.

EXAMPLES OF DUTIES: (Continued)

Tree Maintenance Worker II:

Conducts periodic tailgate meetings, makes recommendations on disciplinary problems and trains crew members in tree maintenance techniques.

Keeps records of work completed and materials used.

Assists supervisor in planning and scheduling various tree maintenance activities.

DESIRABLE QUALIFICATIONS:

Tree Maintenance Worker I:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Two years of experience with the City of Sacramento performing Park Maintenance work.

Tree Maintenance Worker II:

Experience:

One year of experience in the Class of Tree Maintenance Worker I with the City of Sacramento.

KNOWLEDGES, ABILITIES, AND SKILLS:

Tree Maintenance Worker I:

Knowledge of:

Various plants, shrubs, and tree species found in the Sacramento area.
The uses, application techniques, mixing procedures, and safety precautions concerning dangerous insecticides/pesticides used in tree maintenance.

Pruning and trimming various trees for growth and shaping patterns.

Procedures and methods concerning watering, fertilizing, planting, and maintaining a variety of trees.

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Ability to:

Operate rotomist, hydraulic, and other high pressure spray equipment used in tree maintenance.

Learn the methods and procedures used to inject pesticides/insecticides into trees for control of diseases and pests.

Identify a wide variety of trees found in the Sacramento area and to identify common pests and diseases that attack the trees.

Operate a variety of equipment and machinery used in tree maintenance including; jackhammer, cement saw, power auger, chain saw, chipper, stumper, and a variety of hand tools.

Drive a medium size truck.

Establish and maintain an effective working relationship with employees and the public.

Tree Maintenance Worker II:

All of the knowledges, abilities, and skills above in addition to the following:

Knowledge of:

Supervisory techniques and procedures.

The Recreation and Parks Department operations and procedure manuals.

Ability to:

Supervise the work of subordinate Park Maintenance personnel and provide assistance as necessary to obtain effective results.

Keep records and prepare work and time reports.

Establish and maintain effective working relationships with fellow employees and the general public.

Effectively conduct safety and training meetings with subordinate employees.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Class III California Driver License at the time of appointment.

Possession of a valid California Certified applicators License at the time of appointment.

Adopted: 1/4/78

Revised:

Title Change:

Abolished:

Class Code: 03661 Tree Maintenance Worker II; 03660 Tree Maintenance Worker I

NURSERY WORKER

NATURE OF WORK:

Under general supervision, performs semi-skilled work at the City Nursery in the propagation, planting, and care of flowers, shrubs, and trees.

DISTINGUISHING CHARACTERISTICS:

Positions work with considerable independence, and supervision is subject to a minimum of continuous and direct control. Incumbents have full working knowledge of the growth and care requirements of plants, groundcovers, trees, shrubs, and other flora.

EXAMPLES OF DUTIES:

Propagates seeds and cuttings to establish new plants, trees, and flowers through several transplanting procedures.

Grafts and buds plants, trees, and shrubs.

Waters, prunes, fertilizes, and transplants various flowers, annuals, perennials, shrubs, trees, and other flora.

Prepares planting mixture by mixing various soils, fertilizers, and soil conditioners.

Applies various pesticides, herbicides, fungicides, and soil sterilants for pest and weed control.

Weeds and cultivates flower beds, potted plants and shrubs, and related planted areas.

Prepares cold frame and annual flower beds for spring and fall planting.

Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Two years of experience as a Park Maintenance Worker II with the City of Sacramento.

Substitution:

Two years of college course work in horticulture or a closely related field may be substituted for one year of the experience.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

Methods and procedures used in propagating, planting, grafting, pruning, cultivating and general care of flowers, shrubs, trees, plants, and related plant life found at a nursery.

Pest and weed control chemicals and fertilizers involving safety procedures, application techniques, and proper usage.

Soil preparation for seed propagation, seedlings, transplanting, and related plant environmental conditions.

Materials, equipment, and tools used in nursery work.

Operate hand and power gardening tools.

Follow oral and written instructions.

Identify various plants, flowers, shrubs, trees, groundcovers, etc., by botanical and common names.

Establish and maintain effective working relationships with other employees and the general public.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Class III California Driver License at the time of appointment.

Adopted: 1/1/67

Revised: 9/5/72, 1/4/78

Title Change: 1/4/78 from Nurseryman

Abolished:

Class Code: 03626

GREENSKEEPER

NATURE OF WORK:

Under direction, performs semi-skilled work in the care and maintenance of golf course fairways and greens.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the class perform specialized maintenance work on golf courses. Incumbents must be able to recognize pest and disease problems on fairways and greens and be able to apply the appropriate chemical for control. Incumbents work independently, however, difficult problems are referred to a supervisor. Employees in this class are expected to operate a variety of light equipment as part of their regular assignment.

EXAMPLES OF DUTIES:

Operates a gang mower, green mower, and other types of lawn mowers.

Occasionally operates a tractor performing a variety of maintenance tasks and other work involving the use of attached equipment.

Waters fairways, greens, trees, and shrubs on golf course.

Plants and replaces damaged turf areas, greens, and fairways.

Changes green cups, moves tee markers, services ball washers, and performs related golf course maintenance.

Applies various pesticides, herbicides, fungicides, fertilizers, and related chemicals.

Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Two year's experience in the care and maintenance of a golf course.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

The methods, practices, tools, and equipment used in developing and maintaining golf course fairways, and other related turf areas.

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Knowledge of:

Application techniques, safety procedures, and uses of various fertilizers, pesticides, herbicides, fungicides, and other chemicals used in golf course maintenance.

Mowing, watering, and other maintenance requirements of fairways and greens.

Ability to:

Establish and maintain effective working relationships with employees and the general public.

Skill in:

The use and operation of fairway mowers, green mowers, tractors, and other related vehicles and equipment used in golf course maintenance.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Class III California Driver License at the time of appointment.

Adopted: 1/1/67

Revised: 8/17/71, 9/5/72, 1/4/78

Title Change: 8/17/71

Abolished:

Class Code: 03619

AIR CONDITIONER SERVICER

NATURE OF WORK:

Under direction, services and repairs air conditioning and centralized heating and cooling systems.

DISTINGUISHING CHARACTERISTICS:

An Air Conditioner Services specializes in the maintenance and repair of cooling systems, centralized heating and cooling units, air conditioners, and related equipment. Incumbents work with considerable independence in determining priority of work assignments and appropriate corrective action.

EXAMPLES OF DUTIES:

Conducts preventive maintenance inspections of various cooling, air conditioning and heating equipment at City facilities to insure proper operating conditions.

Determines cause of malfunctions using various testing equipment on thermostats, heating and cooling units, and other machinery.

Services and repairs air conditioner units, combination units, and heating units; however, difficult or expensive repair work may be contracted out.

Repairs and adjusts functional components, such as electric motors, compressors, and pumps.

Dismantles various units using hand and power tools as indicated by malfunction and repairs or replaces worn parts such as switches, relays, fan motors, thermostats, and other components.

Replaces filters and belts, lubricates unit and adjusts controls.

May remove window type units from premises for repair or overhaul work in the shop.

Keeps operating log and related records.

May act in a lead capacity over subordinates.

Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Two years of experience in the operation, maintenance, and repair of heating, air conditioning, and cooling systems that are common to large office buildings.

DESIRABLE QUALIFICATIONS: (Continued)

Substitution:

Completion of a certificated Air Condition/Heating Program may be substituted for one year of the required experience.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

The principles of heating, refrigeration, air conditioning, and cooling systems.

The operation, maintenance, and repair of automatic controls and thermostats.

The methods, practices, and tools used in the operation, repair, and maintenance of heating, refrigeration, air conditioning, and cooling systems.

Ability to:

Determine malfunctions of various units and use such testing equipment as freon gage, vacuum pump, ohmmeters, and amp meters.

Repair, adjust, and maintain heating and cooling systems, and air conditioning units.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Class III California Driver License at the time of appointment.

Adopted: 1/4/78

Revised:

Title Change:

Abolished:

Class Code: 03665

SANITATION WORKER I
SANITATION WORKER II
SANITATION WORKER III

NATURE OF WORK:

To perform heavy manual work in the collection and disposal of household and commercial refuse.

DISTINGUISHING CHARACTERISTICS:

Sanitation Worker I:

Under direct supervision, performs work of a routine nature which does not require previous experience. Although specified collection tasks are assigned, employees work under the supervision of a Sanitation Worker II or III.

Sanitation Worker II:

Under general supervision, responsible for the refuse collection truck and assigned route. Employee acts as a crew leader over incumbents in the class of Sanitation Worker I. Employees may on occasion work independently on assigned projects.

Sanitation Worker III:

Under general supervision, acts as a crew leader on routes requiring the operation of complex refuse collection vehicle requiring a Class II California Driver License. Employees frequently work independently on assigned projects. This class is distinguished from lower classes in the Sanitation Worker series by the independence of work assignments, scope of responsibility, and level of difficulty in the operation of assigned equipment.

EXAMPLES OF DUTIES:

Sanitation Worker I:

Picks up, carries, and empties refuse containers into truck.
Operates mechanisms for loading, dumping, and compressing waste and other refuse.
Moves truck while servicing route.
Performs related duties as required.

Sanitation Worker II:

In addition to the above:

SANITATION WORKER I
SANITATION WORKER II
SANITATION WORKER III

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EXAMPLES OF DUTIES: (Continued)

Sanitation Worker II:

Informs new customers of service charges and regulations.
Checks and services refuse collection equipment to insure good operating condition.
Reports vacant houses to supervisor as a means of keeping route book current.
Drives truck to and from location of work assignment.
Keeps records and prepares reports of route operation and activities.
Supervises the work of other crew members.
May be assigned responsibility for operation of the computerized weight scale at the sanitary landfill.

Sanitation Worker III:

In addition to the above:

Services collection routes requiring storage bins, compactors, and operates complex refuse collection equipment requiring a Class II California Driver License.

DESIRABLE QUALIFICATIONS:

Education:

The ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Sanitation Worker I:

None required.

Sanitation Worker II:

One year as a Sanitation Worker I with the City of Sacramento.

Sanitation Worker III:

One year as a Sanitation Worker II with the City of Sacramento.

SANITATION WORKER I
SANITATION WORKER II
SANITATION WORKER III

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July 1978

KNOWLEDGES, ABILITIES, AND SKILLS:

Sanitation Worker I:

Ability to:

Understand and follow specific oral and written instructions.
Perform heavy manual labor for extended periods of time,
sometimes under adverse weather conditions.
Maintain harmonious relationships with other employees
and customers.

Sanitation Worker II:

In addition to the above:

Knowledge of:

The work and routine of waste and refuse collection and disposal.
The safe use, operation, and maintenance of refuse collection
equipment.

Ability to:

Learn the general layout of the City and to learn the assigned
refuse collection routes.
Work independently on assigned projects.
Supervise the work of other crew workers.

Skill in:

The operation of refuse collection equipment.

Sanitation Worker III:

In addition to the above:

Skill in:

The operation and maintenance of complex refuse collection equipment.

NECESSARY SPECIAL QUALIFICATIONS:

Sanitation Worker I and II:

Class III California Driver License at the time of appointment.

Sanitation Worker III:

Class II California Driver License at the time of appointment.

SANITATION WORKER I
SANITATION WORKER II
SANITATION WORKER III

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July 1978

Adopted: 1/1/67 Refuse Collector and Refuse Collector Truck Driver;
1/4/78 Sanitation Worker III
Revised: 9/5/72 and 1/4/78 for Refuse Collector and Refuse Collector
Truck Driver
Title Change: 1/4/78 Sanitation Worker I from Refuse Collector;
1/4/78 Sanitation Worker II from Refuse Collection Truck Driver
Abolished:
Class Code: 03664 Sanitation Worker III; 03663 Sanitation Worker II;
03662 Sanitation Worker I

PARK EQUIPMENT MECHANIC

NATURE OF WORK:

Under direction, to maintain, service, and repair a variety of small motorized equipment and hand tools in the Recreation and Parks Department.

DISTINGUISHING CHARACTERISTICS:

Incumbents diagnose and repair faulty or defective parts on two and four-cycle engines including lawn mowers and leaf blowers. Incumbents also repair and maintain a variety of hand tools and power-driven equipment such as chain saws, chippers, flail mowers and aerators. Work is reviewed for satisfactory operation of equipment.

EXAMPLES OF DUTIES:

Inspects equipment to determine necessary repairs and servicing.
Sharpens and changes blades, reels, and bed knives on mowing machines.
Performs tune-ups and overhauls on gasoline equipment such as lawn mowers, edgers, blowers, gaing mowers, generators, chain saws, and other related parks equipment.
Makes repairs to park equipment and occasionally fabricates parts using gas and electric welding equipment.
Schedules park equipment and machinery for major repairs and servicing with the Equipment Maintenance Division.
Keeps records and makes reports on inventory.
Makes recommendations to supervisor for replacement scheduling of equipment and tools; including model changes to reduce maintenance costs.
Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Two years experience in the repair and maintenance of small motorized equipment including small gasoline engines.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

The methods, materials, tools, and techniques used in the repair and maintenance of park maintenance equipment.

The operation and maintenance requirements of small motorized engines.

Ability to:

Perform gas/electric welding.

Diagnose mechanical problems on small motorized equipment and to perform the necessary repairs.

Make necessary modifications and fabrications in repairing equipment.

Maintain records, including inventory and maintenance schedules.

Skill in:

The operation and use of various mechanical tools and equipment used in the repair of small motorized equipment.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Class III California Driver License at the time of appointment.

Adopted: 1/04/78

Revised:

Title Change:

Abolished:

Class Code: 12010