

10. **CLASSIFICATION ACTIONS, (Continued)**

- b. The General Manager recommends the Board approve the following Classification actions in connection with the 2019-2020 Budget, effective July 1, 2019.
1. Allocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department Class Title and Code</u>
		<u>DEPARTMENT OF PUBLIC WORKS, BUREAU OF STREET SERVICES</u>
19/20-425	2	Cement Finisher, 3353
19/20-426	3	Street Services Investigator, 4283
		File No. 55424



- c. The General Manager recommends that the Board approve the exemption of the following positions in the **Department of Public Works, Bureau of Sanitation**, in accordance with Charter Section 1001(d)(1), from the civil service provisions of the Charter.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3364	10	Plant Equipment Trainee, 1107
		File No. 55425

- d. The General Manager recommends that the Board give a 10-day notice of its intention to:
1. Create the new class of **Maintenance Laborer Assistant**, Code 3102;
- and
2. Adopt the Duties Statement for **Maintenance Laborer Assistant**, Code 3102.
- File No. 55426

COMMISSION ACTION: RECOMMENDATIONS APPROVED

11. **ADJOURNMENT**

The meeting was adjourned by the Commission President at 11:09 a.m.

JEANNE A. FUGATE,
President

BRUCE E. WHIDDEN,
Commission Executive Director

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Plant Equipment Trainee / 1107	3. Present Salary or Wage Rate: \$49,000
4. Reason for Preparing Description: ☐ New Position ☒ Change in Existing Position ☐ Routine Report of Duties ☐ Review for Proper Allocation		Date Prepared: 6/11/08
5. Location of office or place of work: Hyperion Treatment Plant 12000 Vista Del Mar Playa Del Rey, CA. 90293		6. Name of Department: PUBLIC WORKS/SANITATION Division: 7007 Section: Operations

7. Name and title of the person from whom you ordinarily receive instruction and who supervises or reviews your work:

Name and Title of supervisor: Senior Wastewater Treatment Operator or Chief Plant Operator [from Title 23 of SWRCB]

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
90%	Assist a journey-level Wastewater Treatment Operator and receives training in the field and classroom to safely operate wastewater water treatment equipment, including pumps, motors, drives, valves, compressors, clarifiers, aerations reactors, anaerobic digesters, and thickening and dewatering centrifuges, inspect equipment, collect samples, monitor operating conditions, record meter and gauge readings, record operational and lab data, clean tanks, perform housekeeping and routine maintenance.
10%	Will receive class room training in safety, basic chemistry, microbiology, electricity, instrumentation & controls, plant hydraulics, piping, valves & schematics, P & ID, EMPAC, Dtime. Learn formulas to calculate process control parameters, interpret numerical data, read and understand technical material, evaluate causes and determine solutions to operating problems and emergency situations.

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Work in or around raw and treated sewage, sewage gases, process chemicals, heights and rotating equipment / machinery.

11. Percent of time spent supervising (training and evaluation employees, assigning and reviewing work). 0 %12. Indicate the number of employees supervised by class title. N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____

Date _____

Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties sufficiently described. Duties and responsibilities are accurate.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Trainees are closely supervised, they work closely with journey level operators. The work is reviewed by the field and classroom trainers.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position.

(a) Education (include specific matter) High school graduation is desired, but not required. Successful completion of high school or college level courses in wastewater is preferred. Valid California drivers license. Obtain a operator In trainee (OIT) certificate issued by the SWRCB within four weeks from date of hire. Obtain a grade 1 operators license within established time limits set by SWRCB, currently two years from the date the OIT is issued; and pass the city of Los Angeles Wastewater Treatment Operator examination and be appointed to the class of Wastewater Treatment Operator within three years of appointment.

(b) Experience (type and length: list appropriate City classes, if any).

Some experience is preferred but not needed.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities to do this job.

☒ Strength to: ☒ Lift ☒ Push ☒			Hours per week
Pull			
Average weight <u>25</u> Heaviest weight	☒ Vision to read fine print/numbers	☒ Legs, for walking/standing	<u>20</u>
50	☒ Hearing, for telephones/alarms		
☒ Climbing (stairs, ladders, poles)	☒ Balance, for working heights	☒ Hands and fingers	<u>10</u>
How far	Other/Explain: <u>Normal Color Vision</u>		
☒ Face severe working conditions		☒ Back, for strenuous labor	<u>10</u>
Outdoors ☒ on/near water ☒		Other Explain:	
Average lifting up to 35lbs and occasionally up to 70 lbs in making minor mechanical adjustments; body ability and equilibrium involved in activities such as climbing and balancing; good speaking and hearing ability and good eyesight. May occasionally have to done a SCBA.			
Other/Explain:			
Corrosive chemicals			

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.
Assisting devices such as corrective lens and hearing aids may be used.

18. RESPONSIBILITIES.

(a) Policy and Methods: Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any and approval by higher authority required.
Responsible to follow all City of Los Angeles and plant policies, procedures and work instructions.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.
Responsible for the general economy of time and material in classroom and field.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.
Responsible for the prudent use of machinery and equipment.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month.
Is position bonded? NO amount of bond \$

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Responsible to effectively communicate process and equipment status with trainers, supervisors, and coworkers.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto.
Responsible for recording all activities and observations on appropriate forms. This documentation has legal ramifications and therefore must be accurate and truthful.

Signature of the immediate supervisor _____ Date _____

Class Title _____ Extension _____

Signature of department head Rafael Portia Date _____