

**ASSISTANT PUBLIC WORKS TECHNICIAN
ASSOCIATE PUBLIC WORKS TECHNICIAN
SENIOR PUBLIC WORKS TECHNICIAN**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision (Assistant Technician) or general supervision (Associate Technician and Senior Technician) from the division superintendent or supervisor, the incumbent performs a variety of routine and complex, paraprofessional, technical and development services work within the Collection Systems, Water Distribution and Water Treatment Plant Divisions of the Public Works Department.

DISTINGUISHING CHARACTERISTICS

Assistant Technician – This is the entry level class in the Public Works Technician classification series which provides paraprofessional support, and administrative, technical and development service knowledge to the Collection Systems, Water Distribution and Water Treatment Plant divisions. The incumbent in this classification will not be expected to function with the same amount of program knowledge or skill level as employees allocated to the Associate Technician level and will exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established and predictable structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to the Associate Technician level is based on demonstrated proficiency in performing the assigned functions, possession of a Grade I Collection Systems Maintenance Certificate issued by the California Water Environment Association or D-1 Water Distribution Operator Certificate issued by the California State Water Resources Control Board as applicable, and is at the discretion of higher level supervisory or management staff.

Associate Technician – This is the full journey level class in the Public Works Technician classification series which provides more in-depth paraprofessional support, and complex administrative, technical and development service knowledge and support to the divisions. The journey level is fully aware of the operating procedures and policies of the work unit and is distinguished from the Assistant Public Works Technician in that it performs the full range of duties as assigned, and receives only occasional instruction or assistance as new or unusual situations arise. Positions in this classification series are flexibly staffed, require prior experience, and are generally filled by advancement from the “Assistant” level. Advancement to the “Associate” level is based on management authorization, verification of the performance of the full range of job duties, and department need.

Senior Technician – This is the advanced journey level class in the Public Works Technician classification series which provides highly skilled paraprofessional support and superiorly intricate administrative, technical knowledge and support, when performing assignments and projects of greater complexity. Positions in this classification series are flexibly staffed, require prior experience, and are generally filled by advancement from the “Associate” level. Incumbents in this classification perform the most difficult and responsible types of duties assigned, and are required to be fully trained in all procedures related to their assigned areas of responsibility. Advancement to the “Senior” level is based on management authorization, verification of the performance of the full range of job duties, and department need.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

▪ **When assigned to any position:**

1. Perform a variety of technical, administrative, and standard to advanced staff duties related to public inquiries, information gathering and special projects; coordinate project initiatives.
2. Maintain regulatory compliance with Federal, State and Local regulatory agencies. Assess worksite, PPE and equipment compliance in conjunction with Cal/OSHA regulations. Interpret City policies and procedures related to safety guidelines, plant and facility operations, and industry standards.
3. Continually monitor division procedures and best practices to ensure adherence and compliance. Participate in the development and implementation of division goals, objectives and standard operating procedures while identifying resource needs.
4. Act as liaison with other departments, divisions and outside agencies. Act as coordinator for the safety program. Attend the department safety meetings, track safety requirements, present training information and identify safety training needs. Create and maintain safety binders.
5. Identify certification and training needs and determine which activities within the assigned division meet increasingly stringent training and regulatory requirements. Maintain data related to employee training.
6. Assist with the coordination of emergency response. Assess problems and recommend corrective actions to mitigate hazardous or unsafe working conditions.
7. Exercise competence in the use of the City's computerized maintenance management systems, i.e.: Lucity or similar system, to input asset information and data, conduct analyses of data, develop reports and incorporate strategies to support the department's asset management program in the Collections System and Water Distribution divisions. Know location and functionality of assets.
8. Develop and maintain a variety of GIS information and maps from many sources; explains technical information to non-technical end-users, including assisting them with accessing and interpreting all GIS information, maps, sketches and drawings.
9. Maintain, develop, and manipulate databases, reference tables or other computer records using specialized software and programs, to generate reports based on division key indicators.
10. Work with signs and marking plans and know the practices and procedures for traffic control and traffic safety.

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11. Provide exemplary customer service to internal and external customers by responding to inquiries and requests in a professional, creative and courteous manner. Educate and provide information within the area of assignment and resolve complaints in an efficient and timely manner. Use good judgment in identifying opportunities to improve service delivery.
12. Perform outreach duties and function as liaison for the department. Engage in advocacy and promotional activities on behalf of the department, attend community meetings, go into fields locations and work sites, and provide presentations to the public and other stakeholders.
13. Establish and maintain effective working relationships with those contacted in the course of work, including but not limited to, City staff, City officials, vendors, contractors, the public, and other stakeholders and diverse groups.
14. Effectively communicate, both orally and in writing; use and operate modern office equipment to facilitate communication. Prepare and proofread a variety of reports, letters, agreements and other correspondences.
15. Coordinate and implement standard agreements.
16. Perform other duties as assigned.

▪ **When assigned to the Collection Systems Division:**

1. Understand and identify Collection Systems infrastructure, including maintenance; assist with the managing of infrastructure assets and the systematic mapping of all assets.
2. Interact with field crews to ensure that data collected in the field is complete and accurately recorded to comply with Local, State and Federal regulations as they apply to the Collection Systems Division.
3. Ensure all reporting and compliance measures for State and Sanitary Sewer Management System is timely and assist with the updating of the Sewer System Management Plan (SSMP) and other relevant manuals.
4. Know the causes of Sanitary Sewer Overflows (SSO) and methods to minimize the risk of SSOs.
5. Assist with administering claim responses.
6. Review plans and prepare specifications for contract work and material and equipment purchases.

▪ **When assigned to the Water Distribution or Treatment Plant Divisions:**

1. Liaison for Drought Management, Water Conservation and Recycled Water Programs. Conduct outreach, educate and inform local businesses and the public on these important programs.
2. Interact with field crews to ensure that data collected in the field is complete and accurately recorded to comply with Local, State and Federal regulations as they apply to Water Distribution.

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3. Work in conjunction with Finance to ensure accountability for field data that is recorded in the INCODE billing program.
4. Assist with the periodic review and updating of the Water Master Plan, Urban Water Management Plan, Water Distribution Operations Plan and other similar division plans and updates.
5. Understand and identify the City's water main system, service connections and meters.
6. Maintain map activities, address changes and re-sequencing of water meter accounts and leak reports.
7. Test backflow and cross-connection control devices and be well-versed on the hazards of backflow in the City's potable water system.
8. Know the process of flushing water distribution water mains.
9. Prepare specifications for material and equipment purchases; requisition supplies and materials.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics of the City's Water Distribution facility, Collection Systems facility and Water Treatment Plant.
- Modern principles and practices of utility operations.
- Organization and operation of municipal government.
- Pertinent federal, state and local codes, laws and safety regulations.
- Occupational hazards and standard safety procedures.
- Mathematics and data collection methods, and record keeping principles and procedures.
- Technology, i.e.: Computerized Maintenance Management Systems, including but not limited to asset management, citizen work order requests, GIS, etc.
- Proper use of English grammar, spelling, punctuation in business letter writing and other communication.
- Operation of modern office equipment, including personal computer operating systems and software applications.
- Principles, trends, methods and techniques for public relations and providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, direct, coordinate and facilitate projects with general to minimal supervision.
- Oversee and participate in the development and administration of division goals, objectives and procedures.
- Understand, interpret and apply pertinent policies and procedures, and federal, state and local laws, codes and regulations.
- Collect, evaluate, manipulate, interpret and report data with key indicators.
- Read and interpret maps, sketches and drawings.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Update and maintain asset management programs.
- Exercise good judgment and maintain relevant information, records and reports.
- Interpret rules and regulations.

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- Manage multiple projects and periodic interruptions.
- Gather data and formulate reports.
- Use modern office equipment.

EDUCATION AND EXPERIENCE GUIDELINES:

Assistant Public Works Technician

Education/Training:

Equivalent to the completion of the twelfth grade. Course work in public administration, mathematics, science, engineering, construction or a field related to the area of assignment is desired. An Associate's degree is highly desirable.

Experience:

One (1) year of experience in administrative, technical and/or civil engineering experience. Experience in a municipality, particularly, in a public works department is highly desirable.

Licenses and Certifications:

Ability to obtain, and maintain possession of, an appropriate, valid driver's license.

Possession of a Grade I Collection Systems Maintenance Certificate issued by the California Water Environment Association, or a D-1 Water Distribution Operator Certificate issued by the California State Water Resources Control Board within 1 year of appointment.

Associate Public Works Technician

Education/Training:

Equivalent to the completion of the twelfth grade. Course work in public administration, mathematics, science, engineering, construction or a field related to the area of assignment is desired. An Associate's degree is highly desirable.

Experience:

Two (2) years of increasingly responsible administrative, technical and/or civil engineering experience. Experience in a municipality, particularly, in a public works department is highly desirable.

Licenses and Certifications:

Ability to obtain, and maintain possession of, an appropriate, valid driver's license.

Possession of a Grade I Collection Systems Maintenance Certificate issued by the California Water Environment Association or DI Water Distribution Operator Certificate issued by the California State Water Resources Control Board at time of appointment.

Possession of a Grade II Collection Systems Maintenance Certificate issued by the California Water Environment Association, or a D-2 Water Distribution Operator Certificate issued by the California State Water Resources Control Board within 1 year of appointment.

Senior Public Works Technician

Education/Training:

Equivalent to the completion of the twelfth grade. Course work in public administration, mathematics, science, engineering, construction or a field related to the area of assignment is desired. An Associate's degree or other advanced degree is highly desirable.

Experience:

Three (3) years of increasingly responsible administrative, technical and/or civil engineering experience. Experience in a municipality, particularly, in a public works department is highly desirable.

Licenses and Certifications:

Ability to obtain, and maintain possession of, an appropriate, valid driver's license.

Possession of a Grade II Collection Systems Maintenance Certificate issued by the California Water Environment Association, or a D-2 Water Distribution Operator Certificate issued by the California State Water Resources Control Board or higher.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein 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 job functions.

Environment: Work is performed in a standard office setting and outdoor field environment; travel to and from various work sites; exposure to loud noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, hazardous road and traffic conditions and sunny, cold, and inclement weather.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; climb ladders; don PPE's; have 20/20 vision or the appropriate corrective equipment; to operate assigned equipment and vehicles.

FLSA: Non-Exempt

Created: January 2016

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.