



---

**PERSONNEL ADVISORY COMMISSION**  
**SPECIAL MEETING AGENDA**

**TUESDAY, JUNE 15, 2021 AT 6:00 P.M.**

**CITY HALL COUNCIL CHAMBERS  
1600 WEST BEVERLY BOULEVARD  
MONTEBELLO, CALIFORNIA 90640**

**ALSO VIA ZOOM  
Meeting ID: 818 5251 9718  
Passcode: 506029**

---

**COMMISSION MEMBERS**

**RISHARD CARLIN, COMMISSIONER  
ABRAHAM LIM, COMMISSIONER  
DAVID MATANGA, COMMISSIONER  
ALICIA MOLINA, COMMISSIONER  
NELLY NIEBLAS, COMMISSIONER**

**CITY STAFF**

**ELIZABETH ORTEGA, SENIOR HUMAN RESOURCES ANALYST  
NICOLE MOOSHAGIAN, SENIOR HUMAN RESOURCES ANALYST**

IN CONSIDERATION OF OTHERS, PLEASE TURN OFF, OR MUTE, ALL CELL PHONES AND PAGERS  
THANK YOU FOR YOUR COOPERATION

OPENING CEREMONIES

CALL TO ORDER

ROLL CALL

CORRECTIONS TO THE AGENDA

PUBLIC COMMENTS (30 MINUTES)

At this time, the general public may address the Commission/Committee on items listed on the agenda. Please be aware that the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per speaker. State Law prohibits the Commission/Committee from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Commission/Committee.

STAFF COMMUNICATIONS

1. **JOB SPECIFICATION RECOMMENDATION – Records Coordinator**

**RECOMMENDATION:** Recommendation from the Commission to the City Council to adopt the new classified position as presented.

2. **JOB SPECIFICATION RECOMMENDATION – Assistant Engineer**

**RECOMMENDATION:** Recommendation from the Commission to the City Council to adopt the new classified position as presented.

3. **JOB SPECIFICATION RECOMMENDATION – Public Works Inspector**

**RECOMMENDATION:** Recommendation from the Commission to the City Council to adopt the new classified position as presented.

4. **JOB SPECIFICATION RECOMMENDATION – Sr. Fire Inspector**

**RECOMMENDATION:** Recommendation from the Commission to the City Council to adopt the new classified position as presented.

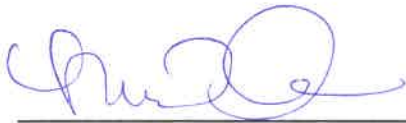
5. **JOB SPECIFICATION RECOMMENDATION – Community Risk Reduction Coordinator**

**RECOMMENDATION:** Recommendation from the Commission to the City Council to adopt the new classified position as presented.

**ADJOURNMENT**

The City of Montebello Personnel Advisory Commission] will adjourn to the next Regular Meeting on June 22, 2021 at 6:00 p.m. which can be live streamed at [www.cityofmontebello.com](http://www.cityofmontebello.com) (Click on Live Stream).

I, Nicole Mooshagian, Senior Human Resources Analyst for the City of Montebello hereby certify that a copy of this agenda and Notice of a Special Meeting has been posted at City Hall, and the City's website, and delivered to each member of the City of Montebello Personnel Advisory Commission no less than 24-hours before the start of the Special Meeting.



---

Senior Human Resources Analyst

**CITY OF MONTEBELLO**

**HUMAN RESOURCES DEPARTMENT**

**TO:** Personnel Advisory Commissioners

**FROM:** Elizabeth Ortega, Senior Human Resources Analyst  
Nicole Mooshagian, Senior Human Resources Analyst

**SUBJECT:** Classification Plan Amendment

**DATE:** June 15, 2021

---

**OBJECTIVE**

To obtain the Personnel Advisory Commission's review for five (5) newly proposed job specifications and to request a recommendation to the City Council to adopt into the City's classified service.

**BACKGROUND & ANALYSIS**

In preparation for the upcoming FY 2021/2022 budget, the Chiefs and Directors have identified the new classifications that would enhance their departments' performance and service to the community. Those positions include:

Administration Department – Records Coordinator  
Fire Department – Senior Fire Inspector, Community Risk Reduction Coordinator  
Public Works – Assistant Engineer, Public Works Inspector

Our current Civil Services Rules and Regulations (Rule VI, Sections 146, 147, and 148) require a review and recommendation to the City Council by the Commission (formerly known as the Civil Service Commission). This is a precursor to presentation to the City Council for subsequent review and adoption.

**RECOMMENDATION**

Review the job specifications for Records Coordinator, Senior Fire Inspector, Community Risk Reduction Coordinator, Assistant Engineer, and Public Works Inspector and recommend that the City Council amend the City's Classification Plan to include these newly proposed classifications.

**Attachments:**

1. Civil Service Rules & Regulations, Rule IV, Section 146, 147, & 148.
2. Records Coordinator – Job Specification
3. Senior Fire Inspector – Job Specification
4. Community Risk Reduction Coordinator – Job Specification
5. Assistant Engineer – Job Specification
6. Public Works Inspector – Job Specification

## **RULE IV. CLASSIFICATION**

### **SECTION 146. THE CLASSIFICATION PLAN:**

- (a) The Council, upon recommendation of the Commission, shall create and adjust classes of positions in the classified service which classes shall be known as the "Position Classification Plan of the City of Montebello." This plan shall include a descriptive title and a statement outlining the scope of the duties and responsibilities for each class of position.
- (b) All existing positions and all new positions in the classified service shall be allocated to their proper class in the classification plan. Such allocation of a position to a class shall be based upon the nature of the duties and responsibilities of the position, and the principle that all positions shall be included in the same class if:
  - (1) Sufficiently similar in respect to duties and responsibilities that the same descriptive title may be used;
  - (2) Substantially the same requirements as to education, experience, knowledge and ability are demanded of incumbents;
  - (3) Substantially the same tests of fitness may be used in choosing qualified appointees; and
  - (4) The same salary range may be made to apply with equity.

**SECTION 147. AMENDMENT OF PLAN:** The Classification Plan shall be amended by resolution of the Council upon the recommendation of the Commission.

**SECTION 148. NEW POSITIONS:** Before a new position is filled, it must be properly classified under the classification plan in the same manner prescribed for amendment of the Classification Plan.

**SECTION 149. RECLASSIFICATION:** Positions, the duties of which have been changed enough to require reclassification, shall be allocated to a more appropriate class, whether new or already created, in the same manner as originally classified and allocated. Reclassifications shall not be used for the purpose of avoiding rules governing demotions and promotions.

## **CITY OF MONTEBELLO**

### **RECORDS COORDINATOR**

#### **DEFINITION**

Under general supervision, performs a variety of responsible, confidential, and complex professional, administrative, technical, and statutory duties in support of the functions of the City Clerk's Office including: assisting with the preparation of City Council meetings; assisting in the recruitment process of City Commission and Committee members; assists in maintaining official City records, including Resolutions, Ordinances, contracts, directives, and minutes approved and authorized by the City Council; performs City-wide records management coordination; assists with contract management; assists in the conduct of municipal elections; coordinates and schedules regulatory compliance filings; and receives and responds to questions and inquiries from the public, other City departments, and outside agencies. Performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

The Records Coordinator is responsible for clerical and technical work in the City Clerk's Office. The specialized nature of this work involves the efficient and effective operation of a large, centralized record retention and management system requiring the use of considerable initiative and judgment, with a general framework of an office administration role. Decisions are made independently in accordance with clearly established procedures.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Deputy City Clerk or a higher level position.

#### **EXAMPLES OF DUTIES**

Performs difficult, complex, technical, and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills, and the ability to apply detailed knowledge of the activities and procedures specific to the Office of the City Clerk; provides information to City staff, other organizations, and the public, which requires the use of judgment and the interpretation of policies, rules, and procedures; assist in the maintenance and support of a quality controlled, centralized records management system, archive and retention process; Ensure the appropriate maintenance of City records, files and documents in compliance with established policies and government codes; maintains record retention schedules in accordance with departmental operating needs and legal requirements; assist City Departments with record retention compliance, preparation, resources and offsite coordination; oversees

the conversion of manually operated filing systems to a computerized document filing and retrieval system; assists with tracking, researching and compiling information requested by City staff as required; assists with contract management as needed; participates in the recruitment process for Commission and Committee vacancies; assist in the administration, preparation, training and conduct of municipal elections; coordinate compliance filings related to state campaign disclosure laws, City conflict of interest code, and AB 1234 Ethics requirements; research and compile information for the preparation of the election manual and schedule; may publish legal notice advertisements and public hearing notices in coordination with City Departments; may assist in the development and processing of legislative body agendas, packets, staff reports, and associated materials; may attend meetings and take/prepare meeting minutes when requested; may be exposed to confidential and privileged information during the course of duties, which should be maintained as such; may perform legislative body meeting transactional work including preparing for meetings, document proofing, formatting and processing of resolutions and ordinances, tracking committee and commission actions, and posting of meetings on the legislative content network; ensures department services are provided with exceptional customer service and the highest level of ethical standards; provides back-up support to the Assistant to the Deputy City Clerk in their absence; perform any other tasks or functions relevant to the support and operation of the City Clerk's Department.

### **SPECIAL REQUIREMENTS**

Possession of a Class C California Driver's license is required.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Procedures of a City Clerk's or Secretary to the Board's Office.
- Principles and practices of customer service.
- Records management principles and practices.
- Support activities related to the coordination of a records management program.
- Records and document organization.
- Research techniques.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Effective use of document management and electronic data storage software and hardware, and office equipment including duplicating machines and scanning equipment.
- Correct English usage, spelling, grammar and punctuation; business letter writing and correspondence.
- Regulations related to preparation of legislative meeting agendas and public noticing procedures.

- Relevant laws, rules and procedures associated with a City Clerk's Office such as the Ralph M. Brown Act, Maddy Act, Public Records Act, Political Reform Act, and City Charter.

**Ability to:**

- Learn codes, regulations, policies, and procedures related to the Office of the City Clerk.
- Learn computer applications related to the work, include database and special software related to the functions of the office of the City Clerk.
- Perform technical and specialized office administrative work requiring the use of independent judgment.
- Provide support in general and records management assignments; including the processing and storage of documentation and other related materials for legislative body meetings, including, but not limited to agenda, agenda materials, minutes, ordinances, resolutions, contracts, and other official documents.
- Review documents for completeness and follow appropriate steps for the retention of records, files, and documents.
- Establish maintain, and research complex and extensive records and office files.
- Review documents for completeness and follow appropriate steps for the retention of records, files and documents.
- Work independently or from brief instructions, and as part of a team.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a matter consistent with job functions.
- Use initiative and independent judgement with established procedural guidelines.
- Organize own work, set priorities and meet critical time deadlines.
- Recommend process improvement changes to streamline procedures.
- Work with sensitive and confidential information.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Meet and greet the public, understand their questions and respond effectively; assist the public, City officials and staff with research and obtaining answers to questions regarding City business.

and

**Training and Experience: *Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:***

**Experience:**

Three years of increasingly responsible office administrative support experience which includes general records management, handlings contracts and confidential documents,



and legislative body support or general. Previous experience in a City Clerk's office or related experience is desirable.

Education:

Equivalent to a B.S. degree from an accredited college or university with major coursework in Public Administration, Business Administration, Records Management or a related field is required.

Training:

Any recent training such as academic courses and certification programs, which are relevant to this job classification.

Special Licenses or Certificates:

This position may be required to obtain and maintain certification as a Notary Public. Certification through the American Records Management Association (ARMA) is highly desirable.

Other Requirements:

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer; mobility to work in a typical office setting to use standard office equipment; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 25 pound boxes, files, and materials

*Work environment:* Work in a standard office setting. The position may require the ability to attend evening and night meetings.

June 2021

## **CITY OF MONTEBELLO**

### **SENIOR FIRE INSPECTOR**

#### **DEFINITION**

Under direction, conducts inspections, plan checks, and tests of hazardous processes and fire protection and extinguishing systems to insure compliance with applicable codes, ordinances, and standards; performs cause and origin investigative duties; and performs other duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED**

The Senior Fire Inspector is the advanced journey/senior level in the series and performs complex tasks and possesses a significant level of specialized, technical and functional expertise. Incumbents exercise independent judgment in the performance of duties determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations. This classification performs duties related fire/Arson investigation, prevention, environmental activities and compliance with fire code and environmental statutes and regulations. The position will also respond to emergency incidents and provide assistance as determined by Incident Commander.

Receives direction from the Fire Marshal or other higher level Fire Department Staff and provides supervision which includes assigning, coordinating, training and reviewing the work of Fire Inspector I positions.

#### **EXAMPLES OF DUTIES**

*The following duties represent the principal job duties; however, they are not all inclusive.*

- Issues Notices of Violations of applicable Federal, State, County, and City codes, laws and regulations;
- Conducts site inspections and checks plans and specifications for compliance with applicable Federal, State, County, and City codes, laws and regulations;
- Provides technical advice and makes recommendations regarding safety inspections of chemical users to reduce hazardous materials accidents;
- Establishes and maintains the program for public access to environmental information related to hazardous materials;
- Represents the Montebello Fire Department to various agencies, associations, and organizations on issues associated with hazardous materials;

### **EXAMPLES OF DUTIES (cont.)**

- May attend City Council and other meetings to provide technical advice and information on Federal, State, County, and City codes, laws, regulations and technical issues related to hazardous materials;
- Reviews acutely hazardous materials inquiries and coordinates hazardous material surveys;
- Compile and analyze data and information, prepares related reports and makes recommendations based on codes, standards and Fire Department policies;
- Interprets a variety of codes for the public and makes recommendations for fire protection systems;
- Assists in training of subordinate personnel and fire company personnel on fire prevention matters;
- Attends various Commission meetings to represent the Fire Department regarding compliance with various Federal, State, County, and City codes.

*In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:*

#### **Plan Review**

- Reviews plans for high-rise, commercial, industrial and manufacturing processes, and removal, installation or modification to underground storage tanks plans to verify proper fire protection systems, exits and code compliance;
- Consults with architects, builders and developers regarding methods, materials, City specifications and problem areas;
- Conducts fire inspections of the more complex hazardous occupancies such as oil refineries and chemical facilities;
- Conducts site inspections and checks plans and specifications of the more complex hazardous operations such as petrochemical operations and electroplating processes, fire protection and extinguishing systems and related occupancies for compliance with fire codes and standards;
- Inspects high-rise buildings and institutional occupancies such (hospitals and jails);
- Conducts plan reviews for underground storage tank systems, periodic inspections and testing of underground storage tank systems;
- Coordinates Fire Department plan check reviews with other City Departments and performs fire plan checks for new development occurring within the City to ensure complete and thorough plan review including but not limited to hydrant

### **EXAMPLES OF DUTIES (cont.)**

- spacing, sprinkler water main sizes, fire department access, proper handling and storage of hazardous materials, etc;
- Assists in the evaluation of fire safety conditions and recommends changes to building and fire codes to remain current with use of new materials and methods of construction;
- Performs moderately complex mathematical calculations in the evaluation of fire sprinkler, fire alarms and other fire protection systems.

### **INVESTIGATIONS**

- Conducts investigations as to the Origin and Cause of fires occurring in the City in compliance with City policy;
- Investigates emergencies such as suspicious fires, incendiary fires, great alarms, explosions, bomb scares in which substantial property has been damaged or destroyed, and/or in which death or injury occurs in coordination with the Police Department to prepare evidence for prosecution;
- Assists prosecutor with arson prosecution as investigator and/or expert witness;
- Works cooperatively with other Fire and/or Law Enforcement Agencies;
- Detects and apprehends persons who have violated or suspected of violating any fire or related laws;
- May participate in the investigation in mutual aid emergencies.

### **Examples of Other Duties**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- May perform Public Education duties such as instruction for Emergency Response Team (ERT) academy;
- Attends division and department meetings as required;
- Receives and responds to public inquiries and complaints regarding inspections;
- Serves on various committees;
- Responds to the Emergency Operations Center (EOC) in the event of an emergency;
- Perform related duties as required.

## **EXAMPLES OF DUTIES (cont.)**

### **Education and Experience:**

*Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:*

An Associate of Arts/Science degree in Fire Prevention, Fire Science or a related field; and three (3) years of progressively responsible experience in plan review and inspection of buildings and systems for compliance with fire safety standards, preferably in a county or municipal environment or three years of recent experience in the use, handling, storage, disposal or inspection of hazardous materials. A Bachelor's of Arts/Science in Fire Prevention or related field may be substituted for one (1) year of experience. A Master's degree may be substituted for two (2) years of experience.

Experience that demonstrates familiarity with safety requirements for hazardous material use, handling, storage, disposal or inspection is highly desirable.

### **License and/or Certificates**

A valid California Class C Drivers' License.

*Possession of or ability to obtain:*

California Penal Code 832 certificate;

California State Fire Marshal (CSFM) Fire Investigator certificate;

Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certificate; and

*The following certifications are desirable:*

ICC Fire Inspector I or II;

ICC Fire Plans Examiner;

CSFM Fire Inspector I or II; and/or

CSFM Community Risk Educator.

### **Knowledge of:**

- Fire prevention principles and procedures;
- Fire investigation principles and procedures;

## **EXAMPLES OF DUTIES (cont.)**

- Fire protection, alarm and water supply systems, especially for high-rise, commercial and industrial buildings;
- Fire sprinkler designs, plans and hydraulic calculations;
- Principles and practices of plan review;
- Characteristics of a variety of chemicals and flammable, explosive and similar materials;
- Principles and techniques of structure and building inspection;
- Federal, State, County, and City safety codes related to fire prevention including but not limited to California Fire Code, California Building Code, and State Administrative Code;
- Standard fire protection and prevention theory, techniques, and practices relative to various types to occupancies;
- Mechanical principles;
- Principles of combustion;
- Building materials and construction practices;
- Federal, State, County, and City codes and ordinances, rules and regulations affecting inspection operations;
- General City operations;
- English grammar and methods of report writing and data analysis.

and

### **Ability to:**

- Read, understand and interpret building construction plans and specifications, and applicable Federal, State, County, and City codes, regulations and laws;
- Interpret and apply Federal, State, County, and City codes, laws, and regulations pertaining to hazardous materials;
- Perform moderately complex mathematical computations quickly and accurately;
- Analyze data, recognize problems and make decisions;
- Write complete and accurate inspection reports;

### **EXAMPLES OF DUTIES (cont.)**

- Positively influence community residents and business people toward a desired course of action;
- Quickly assess a situation, make decisions and take appropriate action under stressful and emergency conditions;
- Handle calls, questions and complaints in an appropriate manner;
- Understand and carry out oral and written directions;
- Communicate effectively orally and in writing;
- Maintain confidentiality and exercise sound judgment;
- Deal tactfully and effectively with the public;
- Establish and maintain effective working relationships with City employees, other City departments, public officials, contractors, outside agencies and the public;
- Work as a team member in evaluating alternative courses of action and making recommendations to solve problems related to hazardous materials issues;
- Learn, interpret, explain and enforce applicable codes, regulations, ordinances and laws;
- Learn and utilize new skills and information to improve job performance and efficiency;

*In addition to the above, incumbents assigned to the specific areas listed below are also expected to have the ability to do the following:*

#### **Plan Review**

- Analyze and compile technical information on fire protection and safety code violations;
- Detect and determine proper corrective action for fire hazards found at various buildings and installations;
- Inspect and determine corrective action for deficiencies in a variety of fixed fire protection systems;
- Interpret basic architectural, mechanical, plumbing, and electrical plans and drawings.

#### **SPECIAL REQUIREMENTS**

Requires the ability to walk, stand, stoop, crawl, climb ladders, and work at heights above 10 feet when performing field inspections. Tasks require color and visual perception and

**EXAMPLES OF DUTIES (cont.)**

discrimination, as well as oral communications ability. May be required to work in excessive heat/cold; inclement weather; dirt/dust; grease/oil; pesticides, chemicals and solvents/toxic agents; live electricity; high frequency noise; and smoke, fumes and gas.



## **CITY OF MONTEBELLO**

### **Community Risk Reduction Coordinator**

#### **DEFINITION**

Under the general supervision of the Fire Marshal, the incumbent performs duties to support the Fire Department. The Community Risk Reduction Coordinator performs a variety of professional duties including developing and providing community risk reduction education, awareness, and injury prevention programs for schools, businesses, children, adolescents, and adults. Work is performed with considerable independence. Completes Work in the areas of public speaking and instruction to promote safety in the community, such as the community risk reduction education program (e.g., fire safety, injury prevention wildland fire protection and emergency preparedness); will perform paramedic functions and responsibilities, and to perform related work as required.

#### **EXAMPLES OF DUTIES**

This position will serve as a liaison with public safety agencies, city divisions and private entities to ensure community preparedness through facilitation and instruction of various programs, and will report directly to the Fire Marshal.

The following duties represent the principal job duties; however, they are not all inclusive.

Duties may include but are not limited to the following:

- Conduct community education and risk reduction programs and training classes for County representatives, first responders, city/town staff, and community members including diverse audiences of all ages, abilities, cultures and backgrounds.
- Schedule community risk reduction education programs and events for cities/towns, schools, businesses, places of worship, neighborhood groups and other community organizations.
- Assist with planning, organizing and coordinating community education and risk reduction programs, events and services.
- Assist with revising and updating elements of community education and risk reduction programs and services, including PowerPoint presentations, resource materials, pamphlets, course outlines and handouts.
- Respond to requests from schools, businesses, organizations and the general public for fire safety, injury prevention and community preparedness information, literature and materials;
- Attend meetings, trainings and conferences to promote the Department's community safety, injury prevention, wellness, wildfire protection and preparedness programs.

- Monitor inventory of props, materials and equipment and prepare and organize required supplies for scheduled events, trainings, programs and meetings.
- Work irregular or protracted hours and respond promptly to call-backs.
- Perform other duties as assigned

In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:

- Community Outreach Programs:
  - Community Emergency Response Training (CERT)
  - Stop the Bleed (Active shooter incidents)
  - Sidewalk CPR
  - Ready! Set! GO!
- Life safety, terrorism-related and all hazard training curriculum development.
- Public Education and Public Service Announcements (PSA)
- Assist with Community Risk Assessments to identify gaps in service requiring development and implementation of new and/or additional risk reduction campaigns.
- Assistance providing back-up to Montebello Community Assistance Program (MCAP).
- Assistance with Fire Prevention programs.
- Public Information Officer (PIO) assignments
- Licensed Paramedic duties as assigned to facilitate life safety/public education programs.

## **SPECIAL REQUIREMENTS**

- At time of appointment the successful candidate must have:
- A current and valid California State Class C driver's License
- A signed Non-Tobacco Use Statement
- Successfully passed all qualifying examinations, the City's pre-employment physical, and extensive background check.
- Must successfully obtain Los Angeles County paramedic accreditation.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Basic knowledge of methods and principles of fire suppression, fire investigation, fire prevention, emergency medical response, and hazardous material control.
- Basic functions, principles and practices of local government and public administration.

- Methods, principles, and practices of general office operations including inventory and records management systems, computer software applications, and standard office equipment.
- Fundamentals of motivation techniques, learning style models, and lesson plan development.
- Basic principles of public speaking, effective communication and group dynamics.
- Essential elements of public relations and community engagement.
- Basic techniques of researching, collecting and compiling information and data.
- Applicable local, State, and Federal laws, regulations and standards related to community risk reduction education programs and services.
- Government agencies and community organizations programs, services and resources, particularly those that serve high-risk, vulnerable and underserved populations.
- Correct English usage, spelling, grammar, and punctuation.
- Knowledge of and skill in teaching and demonstrating the use of fire extinguishers.
- Ability to identify fall and fire hazards.
- Computer software advanced knowledge:
  - Microsoft Office Suite including SharePoint
  - Social Media (e.g. Facebook, Twitter, Instagram, etc...)
  - Publishing

**Ability to:**

- Learn how to plan, coordinate and implement effective community education and risk reduction programs.
- Learn principles, practices, and procedures of community risk reduction program management.
- Use various media, technology, communication and dissemination techniques and methods to communicate.
- Understand and act in accordance with Department policy, rules, and regulations.
- Interpret, explain, and apply fire codes and regulations.
- Learn and perform special assignments as delegated.
- Assist with fire inspection and prevention activities.
- Speak effectively before diverse audiences for the purpose of providing information, education and training.
- Communicate professionally and maintain harmonious working relationships with both individuals and groups contacted in the course of work.
- Adapt to situations, evaluate problems, explore alternatives and make sound decisions.
- Demonstrate professional discretion in political environments and maintain a calm and professional demeanor in difficult situations.
- Effectively represent the fire service functions of the Department with the public.
- Prepare clear and concise written documents.
- Work irregular or protracted hours and respond promptly to call-backs

**Education / Training / Experience:**

High school graduation or GED is desirable. Graduation from a State approved fire academy with Paramedic certification. Two years of experience as a Paramedic with a private ambulance company or municipal fire department is highly desirable.

**Knowledge of:**

Basic knowledge of methods and principles of fire suppression, fire investigation, fire prevention, emergency medical response and hazard material control.

**Work Background:** Experience in fire and emergency service work is highly desirable.

## **ASSISTANT ENGINEER**

### **DEFINITION**

Under general supervision to perform a variety of difficult professional engineering office, field surveying, inspection, materials analysis, and drafting work; to assist the engineering staff; and to perform related work as required.

### **EXAMPLES OF DUTIES**

Performs a wide variety of difficult drafting and engineering drawing work from field survey notes, property description and construction notes; prepares detailed engineering drawings of structures and equipment from specifications and verbal descriptions; performs difficult engineering computations; tabulates data and prepares tables and graphs; investigates complaints involving traffic control engineering; conducts field traffic surveys and traffic counts; prepares summary reports and makes recommendations; performs professional engineering studies and design work for engineering projects that involve independent collection and analysis of data; answers inquiries by providing information shown on maps and in office files; assists in the securing of rights-of-way, easements, and leases; calculates and computes quantities and costs of material for a variety of construction projects; receives and assists the public at the counter and by telephone/email, providing information on a wide range of questions; constructs and maintains maps; drafts plans, plots cross sections and profiles, and updates maps; maintains records and compiles information for monthly reports; participates in site plan reviews; processes all types of public works and building permit applications and reviews applicable drawings and calculations; maintains a variety of files; performs surveying and staking of City projects; summarizes field survey notes; prepares and reviews plans and specifications; compiles, organizes, inputs, and interprets data for automated system activities; may perform field inspection of capital projects and components; performs professional engineering studies, field investigations, plan checks, reports, and studies; manages the engineering work of consultants; assists in preparing reports, exhibits and presentations for City Council and public meetings.

**ASSISTANT ENGINEER**

**SPECIAL REQUIREMENTS**

Possession of an appropriate California driver's license.

**EMPLOYMENT STANDARDS**

Knowledge of:

- Civil engineering theories, principles, and practices as applied to the design, construction and inspection of streets, storm drains, sewers, water lines, traffic signals, street lights and related public works projects.
- Basic engineering, drafting, designing, and mathematics techniques.
- Basic traffic engineering design, procedures, and policies.
- Surveying principles and practices.
- Public works plans and specifications.
- Use of computer equipment and software used in engineering projects.
- General public works construction techniques, methods, materials, and equipment.
- Safe work practices.
- Research methods and procedures.

**and**

Ability to:

- Assist in engineering design work on City improvement projects.
- Perform traffic engineering work, conduct field traffic surveys and traffic counts.
- Prepare, read, and interpret field notes, construction specifications, and legal property descriptions.
- Perform precise office engineering work.
- Perform engineering drafting with skill and accuracy.
- Inspect public works and structural construction projects to determine compliance with approved plans, specifications, and City standards.
- Effectively utilize automated equipment and software.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to public works engineering functions.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.

**ASSISTANT ENGINEER****EMPLOYMENT STANDARDS - (cont.)**

- Effectively represent the public works engineering functions of the Department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Provide direction to engineering technicians, inspectors and interns.
- Communicate effectively orally and in writing.

**and**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Bachelor's degree in civil engineering or a related field from an accredited college/university.

**Work Background:** A minimum of six (6) months of professional, sub professional/intern experience involving public works design and/or construction is preferred.

June 2021

## **CITY OF MONTEBELLO**

### **PUBLIC WORKS INSPECTOR**

#### **DEFINITION**

Under the supervision of the Assistant Director of Public Works performs field inspections of construction projects and work under permit on streets, subdivisions, and a variety of public works projects; to review construction plans for compliance with rules, regulations, and laws; and to perform related work as required.

#### **EXAMPLES OF DUTIES**

Inspects construction projects and work performed under permit; reviews and interprets general standards, plans and specifications for the construction of streets, concrete improvements, paving, street lighting, traffic signals, storm drains, sewers, water systems, pumping facilities for sewer and storm drainage systems, reservoirs, subdivisions, and a variety of public works and related projects of contractors, developers, and other public agencies; inspects traffic control; observes work in all stages of progress including excavation, pipe laying, service connecting, backfilling and compaction, to assure conformance with specifications and standards and for approval of authorized construction; consults with contractor's supervisory personnel as to methods of construction to determine their adequacy in relation to standards; authorizes minor changes or deviations when consistent with the general intent of the plans or specifications; inspects materials and verifies tests of soils; checks sequence of operations; checks line and grade; checks materials used in projects; checks labor and material costs to verify payment claims; reviews maps to identify parcels of land; enforces safety standards; observes progress in relation to established time limit; prepares and submits reports on progress; may perform a variety of sub professional engineering and drafting duties; and develops, information on a variety of construction related matters for contractors, developers and other public agencies.

#### **SPECIAL REQUIREMENTS**

Possession of an appropriate California driver's license.



**PUBLIC WORKS INSPECTOR**

**EMPLOYMENT STANDARDS**

Knowledge of:

- Methods, materials, and standard engineering specifications used in public works and utility construction.
- Basic principles and techniques of construction inspection.
- Standards for safe traffic control.
- Applicable City, County, State, and Federal laws, rules, and regulations pertaining to construction work.
- Principles of algebra, geometry, and trigonometry and their application to the design and construction of public works facilities and structures.
  
- Designs, plans, and specifications used in construction work.
- Recordkeeping and report-writing practices.
- Safe work practices.

and

Ability to:

- Make difficult and thorough field engineering construction inspections.
- Read and interpret plans and specifications.
- Detect flaws in construction methods and materials.
- Make mathematical and engineering calculations.
- Perform a variety of general sub professional engineering duties.
- Prepare and maintain a variety of logs, records, reports, and charts.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the public works inspection functions of the Department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

**PUBLIC WORKS INSPECTOR****EMPLOYMENT STANDARDS - (cont.)**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** College course work from an accredited college or university in algebra, geometry, trigonometry, public works inspection, and surveying or closely related field.

**Work Background:** Two years of journey level experience in engineering or public works construction or closely related work preferably including public agency experience.

June 2021