



DATE: October 29, 2020

TO: Personnel Commission

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT: Review the Revised Job Description for Water Meter Mechanic

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Water Meter Mechanic classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Water Meter Mechanic has been updated to reflect evolved industry standards and the City of Hayward's new Advanced Metering Infrastructure (AMI) technology. Revisions to the minimum qualifications have been made to include additional qualifying experience and related certificates.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department staff review all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

The Department of Public Works and Utilities requested revisions to the Water Meter Mechanic job description in order to bring it up to date with industry standards. This classification is responsible for maintenance and repair of the water distribution system mains and the repair of water meters and backflow construction meters. The minimum qualifications were revised to include alternate experience as qualifying. In addition, the State Water Resources Control Board requires a valid California State Water Distribution Operator certificate to ensure skilled professionals are overseeing the distribution of safe drinking water in compliance with the Safe Drinking Water Act. Incumbents must possess the D1 Certificate upon hire and obtain a valid D2 Certificate within twelve (12) months of hire.

Incumbents must also possess a valid American Water Works Association (AWWA) Backflow Prevention Assembly Tester Certificate.

The proposed changes address evolved industry and organizational standards associated with the specialized nature of the responsibilities performed. The revisions to the Water Meter Mechanic job description were shared with and accepted by representatives of the Service Employees International, Local 1021 Maintenance and Related Unit (SEIU).

A redlined version of the job description showing all proposed tracked changes as well as a final clean version are attached for the Commission's review.

FISCAL IMPACT

There are no fiscal impacts associated with the review of the revised job description.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to any of the six priorities outlined in the Council's Strategic Roadmap.

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