

Sewer System Management Plan

Volume II

Recertification May 2019



MASTER

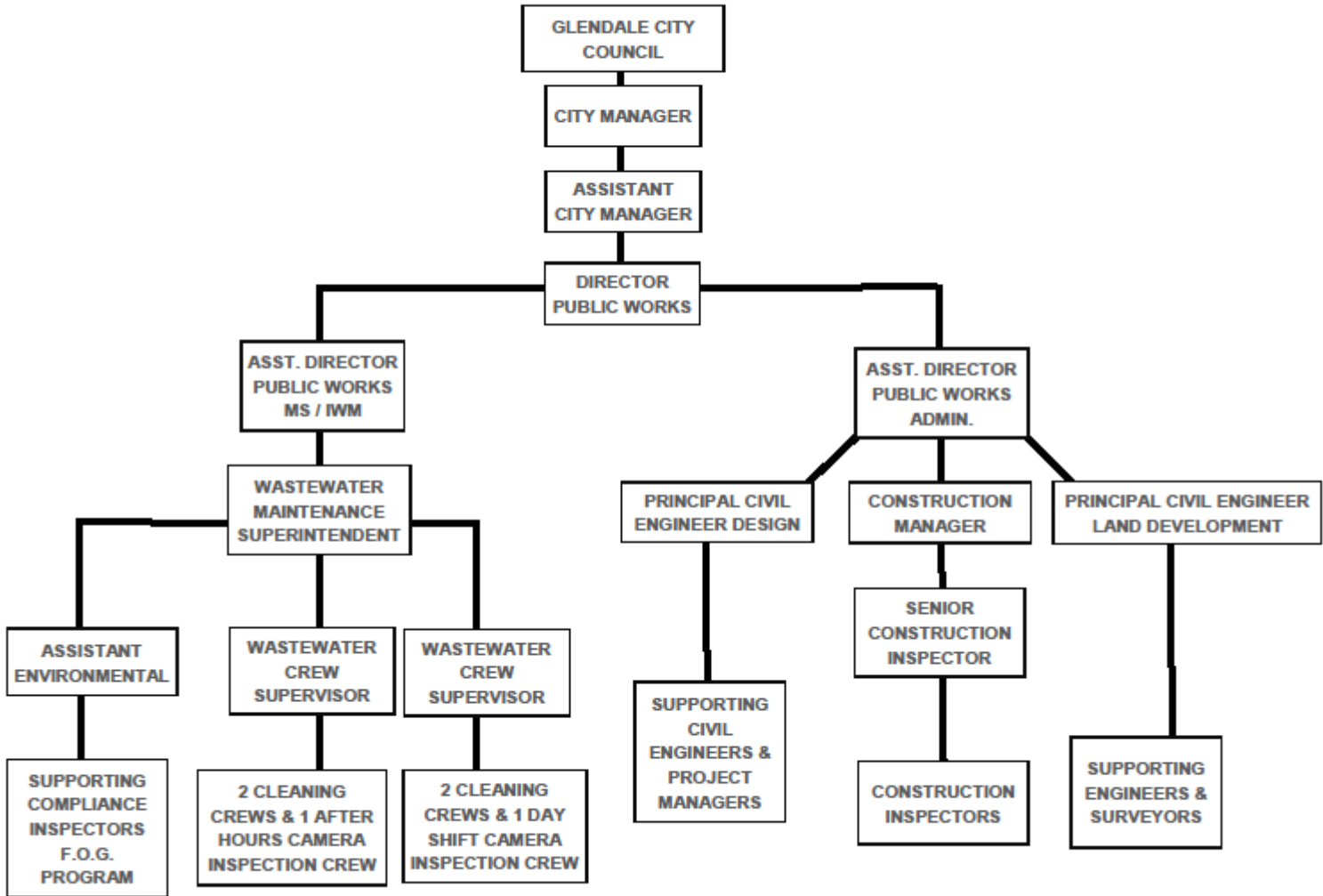
APPENDIX A

SSMP Organization

City of Glendale

CITY OF GLENDALE, CALIFORNIA

SEWER SYSTEM MANAGEMENT PLAN - ORGANIZATION FLOW CHART



SSMP Development & Implementation Personnel

(Fill in job description, name & phone number of the personnel currently filling the position)

REVISED: **4/18/2019**

City Manager: YAZMIN BEERS (818) 548-4844

Assist. City Manager: ROUBIK GOLANIAN (818) 548-4844
(Legally Responsible Official)

Glendale City Council- ARA NAJARIAN, PAULA DEVINE,
VARTAN GARPHEIAN, ZAREH SINANYAN,
VREJ AGAJANIAN

Maintenance Services Division (818) 548-3950

Asst. Director of Public Works/MS- DANIEL B. HARDGROVE
(Legally Responsible Official)

Wastewater Superintendent- JOHN N. HICKS
(Legally Responsible Official)

Preventive Maintenance (818) 548-3950

Wastewater Crew Supervisor- BRYAN ORTEGA, JR.
Sr. Wastewater Worker- ROD TORRES, ALFONSO HERRERA
Wastewater Maintenance Workers – (Maintenance Services Phone Extension log attached)

Storm Drain & Pipeline Inspection (818) 548-3950

Wastewater Crew Supervisor- ROY RODRIGUEZ, BRYAN ORTEGA
Sr. Wastewater Worker- ROD TORRES, ALFONSO HERRERA
Wastewater Maintenance Workers – (See attached Maintenance Services Phone Extension log)

FOG Ordinance Compliance Inspections (818) 550-3411

Assistant Environmental Technician RICK BELTRAN

Engineering Division (818) 548-3945

Director of Public Works YAZDAN EMRANI
Assist. Director of Public Works/Admin. EDWARD HITTI
Construction Service Manager- GARY EDSAL
Principal Civil Engineer- CHRIS CHEW / SARKIS OGANESYAN
Civil Engineer II- JASMINA ZIGIC / ARMEN AVAZIAN ARMOND
SIMONIAN/
RUEL VILLALUNA
Civil Engineer I- VICTORIYA PAKHANYAN
Project Manager- SAM MODY
Sr. Construction Inspector- TOM CAZARES



CITY OF GLENDALE, CALIFORNIA
Public Works Department
MAINTENANCE SERVICES DIVISION

541 W. Chevy Chase Drive
Glendale, California 91204-1813
(818) 548-3950, FAX (818) 547-0637
www.ci.glendale.ca.us

APPENDIX A- Radio and Phone List

1. The electronic copy of the master **Radio and Phone** list can be found at:

G:\CLERKS\Radio Phones.xls

2. A copy of the list is included in this Appendix as an example.

Street & Field Services

Street . Sidewalk . Forestry . Sewer . Storm Drains . Traffic Signs . Street Sweeping
. Parking Meters

ADMINISTRATION	
Daniel Hardgrove 2101, ext 3400 cell 402-0766	
Alice Hamrajbaian	ext 3489 (B Track)
Orlando Urquidez	ext 3410
Hourly Employee(s)	ext 3405 (p.t.)
Arpi Parsadanyan	
Sm Gate = 1, Lg Gate = 9	
P.W. Maint. Serv. Cell Phone # (818) 419-8667	

ASPHALT	
Ray Torres 2104, ext 3404, cell 402-0905	
Linares, Carlos 2105 ext 3451 cell 572-6787	
Elias, Daniel 2128 ext 3422 cell 482-1805	
Avalos, Jaime	
Cisneros, Jose	
Crowly, Ryan	
Curiel, Alfredo	
Leal, Roman	
Moya, Jose	
Munoz, John	
Rodriguez, Enrique	
Rubio, Mauricio	
Tadevosyan, Gabriel	
Vigil, Shane	
Root Cutter	2145
(GYA) Pickup Crew /Truck	2134
Patch Truck	2130
EOII	2127
EOII	2129

CONCRETE & BRAND	
Ray Torres 2104, ext 3404, cell 402-0905	
Linares, Carlos ext 3451 cell 572-6787	
Binder, Matthew 2139 ext 3422 cell 482-4185	
Coch, (Jonas) Ian	
Crowly, Ryan	
Espinoza, Jesus	
Gomez, Rudy	
Luna, Felipe M.	
Lunsford, Jason	
Montes, Antonio	
Ortega, Misael	
Romero, Bobby	
Valencia, Jesus	
Vizcarra, Indolfo	
GYA Brand Litter Pick Up Crew	2134
Concrete Shop	ext 3422 / 3451

Daniel Hardgrove
John Hicks
Alice Hamrajbaian
Ryan Pasilong
Artemio Albarran
Eddie Alanis
Clemente Valadez
Bryan Ortega

FORESTRY	
Loren Klick 2141 ext. 3416 cell 484-6673	
Albarran, Artemio 2140 ext. 3408 cell 913-7599 (B Track)	
Alanis, Eduardo 2144 (B Track)	
Castaneda, Acacio	
Mendoza, Danny	
Mora, Martin	2143
Valadez, Clemente (B Track)	
Kathrine Williams (Arborist Tech) 2107 ext 3402 (B Track)	
(Building & Safety ext 548-4063) Cell 254-5335	
Mon & Wed 9:30am -12pm	
LIMBS DOWN / B&H - 2143 / 2144	

SEWER	
John Hicks 2103 ext. 3413 cell 262-6799 (B Track)	
Ortega, Bryan 2116, ext 3425, cell 482-9991 (B Track)	
Rodriguez, Roy 2123 ext 3436 cell 254-5778	
Beltran, Rick 2011 ext 3411 cell 482-0689 (B Track)	
Galan, Alejandro	
Herrera, Alfonso	Sr. Wastewater Maint Worker (A Track)
Largaespada, Julio (B Track)	
Malagon, Frank	
McClosky, James	
Pasilong, Ryan	(B Track)
Reyes, Armin	(B Track)
Tagesyan, Vardan	(B Track)
Torres, Rod	Sr. Wastewater Maint Worker (B Track)
Villagran, Nery	
Crew 1 - 2117 / 2118	
Crew 2 - 2119 / 2120	
Crew 3 - 2121(A) / 2121(B)	
Crew 4 - 2122 (A) / 2122 (B)	
Stormdrain Crew - 2124	
Camera Crew (van) - 2125	

TRAFFIC	
David Lew 2108 ext 3407, cell 402-0943	
Hanna, Steve 2147 (Sign Truck)	
Kemp, Gerald (Jerry) 2148-A	
Baker, Sadiki - Yard Attendant ext 3412	
Benavides, Samuel	
Murrieta, Robert	2149 (Sign Truck)
Parker, Jim - Yard Attendant ext 3412	
Toscano, Antonio (Tony)	
Villanueva, Chris	
Meters 2150 cell 331-0105	
Segura, John	Sr. Parking Meter Collector
Blankenship, James (B Track)	
Mancini, Matthew (B Track)	
Mera, John	
Traffic Shop	3424
Sign shop	3423
Meter Shop	3418

B TRACK	
Rick Beltran	
Julio Largaespada	
Armin Reyes	
Vardan Tagesyan	
Rod Torres	
Matt Mancini	
James Blakenship	

New Specification
Approved by Commission

Glendale, California

**CITY MANAGER
(Unclassified)**

DEFINITION: Under the direction of the City Council, acts as the Chief Administrative Officer of the City directing, planning and organizing all administrative activities of the City.

EXAMPLES OF WORK:

Plans, coordinates and directs the work of all City divisions.

Directs the development of goals, objectives, policies and procedures.

Enforces and administers the provisions of the municipal code, the charter and ordinances governing the City.

Moots with City Council to determine policies and future needs of the City, to advise on financial conditions, and to report accomplishments.

Recommends legislation and policies required in the public interest.

Negotiates and enforces provisions of legal documents such as contracts, leases and agreements.

Prepares, proposes and administers the annual budget.

Represents the City at meetings and public functions.

Appoints and removes division heads and approves the appointment and removal of subordinate employees.

Coordinates activities of the City with other governmental agencies.

Furnishes technical advice on operations to the City Council.

Prepares and submits an annual report on the finances and administrative activities of the City.

Acts as Executive Director of Redevelopment.

Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of Federal and State laws, rules and regulations regarding local government operations.

Knowledge of principles and procedures of municipal management and organization function, operation and problems of municipal government.

Skill in applying common sense and logic in decision making.

Ability to analyze trends and problems and to develop long range plans.

Ability to effectively supervise subordinates.

Ability to establish and maintain effective working relationships.

Ability to foster a teamwork environment.

Ability to lead and gain the cooperation of the City Council, officials, employees and the public.

Ability to plan and prepare effective written and oral reports.

OTHER CHARACTERISTICS

Willingness to work necessary hours and times to accomplish goals, objectives and required tasks.

Willingness to assume responsibility for maintaining a safe working environment.

Willingness to plan, initiate recommend and carry out actions as required.

EXPERIENCE

Five years of highly responsible administrative experience in government or business, including three years with a municipality.

EDUCATION/TRAINING

Bachelors Degree or Masters degree in Public or Business Administration or a related field.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

LICENSE

California Class 3 driver's license.

FSLA DESIGNATION

City Manager - Non Exempt

Revised Specification
Previously Approved 11/92
Approved by Commission 6/02

Glendale, California

DIRECTOR OF PUBLIC WORKS

DEFINITION: Under administrative direction of the City Manager, this executive position directs the activities of the Public Works Division of the City. This position involves responsibility for planning and administering the City's Building and Safety, Engineering, Project Management, Integrated Waste Management, Mechanical Maintenance, Maintenance Services, and Traffic and Transportation Sections.

ESSENTIAL FUNCTIONS:

Direct, plan, organize and administer the operation of the Public Works Division. Establish Divisional goals and objectives using short- and long-term planning.

Direct preparation and administration of the Public Works Division Budget. Direct and review the preparation of staff reports, studies and analyses.

Select, develop and supervise principal subordinates and direct the selection, placement, training and supervision of other employees. Review and evaluate employees' job performance and recommend appropriate personnel action.

Initiate and supervises research on special public works projects. Conducts presentations to the City Council on public works related matters. Reports periodically to the City Manager on the division's activities.

Confer with division heads, representatives of other governmental units, utility company representatives, and other interested parties affected by existing or proposed public works operations or regulations.

Assume responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Perform other related duties as assigned.

MINIMUM REQUIREMENTS:

KNOWLEDGES, SKILLS, ABILITIES

Knowledge of applicable safety rules, practices and procedures affecting the operation of a Public Service Division.

Knowledge of laws and ordinances relevant to the operation of a Public Works Division.

Knowledge of the principles of organization, administration and supervision.

Skill in applying common sense and logic in decision making.

Ability to build strong interpersonal relations within the community, particularly amongst an ethnically diverse population.

Ability to communicate effectively, orally and in writing.
Ability to deal with all levels of employees and the public.
Ability to effectively supervise subordinates.
Ability to establish and maintain smooth and effective working relationships.
Ability to foster a teamwork environment.
Ability to lead, coach, instruct and motivate employees.
Ability to make presentations before groups and the public.
Ability to provide clear work instruction.
Ability to provide executive leadership.
Ability to provide good customer service to those using the Public Works Division.
Ability to review and evaluate employees' job performance.
Ability to run a successful Public Works Division within a given budget.

OTHER CHARACTERISTICS

Willingness to work necessary hours and times to accomplish goals, objectives and required tasks.
Willingness to assume responsibility for maintaining a safe working environment.
Willingness to plan, initiate, recommend and carry out personnel actions.

EXPERIENCE

Ten years of responsible experience in municipal civil engineering, Public Works administration, or a related field.

EDUCATION/TRAINING

Bachelor's degree in public administration, civil engineering or a related and applicable field.

LICENSE

Valid California Class C driver's license.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

FLSA DESIGNATION

Director of Public Works - Exempt

CITY ENGINEER

DEFINITION

Under general direction of the Director of Public Works, this management position exercises independent judgment and administrative responsibility for Public Works engineering programs and the management of the Engineering Division.

ESSENTIAL FUNCTIONS

Directs all phases of the Public Works Engineering Division, including survey, construction inspection, preliminary and construction engineering, design, right-of-way acquisition, Geographic Information System (GIS), preparation of plans, specifications, estimates and technical reports, bid analyses and administration. Such projects include sanitary sewer systems, flood control systems, streets, sidewalks, bridges, landfill engineering and subdivisions.

Reviews and approves plans prepared by private engineers for the development of subdivisions and work within public rights-of-way. Issues permits for and is responsible for the inspection and acceptance of such work.

Maintains all maps, plans, survey notes, and other engineering records and memoranda. Responsible for the management and maintenance of the Public Works Department's GIS.

Represents the Public Works department in contract negotiations for engineering services, construction contract disputes, and inter-agency agreements.

Appears as expert witness when city is included in litigation involving engineering related matters.

Develops and recommends a 10-year capital improvement program of Public Works projects, and provides project management for Citywide capital improvement projects as directed.

Confers with the public and representatives of other agencies in the interpretation of department policy. Makes formal presentations of proposed Public Works projects to the City Council, property owners, homeowner groups and business / merchants associations / groups.

Directs the establishment and administration of assessment districts.

Directs the preparation of annual budget for the Engineering Division. Researches existing and new sources of revenue and assures compliance with requirements for their disbursement. Reviews operational statistics, rate ordinances, and construction

costs and recommends appropriate adjustments.

Supervises employees in the Public Works Engineering Division. Reviews and evaluates employees' job performance, and recommends appropriate personnel action.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient and effective manner. Performs other related duties as assigned.

MINIMUM REQUIREMENTS

KNOWLEDGES, SKILLS, ABILITIES

Knowledge of Federal, State and Local Laws pertaining to Civil Engineering and Construction contracting.

Knowledge of Geographic Information Systems (GIS).

Knowledge of the principles and procedures of civil engineering.

Knowledge of the principles and procedures of cost estimation.

Knowledge of the principles of organization, administration and supervision.

Ability to communicate effectively in English.

Ability to deal effectively with all levels of employees and the public.

Ability to effectively supervise subordinates.

Ability to establish and maintain smooth and effective work relationships.

Ability to foster a teamwork environment.

Ability to lead, coach, instruct and motivate employees.

Ability to provide clear work instruction.

Ability to read, write and comprehend directions in English.

Ability to review and evaluate employees' job performance.

OTHER CHARACTERISTICS

Willingness to plan, initiate, recommend and carry out actions as required.

Willingness to work overtime as requested.

Willingness to assume responsibility for maintaining a safe working environment.

EXPERIENCE

Ten years of professional Civil Engineering experience, five years of which must have included responsibility for planning and directing complex municipal civil engineering projects; and a minimum of five years of recent and relevant administrative and supervisory experience managing a large, comprehensive engineering operation.

EDUCATION/TRAINING

Bachelor's degree in Civil Engineering or a related field.

LICENSE/REGISTRATIONS

Valid California Class C driver's license.

Registration as a Civil Engineer with the California State Board of Registration for Civil and Professional Engineers.

NOTES

There is no recognized equivalent for registration as a Civil Engineer with the California State Board of Registration for Civil and Professional Engineers.

FLSA DESIGNATION

City Engineer - Exempt

New Series Specification
Previously Approved by Commission 12/91
Approved by Commission 10/98

Glendale, California

CIVIL ENGINEER SERIES

- **Civil Engineer I**
- **Civil Engineer II**
- **Senior Civil Engineer**
- **Principal Civil Engineer**

DEFINITION: Under general direction, these classifications perform difficult or complex professional engineering design work and supervise the work of a design or inspection group of the Public Works or Public Services Division.

ESSENTIAL DUTIES - All classifications may perform the following essential duties:

Manages a major project involving preparation and supervision of designs, specifications, plans estimates and reports involved in the construction and operation of a wide variety of civil engineering work such as storm drains, sanitary sewers, streets and highways, structures, buildings or water utility systems.

Reviews and supervises checking of plans, specifications and computations submitted in connection with applications for building permits for new structures and alterations of structures for conformance with the building code, for structural safety, fire hazards, exits and other matters governed by municipal ordinances, and approves or disapproves applications for building permits.

Supervises and assists in checking plans, specifications and computations submitted in connection with applications for private development.

Confers with architects, contractors, builders and general public as to the requirements and restrictions of the building code, and performs inspections to ensure compliance.

Prepares project feasibility studies and work related technical research, reports and correspondence.

Supervises employees of a lower classification in assigned engineering tasks. Assumes personal responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

May have the opportunity to participate in related divisional cross-training efforts. Experience and qualifications gained in this cross training may apply towards promotional opportunities and transfers.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as required.

MINIMUM REQUIREMENTS:**KNOWLEDGES, SKILLS & ABILITIES**

Knowledge of civil engineering.

Skill in making independent judgments and decisions based on standard policy or procedure.

Ability to analyze information.

Ability to develop necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period.

Ability to effectively interact with, negotiate with and educate architects, contractors, buildings and the general public.

Ability to enforce City code requirements while not arousing undue hostility.

Ability to establish smooth working relationships, resolve interpersonal conflicts and foster a teamwork environment.

Ability to lead, coach, instruct and motivate employees.

Ability to maintain a strong customer service orientation in concert with regulatory responsibilities.

Ability to read, write, communicate effectively and comprehend directions in English.

OTHER CHARACTERISTICS

Willingness to work overtime as requested.

Willingness to assume responsibility for maintaining a safe working environment.

Willingness to initiate, recommend and carry out personnel actions.

EXPERIENCE

Varies with classifications.

EDUCATION/TRAINING

Bachelor's degree in Civil Engineering or a related field.

LICENSES

Valid California Class C driver's license.

Registration as a Civil Engineer with the California State Board of Registration for Civil and Professional Engineers.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum experience requirements. There is no recognized equivalent for Registration as a Civil Engineer with the California State Board of Registration.

CIVIL ENGINEER I

Additional Requirements: Two years professional engineering experience in Civil Engineering work, including one year in the option applied.

CIVIL ENGINEER II

Distinguishing Characteristics: This mid-management position is responsible for oversight and supervision of significant engineering projects.

Additional Requirements: Four years professional engineering experience in Civil Engineering work, including two years in the option applied.

SENIOR CIVIL ENGINEER

Distinguishing Characteristics: This management position is responsible for preparing or assisting in the preparation of new regulations, recommending revisions of existing regulations, preparing or assisting in the preparation of the section budget, and directing field survey personnel.

Additional Requirements: Six years progressively responsible professional civil engineering experience, including three years in a responsible supervisory capacity in the option applied.

PRINCIPAL CIVIL ENGINEER

Distinguishing Characteristics: This management position coordinates or supervises major functions of a section in the Public Works or Public Services Divisions, direct budget preparation for capital improvement projects/programs, represent the Section/ Division in inter-agency meetings and negotiations, attend Planning Commission and Zoning hearings, determines requirements for subdivisions, excavation permits, bonds and insurance, supervise analysis and reports on construction costs, procedures, bids, and contracts, supervise preparation of reports required by Federal, State, and County agencies, research new and existing sources of County, State and Federal funds and prepares applications, appears as expert witness involving litigation's on engineering-related matters, and oversee preparation and revision of maps, sectional sheets, sewer records, and the storage and filing of various records and project files. Positions at this level may assume duties of City Engineer during his/her absence.

Additional Requirements: Knowledge of principles of organization and supervision, Ability to communicate effectively with other agencies, Knowledge of Federal, State and local laws affecting street and highway construction and contracts. Eight years professional experience in civil engineering including four years in a responsible supervisory capacity in the option applied.

FLSA DESIGNATION

Civil Engineer I - Non Exempt

Civil Engineer II - Exempt

Senior Civil Engineer - Exempt

Principal Civil Engineer - Exempt

New Series Specification
Previously Approved 1/86
Approved by Commission 5/92

Glendale, California

CIVIL ENGINEERING SERIES

- **Civil Engineering Assistant**
- **Civil Engineering Associate**

DEFINITION: Classifications in this occupational series perform professional engineering work in connection with a variety of civil engineering projects.

ESSENTIAL DUTIES - All classifications in this series may perform the following essential duties:

Assist in the preparation of plans, specifications, estimates, and reports involved in the construction and operation of a wide variety of civil engineering work such as storm drains, sanitary sewers, street and highways, structures, buildings, or water utility systems.

Checks hydraulics, structure, mechanics, and strength of materials and surveying calculations. Checks, analyzes, reduces and applies survey, hydrographic, topographic, and other field data and transfers to maps, profiles, cross sections, graphs, and other compilation forms. Reviews legal descriptions, easements, and contract documents for completeness and accuracy.

Checks plans, specifications, and computations submitted in connection with applications for building permits for new structures and alterations of structures for conformance with the building code, for structural safety, fire hazards, exits, and other matters governed by municipal ordinances.

Prepares environmental assessment report and project impact plan for various improvement projects.

Checks subdivision maps, improvement plans and grading plans for hillside sites and building permits.

Prepares documents and processes street vacations, encroachment permits, and assessment districts.

Prepares rate studies and keeps records of the sanitary sewer system.

Drives vehicle to make field inspections of construction projects to monitor compliance with plans and City standards.

Responds to customer/resident inquiries regarding building regulations or refers to the proper channel.

Assumes responsibility for ensuring the duties of the position are performed in a safe efficient manner.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

SKILLS, KNOWLEDGE, AND ABILITY

Knowledge of building codes, structural safety practices and procedures.
Knowledge of computer and computer-aided design and drafting.
Knowledge of computer and computer-aided design and drafting.
Knowledge of environmental issues associated with division projects.
Knowledge of environmental issues associated with division projects.
Knowledge of hydraulics, structural, mechanics, and strength of materials.
Knowledge of hydraulics, structural, mechanics, and strength of materials.
Knowledge of surveying techniques.
Knowledge of surveying techniques.
Ability to draw preliminary sketches and drawings.
Ability to interact with other divisions or section employees to obtain information necessary for design and project specifications.
Ability to interact with the public providing proper customer service.

OTHER CHARACTERISTICS

Willingness to work overtime as requested.
Willingness to assume responsibility for maintaining a safe working environment.

EXPERIENCE

Varies with classification.

EDUCATION/TRAINING

Bachelor's Degree in Civil Engineering or certificate as an Engineer-In-Training from the State of California.

LICENSES

Valid California Class C driver's license.

CIVIL ENGINEERING ASSISTANT

Distinguishing Characteristics: Under supervision, performs beginning level of professional civil engineering work.

CIVIL ENGINEERING ASSOCIATE

Distinguishing Characteristics: Under direction, this supervisory position performs moderately difficult professional engineering work in connection with a wide variety of civil engineering projects. Responsible for the managing of a project or projects including the leading and supervision of technicians and engineers connected to the project. Reviews proposed projects to determine the scope and preliminary project costs. Prepares plans to provide conception of project and provide criteria for field inspection and final estimates. Reviews and evaluates employee job performance and recommends personnel actions. Trains subordinates in a variety of tasks. Prepares packages for City Council relative to proposed projects. **Additional requirements:** Two years of professional civil engineering experience.

FLSA Designation

Civil Engineering Assistant - Non Exempt
Civil Engineering Associate - Non Exempt

ENVIRONMENTAL PROGRAM MANAGEMENT SERIES

- **Environmental Program Specialist**
- **Senior Environmental Program Specialist**
- **Environmental Program Administrator**

DEFINITION: Classifications in this series perform a variety of professional, technical and /or supervisory work in matters concerning the City's Landfill, Wastewater and Storm Water Systems and related programs. Also, manage or assist in managing the activities of the City's wastewater, storm water, NPDES and landfill operations, including maintenance, monitoring and regulatory reporting.

ESSENTIAL FUNCTIONS:

All classifications in this series perform the following essential functions:

Generate correspondence and mandated reports to Federal, State and Local regulatory agencies. Represent and monitor the City's interests when interacting with said regulatory agencies.

Oversee and direct engineering consultants in landfill, storm water and/or wastewater related work.

Review and prepare annual user fee / charge structures.

Conduct utility billing investigations and audits related to use fees.

Review Interagency sewer / storm water connections to determine whether connections are contractually viable.

Keep informed of all legislation, rules, regulations and laws affecting landfill, storm water and/or wastewater management, operations and maintenance to ensure the City's compliance therewith.

Administer wastewater / storm water monitoring programs and contracts. Review and track all monitoring data and take appropriate action to correct undesirable trends. Recommend and /or direct remedial action relevant to wastewater / storm water contract management issues.

Prepare and / or assist in the preparation and implementation of a comprehensive Community Outreach Program related to waste reduction, wastewater and/or storm

water issues.

Assist in the preparation and management of budget and the control of appropriated funds to ensure that expenditures are in compliance with the budget.

Direct and /or assist in the operation and maintenance of the City's landfills to ensure compliance with all laws and regulations. Coordinate activities of the Sanitation District and City relative to Scholl Canyon Landfill.

Develop, implement and conduct various environmental monitoring programs. Oversee the compilation, review and track all monitoring data and recommend the appropriate action to correct undesirable trends. Recommend and /or direct any necessary remedial action.

Prepare the Environmental Group budget and control appropriated funds to assure that expenditures are in compliance with the budget.

Supervises various landfill, storm water and wastewater management projects. Recommend practical, alternative compliance and disposal methods.

May review and evaluate employees' job performance and may recommend appropriate personnel action.

Assumes responsibility for ensuring the duties of the classification are performed in a safe, efficient manner.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of environmental issues relative to inland water reclamation plants.

Knowledge of landfill gas collection and groundwater monitoring systems.

Knowledge of landfill management principles.

Knowledge of NPDES requirements.

Knowledge of storm water and wastewater management principles.

Knowledge of Supervisory and Management principles.

Knowledge of wastewater contract management principles.

Knowledge of wastewater legislation and regulatory issues.

Knowledge of wastewater maintenance, operations and monitoring systems.

Ability to develop, plan, organize, and direct.

Ability to effectively supervise subordinates.

Ability to establish and maintain effective working relationships.

Ability to interpret and analyze data.

Ability to interpret data obtained from groundwater sampling, landfill gas sampling and

landfill gas readings.
Ability to lead, coach, instruct and motivate employees.
Ability to provide clear work instruction.
Ability to read and interpret plans.
Ability to read, write and comprehend directions in English.
Ability to review and evaluate employees' job performance.

OTHER CHARACTERISTICS

Willingness to initiate, recommend and carry out personnel actions.
Willingness to work overtime as requested.
Willingness to assume responsibility for maintaining a safe working environment.

EXPERIENCE

Varies with Classification.

EDUCATION/TRAINING

Bachelor's degree in Engineering, Environmental Planning, Biology, Business Administration, Public Administration or related field.

LICENSE

Valid class C California driver's license.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

ENVIRONMENTAL PROGRAM SPECIALIST

Distinguishing Characteristics: Under general supervision this mid-management classification performs professional and technical work in matters concerning the City's storm water systems NPDES requirements and related programs.

Additional Requirements: three (3) years recent wastewater / storm water system management maintenance and operations, including storm water issues, regulatory requirements and the NPDES Program.

SENIOR ENVIRONMENTAL PROGRAM SPECIALIST

Distinguishing Characteristics: This mid-management position exercises independent judgment under general supervision while performing complex professional and technical work in matters related to wastewater. Negotiates, reviews and reports on wastewater contractual issues. Provides Oversight on the City's ownership of the Los Angeles / Glendale Water Reclamation Plant. Monitors and reviews wastewater capital and operations and maintenance charges relative to the Hyperion Water Treatment system. Interpolates wastewater flow data used to determine treatment and

disposal costs.

Additional Requirements: Five years recent experience in wastewater management, maintenance and operations.

ENVIRONMENTAL PROGRAM ADMINISTRATOR

Distinguishing Characteristics: This management classification exercises consistent discretion and independent judgment under periodic or general supervision.

Administers and oversees the operations of the Environmental Technical Classification Series and Environmental Program Specialist as it relates to the City's landfill(s), storm water, NPDES, CMOM and related programs.

Additional Essential Duties:

Administers landfill gas and groundwater monitoring programs. Reviews and tracks all monitoring data submitted by staff and takes appropriate action to correct undesirable trends. Coordinates and oversees repairs to landfill gas wells, lines, valves and probes. Supervises various landfill management projects. Recommends practical, alternative waste disposal methods. Coordinates activities of the Sanitation Districts' operations of the Scholl Canyon and Brand Park landfills with the City and assure a more active role by the City with the operations of our landfill by the District. Directs the operation and maintenance of storm water matters, including NPDES and the Capacity Management, Operation and Maintenance (CMOM) Program of the Sanitary Sewer System. Recommends and directs remedial action.

Additional Requirements: Five (5) years of recent experience in landfill, storm water and wastewater maintenance and operations and the NPDES program.

FLSA DESIGNATION

Environmental Program Specialist - Exempt

Senior Environmental Program Specialist - Exempt

Environmental Program Administrator - Exempt

Revised Specification
Previously Approved 10/98
Approved by Commission 09/02

Glendale, California

PUBLIC WORKS MAINTENANCE SERVICES ADMINISTRATOR

DEFINITION: Under general direction this management position exercises independent judgment and management responsibility for the program of maintaining city streets, sewers, sidewalks, street trees, traffic signing and striping, parking meters, maintenance and custodial care of public buildings and related facilities.

ESSENTIAL DUTIES:

Supervises the maintenance and repair of streets, alleys, bridges, storm drainage structures, curbs, gutters, traffic markings, traffic signing, parking meters, sanitary sewers and public buildings. Supervises the cleaning of streets and alleys, and planting and maintenance of parkways and street trees. Supervises the custodial care of public buildings. Develops recommendations for operational improvements that will result in increased productivity and efficiency.

Inspects street conditions and work in progress; makes recommendations for improved methods of work or for correcting unfavorable street conditions.

Checks time and material used on jobs; prepares reports of activities performed. Collects, analyzes and interprets data for purposes of special studies and reports. Prepares and presents formal written and oral reports.

Directs in-service training programs in the Maintenance Services Section. Reviews and evaluates employees' job performance, and recommends appropriate personnel action. Selects, develops, supervises, coaches, trains and motivates employees.

Deals regularly with the public, other city divisions and agencies in handling requests for service by the Maintenance Services Section.

Prepares, submits and exercises fiscal supervision over the Maintenance Services Section budget.

Receives requests from all Division Heads, confers with them regarding any special requirements, reports progress and completion of work to initiating division.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient, effective manner.

May have opportunity to participate in related divisional cross-training efforts. Experience and qualifications gained in this cross training may apply towards promotional opportunities and transfers.

Performs other related duties as assigned

MINIMUM REQUIREMENTS:**KNOWLEDGES, SKILLS, ABILITIES**

Knowledge of applicable safety rules, practices and procedures.
Knowledge of NPDES, CMOM, Sewer WDR and related rules and regulations.
Knowledge of principles and procedures of supervision.
Skill in applying common sense and logic in decision making.
Ability to collect and analyze data.
Ability to communicate effectively in English.
Ability to deal with all levels of employees and the public.
Ability to effectively supervise subordinates.
Ability to establish and maintain smooth and effective working relationships.
Ability to foster a teamwork environment.
Ability to lead, coach, instruct and motivate employees.
Ability to organize, assign and schedule workload among employees.
Ability to prepare comprehensive oral and written reports.
Ability to provide clear work instruction.
Ability to read, write and comprehend directions in English.
Ability to review and evaluate employees' job performance.
Ability to run a successful Maintenance Services Section within a given budget.

OTHER CHARACTERISTICS

Willingness to work necessary hours and times to accomplish goals, objectives and required tasks.
Willingness to assume responsibility for maintaining a safe working environment.
Willingness to initiate, recommend and carry out personnel actions.

EXPERIENCE

Six years experience in street maintenance, design, construction or general maintenance work, at least three years of which shall have been in a responsible supervisory position.

EDUCATION/TRAINING

Two years of college or other formal training in civil engineering, business or public administration, or other related fields. Additional college work may be substituted for the required experience on a year for year basis up to a maximum of two years.

LICENSE

Valid California Class C driver's license.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

FLSA DESIGNATION

Public Works Maintenance Services Administrator - Exempt

ASSISTANT PUBLIC WORKS MAINTENANCE SERVICES ADMINISTRATOR

DEFINITION:

Under general direction of the Public Works Maintenance Services Administrator this management position exercises management, technical, administrative and supervisory responsibility for the Maintenance Services Section.

ESSENTIAL DUTIES:

Assists in managing, coordinating, planning and directing the activities related to maintenance and repair of streets, alleys, bridges, storm drainage structures, curbs, gutters, traffic markings, traffic signing, parking meters, sanitary sewers and public buildings. Acts in the absence of the Maintenance Services Administrator during his/her absences.

Supervises the day-to-day activities including cleaning of streets and alleys, and planting and maintenance of parkways and street trees. Supervises the custodial care of public buildings.

Develops recommendations for operational improvements that will result in increased productivity and efficiency. Conducts analysis and prepares written reports for submission to the Director of Public Works, City Manager and/or City Council. Prepares and presents formal written and oral reports.

Inspects street conditions and work in progress. Recommends and assists in the development of improved methods of work and the correction of unfavorable street conditions.

Checks time and material used on jobs; prepares reports of activities performed. Collects, analyzes and interprets data for purposes of special studies and reports.

Directs in-service training programs in the Maintenance Services Section. Reviews and evaluates employees' job performance, and recommends appropriate personnel action. Selects, develops, supervises, coaches, trains and motivates employees.

Deals regularly with the public, other city divisions and agencies in handling requests for service by the Maintenance Services Section.

Assists in the development, implementation and monitoring of the Section budget.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient, effective manner.

Performs other related duties as assigned

MINIMUM REQUIREMENTS:**KNOWLEDGES, SKILLS, ABILITIES**

Knowledge of applicable safety rules, practices and procedures.

Knowledge of principles and procedures of supervision.

Skill in applying common sense and logic in decision-making.

Ability to collect and analyze data.

Ability to communicate effectively in English.

Ability to deal with all levels of employees and the public.

Ability to effectively supervise subordinates.

Ability to establish and maintain smooth and effective working relationships.

Ability to foster a teamwork environment.

Ability to lead, coach, instruct and motivate employees.

Ability to organize, assign and schedule workload among employees.

Ability to prepare comprehensive oral and written reports.

Ability to provide clear work instruction.

Ability to read, write and comprehend directions in English.

Ability to review and evaluate employees' job performance.

Ability to run a successful Maintenance Services Section within a given budget.

OTHER CHARACTERISTICS

Willingness to work necessary hours and times to accomplish goals, objectives and required tasks.

Willingness to assume responsibility for maintaining a safe working environment.

Willingness to initiate, recommend and carry out personnel actions.

EXPERIENCE

Six years experience in street maintenance, design, construction or general maintenance work, at least three years of which shall have been in a responsible supervisory position.

EDUCATION/TRAINING

Two years of college or other formal training in civil engineering, business or public administration, or other related fields. Additional college work may be substituted for the required experience on a year for year basis up to a maximum of two years.

LICENSE

Valid California Class C driver's license.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

FLSA DESIGNATION

Assistant Public Works Maintenance Services Administrator - Exempt

WASTEWATER MAINTENANCE SERIES

- **Wastewater Maintenance Trainee**
- **Wastewater Maintenance Worker**
- **Senior Wastewater Maintenance Worker**
- **Wastewater Maintenance Crew Supervisor**
- **Wastewater Maintenance Supervisor**
- **Wastewater Maintenance Superintendent**

Definition: Classifications in this occupational series perform maintenance and inspection of sanitary sewers, sewer lift stations, sewer manholes, drainage and related structures. These classifications assist in the implementation and enforcement of related environmental policies.

Essential Functions: All classifications in this occupational series may perform the following essential functions:

Inspects and cleans City wastewater lines and storm drain facilities by removing manhole covers and using a variety of current industrial wastewater cleaning equipment. Locates, excavates, shores and repairs broken wastewater and storm drainpipes.

Operates, maintains and performs various technical repairs to Robotic Television Inspection equipment.

Operates and maintains various lift station facilities throughout the City, cleans all wastewater and storm drainpipes, and removes any restrictions. Participates in the response to Sanitary Sewer overflows. Sets flow meters, pH and sample meter devices.

Keeps and maintains complete and accurate records of all work performed and specialized equipment used.

Maintains ongoing program dealing with eradication of cockroaches, rats, mosquitoes and other assorted vermin.

Assists in the implementation and enforcement of related environmental codes and policies.

Utilizes specialized wastewater confined space safety equipment including breathing devices, gas detectors and safety harnesses. Properly places traffic barricades, cones and delineators in traffic situations.

Assumes responsibility for ensuring that the duties of this position are performed in a safe, efficient manner.

Performs related duties as assigned.

MINIMUM REQUIREMENTS

KNOWLEDGE'S, SKILLS, & ABILITIES

Knowledge of applicable safety rules, practices and procedures.

Knowledge of proper traffic control and delineation procedures.

Knowledge of methods, operation and policies related to the National Pollutant Discharge Elimination System (NPDES), Capacity Management Operation & Maintenance (CMOM), and Standard Urban Storm Water Mitigation Plan (SUSMP) regulations.

Skill at an elementary level in reading wastewater and storm drain plans, blueprints and proofs.

Ability to read, write and comprehend directions in English.

Ability to perform physical labor, sometimes in confined spaces, for extended periods of time.

Ability to foster a teamwork environment.

Ability to establish and maintain smooth and effective working relationships.

Ability to deal directly with customer complaints and resolve issues proficiently.

Ability to communicate effectively in English.

Ability to develop necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period and/or trainee program.

Ability to complete necessary training and attain required certifications for the classification by the end of the probationary period and/or trainee program.

Ability to keep accurate records.

OTHER CHARACTERISTICS

Willingness to work overtime as requested.

Willingness to assume responsibility for maintaining a safe working environment.

Willingness to commit, participate and comply with the terms and conditions of a trainee program, including classroom training on personal time.

EXPERIENCE

Varies with classification.

EDUCATION/TRAINING

Graduation from high school or attainment of General Education Diploma (GED) or California High School Proficiency Exam (CHSPE) certificate.

LICENSES

Valid California Class C driver's license. All positions require a Class B license within six-months of appointment. Other certifications vary with classification.

NOTE

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

WASTEWATER MAINTENANCE TRAINEE

Distinguishing Characteristics: Under direct supervision, this classification satisfactorily performs all work and learning assignments both on the job and in required classroom instruction. Under direct supervision, performs semiskilled maintenance of the city wastewater and related structures in order to develop proficiency in all the work processes of the assignment as outlined in the trainee agreement. Some experience performing routine labor tasks and/or maintenance.

WASTEWATER MAINTENANCE WORKER

Distinguishing Characteristics: Under direct supervision, this classification performs semiskilled and some skilled maintenance of the City wastewater and related structures. May act as Senior Wastewater Maintenance Worker in his/her absence.

Additional Requirements: One year as a Wastewater Maintenance Trainee and successful completion of the Wastewater Maintenance Trainee Program, including Certification of Completion of Vol. I and II of the United States Environmental Protection Agency (USEPA) Wastewater Maintenance Correspondence Training/Courses.

SENIOR WASTEWATER MAINTENANCE WORKER

Distinguishing Characteristics: Under direct supervision of a Wastewater Maintenance Crew Supervisor, this classification performs, trains and supervises the skilled and semiskilled maintenance of the City wastewater and related structures. May act as Wastewater Maintenance Crew Supervisor in his/her absence.

Additional Requirements: Skill in reading simple blueprints. Ability to effectively supervise subordinates. Ability to provide clear work instruction. Ability to instruct and motivate employees. Two years of experience in performing skilled or semiskilled wastewater maintenance work for a governmental organization, including operating various wastewater cleaning and maintenance equipment. Lead worker experience is desirable. Certification as a Grade I Collection System Maintenance Technologist from the California Water Environmental Association (CWEA) is required.

WASTEWATER MAINTENANCE CREW SUPERVISOR

Distinguishing Characteristics: Under direct supervision of Wastewater Maintenance Supervisor, this classification supervises, trains and assists crews performing maintenance of City wastewater and related structures.

Additional Essential Functions: Assists the Wastewater Maintenance Supervisor in coordinating crew assignments, training, enforcing safety and environmental

regulations, maintains complete and accurate records. Assist in the investigation, planning and implementation of wastewater maintenance and drainage projects. Supervises and assists crews, performs all skilled tasks required in wastewater and storm drain maintenance. Operates automotive and wastewater maintenance/inspection equipment. Keeps accurate records, prepares reports, enforces proper safety procedures, and conduct tailgate safety meetings. May act as Wastewater Maintenance Supervisor in his/her absence.

Additional Requirements: Three years of experience in performing skilled or semiskilled wastewater maintenance work for a governmental organization, including operating various wastewater cleaning and maintenance equipment, including one year of lead worker experience.

WASTEWATER MAINTENANCE SUPERVISOR

Distinguishing Characteristics: Under direct supervision of the Wastewater Maintenance Superintendent, this mid-management position, supervises, trains and assists crews performing maintenance of City wastewater and related structures.

Additional Essential Functions: As directed by the Wastewater Maintenance Superintendent plans, organizes, directs, and evaluates the work of personnel engaged in the cleaning, inspection, and all related maintenance activities required to maintain a safe and acceptable wastewater and storm drain systems. Investigates, plans and implements wastewater maintenance and drainage projects in accordance to related environmental policies and regulations. May assume the responsibilities of the Wastewater Maintenance Superintendent in his absence. Reviews and evaluates employee's job performance and can effectively recommend and carry out personnel action. Reviews and evaluates work methods, procedures, services and products, monitor the effectiveness and efficiency of all such maintenance components within the wastewater maintenance services operation. Conducts preliminary investigation where damage to property or injury has occurred and prepares related reports. Prepares time, material and personnel estimates for planned work and annual capital budgetary items. Analyzes equipment needs and assigns equipment accordingly, including writing specifications for the acquisition of equipment. Monitors and maintains production goals of the wastewater maintenance crews, instructs and supervises methods and procedures. Trains and monitors crews in environmental and safety procedures applicable to the wastewater and storm drain maintenance field. Keeps accurate records, prepares reports, enforces proper safety procedures, and conducts safety meetings as required. Keeps abreast of new technology, procedures and work methods in the wastewater and storm drain maintenance field.

Additional Minimum Requirements: Knowledge of the principles of supervision. Ability to effectively supervise subordinates. Ability to provide clear work instruction. Ability to lead, coach, instruct and motivate employees. Skill in reading wastewater and storm drain blueprints. Some college level coursework in Engineering, Environmental Health, Public Administration or related field, with four years experience in skilled wastewater work, including two years of recent supervisory experience in the wastewater maintenance field. Certification as a Grade II Collection System Maintenance Technologist from the California Water Environmental Association (CWEA) is desirable.

WASTEWATER MAINTENANCE SUPERINTENDENT

Distinguishing Characteristics: Under the direction of the Assistant Maintenance Services Administrator, this upper management position supervises the maintenance and inspection of the City's wastewater and storm drain systems through proper planning, implementation and enforcement of related environmental policies and regulations.

Essential Functions: Plans, organizes, directs, and evaluates the work of personnel engaged in the cleaning, inspection, and all related maintenance activities required to maintain a safe and acceptable wastewater and storm drain systems.

Additional Essential Functions: Maintains appropriate records and develops city policies related to the design and maintenance of wastewater and storm drain systems. Plans, develops, institutes and evaluates related programs. Reviews proposed development plans and records to evaluate wastewater and storm drain system proposals in relationship to departmental policies, City ordinances and regulations. Relieves the Administrator from a variety of administrative detail work such as assignment and training of personnel, the handling of unusual or difficult complaints, the checking of time and materials expended and the preparation of a variety of detailed reports. Reviews and evaluates employee's job performance and can effectively recommend and carry out personnel action. Reviews and evaluates work methods, procedures, services and products, monitor the effectiveness and efficiency of all such maintenance components within the wastewater maintenance services operation. Prepares and submits detailed written budget reports anticipating equipment, materials and personnel needs. Prepares and manages wastewater maintenance projects or contracts. Reviews wastewater and storm drain proposals and makes appropriate recommendations. Interacts with other City divisions, contractors, regulatory agencies and civic organizations in the development of wastewater and storm drain related projects. May assume the responsibilities of the Assistant Maintenance Services Administrator in his absence. Monitors and maintains production goals of wastewater maintenance crews. Enforces environmental and safety procedures applicable to the wastewater and storm drain maintenance field.

Additional Requirements: Knowledge and comprehension of current industry technology, environmental requirements, and Industrial Safety Orders as they relate to confined space, self-contained breathing apparatus and atmospheric flow monitoring devices. Ability to read wastewater and storm drain blueprints. Ability to effectively supervise subordinates. Ability to lead, coach, instruct and motivate employees. Ability to provide clear work instruction. Ability to deal with all levels of employees and the public. Knowledge of computers and the applications pertinent to general office work and in the field of wastewater and storm drain maintenance. Graduation from an accredited college or university with a Associate in Arts degree in Engineering, Environmental Health, Business Administration, Public Administration or related field, with five years experience in skilled wastewater work, including two years of recent supervisory experience in the wastewater maintenance field.

FLSA DESIGNATION

Wastewater Maintenance Trainee - Non Exempt

Wastewater Maintenance Worker - Non Exempt

Senior Wastewater Maintenance Worker - Non Exempt

Wastewater Maintenance Crew Supervisor - Non Exempt

Wastewater Maintenance Supervisor - Exempt

Wastewater Maintenance Superintendent - Exempt