



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: ACT 20-073, **Version:** 1

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.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Water Meter Mechanic Job Description - Redlined Version
Attachment III	Water Meter Mechanic Job Description - Clean Version
Attachment IV	Public Works and Utilities Department Org Chart