



# CITY OF HAYWARD

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## Cover Memo

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

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**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