

personnel and they must take it before the full Council.

#### CHAPTER 10. DEPUTY CLERK

- 10.0 The City may hire one or more Deputy Clerks to work under the management and supervision of the City Clerk. Deputy Clerk(s) will perform any duties delegated by the City Clerk to include those listed in paragraphs 10.1 through 10.9.
- 10.1 Receive and safely keep any monies collected such as water, sewer, license, etc.
- 10.2 Prepare paper work relative to collection of license fees, etc.
- 10.3 Work with City Clerk to keep files up to date and accessible
- 10.4 Work with City Clerk to prepare and post all legal documents such as ordinances, Legal postings, etc.
- 10.5 Be responsible for Petty Cash and reconcile weekly, deposit all deposits weekly.
- 10.6 Help with preparation of agendas if needed
- 10.7 Do all copying of City paperwork as requested.
- 10.8 File all paperwork properly (all originals must stay in office files)
- 10.9 Answer phones and email messages if confidential do not open and notify Mayor or Vice Mayor or if not available another Council member immediately.

#### CHAPTER 11. CITY MAINTENANCE WORKERS

- 11.0 Maintenance Workers Duties
  - 11.0.1 Operate and maintain the City's water and sewer systems.
  - 11.0.2 Maintain taps on City mains for water and sewer hook-ups.
  - 11.0.3 Install new pipes as required and log actions.
  - 11.0.4 Operate and maintain the fluoridation system.
  - 11.0.5 Make repairs on the water and sewer systems as needed and also any buildings housing the systems.
  - 11.0.6 Act as custodian of the water and sewer departments, equipment and supplies.
  - 11.0.7 Bring to the attention of the Council any inadequacies that may be detected.
  - 11.0.8 Perform any cut-offs as provided by City ordinances.
  - 11.0.9 Perform other jobs as directed by Council or Planning Commission.

- 11.0.10 Make complete inventory of heavy equipment and nonexpendable tools yearly.
- 11.0.11 Maintain an ongoing inventory of equipment and tools that are expendable.
- 11.0.12 Report to City Hall daily, as early as his/her schedule permits, to confer with the City Clerk, Mayor or office personnel concerning requests.
- 11.0.13 As time allows, perform any jobs requested by Department Commissioners which are on file with the City Clerk.
- 11.0.14 Take care of all emergencies first, and then do other jobs.
- 11.0.15 Notify the City Hall or the Department head if he/she is unable to fulfill any job request.
- 11.0.16 Fill out work sheets of time spent in various departments.
- 11.0.17 Have current Water and Wastewater Certificates.
- 11.0.18 Submit a weekly schedule of jobs to be done.
- 11.0.19 Make recommendations to the Council concerning employee vacation periods.
- 11.0.20 Advise the Council of proposed changes in work schedules at his/her earliest convenience.

11.1 Maintenance Wastewater Treatment Facility

11.1.0 Description – Under the general supervision of the City Council, this position entails the operation of all processes and equipment of the wastewater treatment plant. This includes responsibility for carrying out stated operational procedures and having a comprehensive knowledge of plant operations. The operator must be able to perform routine duties independently in a safe and workmanship-like manner and recognize and report unusual conditions; perform hard manual tasks for maintenance and operation of facilities in a safe and orderly manner; perform skilled work to operate maintain, inspect, and monitor the wastewater collections system including lift stations; and, must be able to swim. The duties are more specifically set forth below into the categories of general, maintenance, operational, and safety duties.

11.2 General Tasks

- 11.2.0 Operate, maintain, inspect and monitor the wastewater treatment collection system.
- 11.2.1 Operate designated City equipment such as pumps, valves, electrical motors, and generators or operate a designated element of the treatment process in in a safe and workmanship-like manner.
- 11.2.2 Perform general cleaning of all sewage treatment equipment and facilities, Including preventative maintenance and painting.
- 11.2.3 Perform a variety of manual tasks requiring the handling of equipment exposed to sewage, the collection of sewage samples, and other samples on a prescribed schedule.
- 11.2.4 Work overtime, perform on-call duty, and perform other related operational and maintenance tasks as required.

11.3 Maintenance

- 11.3.0 Clean motorized bar screen daily.

- 11.3.1 Maintain floating aerators.
  - 11.3.2 Maintain the collection equipment and keep it clean and orderly.
  - 11.3.3 Perform cleanup and yard maintenance as required, including but not limited to, maintenance of graded borders and weed control with hand and power tools.
  - 11.3.4 Perform maintenance/rehabilitation on all City sewers. Repair and inspect manholes and sewer lines. Install new sewer appurtenances and connections.
  - 11.3.5 Perform lubrication, painting, cleaning, and routine maintenance of equipment and plant buildings.
  - 11.3.6 Perform corrective maintenance and manual labor tasks when required.
  - 11.3.7 Recommend changes to maintenance programs.
- 11.4 Operation
- 11.4.0 Operate valves at each cell daily.
  - 11.4.1 Inspect entire site daily year round.
  - 11.4.2 Monitor the performance and operate the collection system.
  - 11.4.3 Maintain plant and equipment operating records and submit reports as required. Maintain laboratory and collection records.
  - 11.4.4 Read meters and gauges, records and make reports.
  - 11.4.5 Perform routine and special tests and chemical analysis of collected samples. Perform special and routine laboratory testing for control and environmental monitoring programs. Conduct sampling program, perform or assign non routine analysis
  - 11.4.6 Maintain an inventory of chemicals and supplies.
  - 11.4.7 Report supplies or changes needed for the operation of the City facility.
  - 11.4.8 Understand proper operational procedures. Recognize changes in normal operations and investigate the cause.
  - 11.4.9 Remove stoppages in the collection system using both mechanical and hydraulic equipment.
  - 11.4.10 Answer phone calls and respond to inquiries or direct them to the proper individual.
  - 11.4.11 Perform unskilled tasks assisting skilled tradesman in repair of sewage treatment equipment.
  - 11.4.12 Excavate and backfill trenches with hand or power equipment.
  - 11.4.13 Load and unload materials.
  - 11.4.14 Operate trucks, tractors, shovels, concrete mixers, jackhammers, sand blasting and grouting equipment as well as a variety of hand tools.
- 11.5 Safety
- 11.5.0 Perform all duties in a safety-conscious manner and comply with all safety rules.
  - 11.5.1 Insure the City facilities are kept in a clean, neat and safe manner.
  - 11.5.2 Perform the duties of Hazard Communication officer, and monitoring laboratory quality control program, in a safe and professional manner.
  - 11.5.3 Set up safe traffic control systems for all work in public right-of-ways.
- 11.6 Minimum Qualifications
- Training and experience: Requires State of California operators in training certification.

One year experience in wastewater plant or similar experience. High school diploma or GED equivalent. Maintain a valid Class B California driver's license and an acceptable driving record for insurability.

**11.7 Knowledge and Abilities**

Ability to understand and follow plant operation manuals. Ability to follow oral and written instruction. Ability to establish and maintain a cooperative relationship with other employees.

Knowledge of the equipment and facilities commonly used in sewage treatment and general requirements for their operation and maintenance. Working knowledge of tools and equipment common to the required duties. Must be mechanically inclined and able to make most all mechanical repairs on City Equipment. Working knowledge of the hazards and safety precautions common to his or her duties.

Ability to perform heavy manual labor for extended periods of time. Ability to enter vaults by ladder, remove, replace, or clean equipment. Ability to operate large valves. Ability to operate backhoe and use hand tools. Must be able to swim, lift 100 lbs. and the ability to lift heavy objects above shoulder height.

Working knowledge of chemical and biological methods of analyses related to Wastewater treatment and the interpretation of laboratory data. Ability to read, write, and understand technical and administrative report. Must have ability to obtain high degree of accuracy and neat handwriting to keep clear and accurate records. Able to interpret charts and flow diagrams. Ability to do math problems in decimals and fractions.

It is highly desirable for an operator, in the performance of laboratory duties, to have knowledge of how the lab results relate to facility operations. Must be able to work safely and keep lab in a clean, neat and safe condition continuously.

**11.8 Special Conditions**

This is a trained position and each operator in training is expected to obtain a State Of California Grade I Certification. Employees who do not obtain certification within 24 months of employment will no longer be qualified for the position. However, each employee will be allowed a time extension if needed to allow an opportunity to take the State examination twice at the discretion of the City Council.

**11.9 Supervision**

City Maintenance Workers will work under the direction and supervision of the Public Works Director. The Chairman of the Public Works Committee will be the Public Works Director.

**11.10 Cemetery**

11.10.0 Dig and fill graves when requested by Council, City Clerk or Mayor.

11.10.1 Maintain fence, water system and roads within the cemetery.

11.10.2 Assist when necessary and possible in placing stakes and information markers on plots.

- 11.10.3 Inform Council if extra work or material is necessary.
- 11.10.4 Check with Clerk's office to make sure all plots are recorded and placed properly.

11.11 City Buildings

- 11.11.0 Keep all buildings owned by City in good repair including Senior Thrift Store and building. Excluding agreement in the Senior contract or lease.
- 11.11.1 Repair appliances if owned by City if appropriate and knowledgeable otherwise notify Council.

11.12 Roads

- 11.12.0 Maintain roads when necessary.
- 11.12.1 When able help contractors working on City owned streets.

11.13 Parks and Recreation

- 11.13.0 Water trees and shrubs and trim as needed.
- 11.13.1 Mow and water lawns.
- 11.13.2 Maintain, repair, and install fencing as needed.
- 11.13.3 Maintain and repair as needed all buildings, equipment, and structures, including playground equipment.
- 11.13.4 Maintain exercise track, tables, benches a tennis court if applicable.
- 11.13.5 Maintain Little League Soft Ball fields.
- 11.13.6 Perform all other duties as directed by Council or Park Staff.
- 11.13.7 All Maintenance Workers are required to work in all phases of City Maintenance including but not exclusive to parks, water, sewer, roads, cemetery, buildings and any other maintenance directed by Council.

## Chapter 12. Volunteer Fire Department

- 12.0 Loyaltown Fire Department is created and shall consist of a Fire Chief, various officers and enough members to provide for effective operation of the Department.
- 12.1 The position of Chief is created and shall be a position appointed by the Council.
- 12.2 The Chief shall appoint any needed officers and at no time shall the Department exceed twenty (20) positions.
- 12.3 Any volunteer putting the City and Department at risk, because of alcohol, drugs, or Sexual harassment is grounds for dismissal per City Personnel Policy Section 7.3.
- 12.4 Selection: Members of the Volunteer Fire Department shall be selected as follows:
  - 12.4.1 Applications for the position of Volunteer Fireperson should be completed on an application form, or by verbal communication to the Fire Chief, and shall be processed by the personnel officer of the department.
  - 12.4.2 Applicants shall be screened by a committee of the Volunteer Fire Department, consisting of the officers, except Chief. A recommendation

## PERFORMANCE EVALUATION FORM

Employee:

Soc. Sec. No.: - -

Classification Title:

Scheduled Review Date:

Supervisor:

Evaluation Type:

Scheduled

Probationary

Permanent

Unscheduled/Special

Period Covered by Evaluation:

From: to

Using the rating scale below, compare the performance of the employee being evaluated against the criteria listed for each factor. Select the level on the evaluation scale that indicates your perception of that individual's performance for each factor and put a checkmark in the rating. **Any rate other than "Meets Standards" must be accompanied by a justifying comment.** Job description and any additional written instruction to the employee should be reviewed prior to completing this evaluation.

### PERFORMANCE EVALUATION FACTORS

### RATING

1. **Customer Service:** *Extent to which customers are served courteously and with appropriate and correct information.*

**Demonstration** – Always courteous and congenial with external and internal customers.

- Outstanding  
 Exceeds Standards  
 Meets Standards  
 Needs Improvement  
 Unsatisfactory

Comments:

2. **Job Knowledge:** *Necessary knowledge of the elements of work assignments.*

**Demonstration** – Learns, understands and retains the elements of work assignments and duties.

- Outstanding  
 Exceeds Standards  
 Meets Standards  
 Needs Improvement  
 Unsatisfactory

Comments:

3. **Productivity:** *The progress made on tasks that result in the expected quantity of work.*  
**Demonstration** – Meets the established standards for required quantity of work. Uses time effectively and efficiently.

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

**Comments:**

4. **Quality of Work:** *The extent to which work meets the required standards for quality.*  
**Demonstration** – Technical, analytical, and organizational skills, and checks work to meet required standards or objectives. Results are consistently dependable.

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

**Comments:**

5. **Cooperation & Teamwork:** *The capacity to adapt to new situations and work together as a team.*  
**Demonstration** – Exhibits positive attitudes during times of change and disruption.

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

**Comments:**

6. **Communication:** *The extent to which the work is communicated both orally and in writing.*  
**Demonstration** – Communicates openly, clearly, and concisely.

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

**Comments:**

7. **Initiative/Professional Development:** *The capacity to undertake and perform job duties independently but with appropriate and responsible usage of supervisory support.*  
**Demonstration** – Is a self-starter but also seeks supervisory assistance and guidance when necessary.

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

**Comments:**

**8. Supervisory Skills:** *(as applicable) The ability to supervise and train employees, as well as prioritize, delegate, and coordinate the work of others.*

**Demonstration** – Do they have the respect of those they manage. Do they distribute work appropriately. Is there sufficient review of others work.

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

**Comments:**

**Supervisor's Summary:** Consider all the factors before summarizing and commenting on employee's performance for this review period.

**Significant changes and accomplishments since last evaluation are:**



**Areas of Concern:** What specific job functions, standards, and/or goals are not being met or may not be met at the end of the performance period? What specific behaviors or conduct need to change for performance to improve?

**Action Plan:** How will those areas of concern be addressed: Detail the plans to improve performance (changes in job function, supervision, coaching, counseling, and/or training).

**Recommendations for Accomplishment of Development Needs and Training:**

**Mutually Established Performance Goals and Objectives:**

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Overall Rating**

- Recommend granting Merit Increase
- Recommend denying Merit Increase
- Recommend deferring Merit Increase

- Probation Extended
- Granting Permanent Status



**EMPLOYEE'S SUMMARY COMMENTS:**

Carefully consider all the factors before giving your comments on the performance evaluation received.

Comments:

Your signature indicates that you have discussed this evaluation with your supervisor. It does not necessarily indicate agreement with the contents.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SALARY SCHEDULE APPENDIX A**

**PERMANENT FULL TIME/OR CERTIFIED**

STEPS	A	B	C	D	E
GRADE I	18.00	18.90	19.85	20.84	21.88
GRADE II	24.00	25.20	26.46	27.78	29.17

STEPS GRADE I CERTIFIED WATER OR SEWER  
 STEPS GRADE II CERTIFIED WATER AND SEWER

**REGULAR PART TIME/SEASONAL**

STEPS	A	B	C	D	E
GRADE I	17.50	18.38	19.29	20.25	21.26
GRADE II	19.50	20.48	21.50	22.58	23.71

PROBATION PERIOD FOR PERMANENT FULL TIME/CERT.  
 PROBATION PERIOD WILL BE 6 MONTHS

PROBATION PERIOD FOR REGULAR/PART TIME/ SEASONAL  
 PROBATION PERIOD WILL BE 6 MONTHS

SALARY RANGE FOR PERMANENT FULL TIME OR REGULAR/PART TIME/ SEASONAL WILL BE BASED ON  
 HOURLY RATE DEPENDENT ON EXPERIENCE AND CREDITIAL

**DAY LABOR / EXTRA HELP**

STEPS	A	B	C	D	E
MINIMUM WAGE		15.00	16.00	17.00	18.00

**PROFESSIONAL/LICENSED**

PLUMBERS, ELECTRICIANS, ECT. ARE PAID ON AN AGREED UPON BILLED BASIS