



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Mark Danaj

**SUBJECT:** AMENDMENTS TO THE CITY  
PAYPLAN FOR VARIOUS  
CLASSIFICATIONS

**DATE:** September 16, 2010

Approved

Date

9/16/10

## RECOMMENDATION

Adoption of a resolution to:

1. Amend the City of San Jose Pay Plan effective September 28, 2010 to create the following classifications:
  - a. Debt Administrator (1288)
  - b. Audiovisual Engineer (8034)
  - c. Sign Shop Technician (3717)
  - d. Apprentice Plant Mechanic (3627)

## OUTCOME

If the above recommendations are approved, the City of San Jose Pay Plan will be amended to add the classifications of Debt Administrator (1288), Audiovisual Engineer (3034), Sign Shop Technician (3717) and Apprentice Plant Mechanic.

## BACKGROUND

When new job classifications are added or deleted, job titles are changed, or salaries are revised, relevant resolutions must be amended. The City Pay Plan reflects all job classification and compensation changes made through Council Resolution, and is on file in the Human Resources Department and published on the City's internet and intranet sites.

## ANALYSIS

### Creation of New Classifications

- a. Debt Administrator (1288) with an annual pay range of \$94,120.00 - \$132,974.40. This class is designed to manage and administer the Citywide outstanding debt portfolio. This is a single position class assigned to the Finance Department Treasury Division, reporting directly to the Treasury Division Manager. A separate classification is appropriate to the specialized nature of the work. The salary range is equivalent to the current pay range (including on-going and one-time FY10-11 reductions) for Retirement Investment Officer, which is work at a similar level of complexity.
- b. Audiovisual Engineer (3034) with an annual pay range of \$79,768.00 - \$96,948.00. This class is designed to manage and perform technical engineering work in design, installation, maintenance and repair of computer and non-computer based television video and audio components and systems for the City's Government Cable Access Channel and Web streaming operations. A separate classification is appropriate to distinguish the technical engineering responsibilities necessary to support the Government Cable Access Channel and Web streaming operations from the video and television production responsibilities of Video/Multimedia Producer. The salary range is at the market average for public sector agencies in California that have governmental access channels.
- c. Sign Shop Technician (3717) with an annual pay range of \$68,848.44 - \$83,756.40. This class is designed to perform skilled production work in the design, production and installation of signage and graphics. Since 1995, the Airport Signage Program has expanded considerably, requiring a separate classification responsible for performing design and production work using specialized graphics software and production equipment. Maintenance of an in-house sign production program has proved to be more cost-effective than outsourcing this work. The salary range is equivalent to the current pay range for Senior Engineering Technician, which is work at a similar level of complexity.
- d. Apprentice Plant Mechanic (3627) with an annual pay range of \$53,164.80 - \$66,476.80. This class is designed to perform work of routine difficulty in the maintenance, repair, and overhaul of varied Water Pollution Control Plant (WPCP) equipment while participating in an established apprenticeship program approved by the State of California, Department of Industrial Relations, Division of Apprenticeship Standards. A separate classification establishing an apprenticeship program is needed to attract a wider range of candidates by providing on-the-job training. The salary range is equivalent to the current pay range (including on-going and one-time FY10-11 reductions) of Apprentice Mechanic.

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### **PUBLIC OUTREACH/INTEREST**

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

Although this does not meet any of the above criteria, this memo will be posted on the City's website for the September 28, 2010 Council meeting.

### **COORDINATION**

This memorandum was coordinated with the Budget Office, Office of Employee Relations, the City Attorney's Office and the Human Resources Department.

### **COST SUMMARY/IMPLICATIONS**

There are no cost implications pertaining to this resolution. Creation of new classifications does not create additional positions; new classes are created in order to better describe existing work.

### **CEQA**

Not a project, File No. PP10-068 (b), Municipal Code, Title 3

/S/  
MARK DANAJ  
Director, Human Resources Department

For questions please contact Heather Ruiz, Deputy Director, at 975-1439.

Attachments:

Debt Administrator (1288) class specification  
Audiovisual Engineer (8034) class specification  
Sign Shop Technician (3717) class specification  
Apprentice Mechanic (3627) class specification

City of San José  
**CLASS SPECIFICATION**

**TITLE: DEBT ADMINISTRATOR (1288)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Finance	Division Manager	Exempt

**CLASS SUMMARY**

Responsible for the management and administration of the Citywide outstanding debt portfolio including issuance of new debt; responsible for financial analysis performed on behalf of city departments; perform a variety of professional tasks relative to assigned area of responsibility; to plan, organize and direct the work of subordinate staff; and to do other work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single position assigned to the Finance Department Treasury Division, reporting directly to the Treasury Division Manager in the Finance Department. This position has primary responsibility for debt and related financial activities of the City. The position provides technical, functional and administrative supervision to a small number of professional, technical, and support staff but the primary emphasis of the position is the applied technical and administrative business skills within the area of responsibility.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

Completion of a Baccalaureate Degree from an accredited college or university in Business, Finance, Accounting, Public Administration, or a closely related field including a minimum of eighteen semester units of advanced college course work in a combination of the following: Business or Governmental Finance, Accounting, Economics, Statistics, Quantitative Methods, or Governmental Financial Management. A Masters Degree in Business or Public Administration, Finance, or other related field is highly desirable.

.Six (6) years of increasingly responsible experience in public administration, and/or business administration, including at least two (2) years of experience in debt management and administration, and including at least two (2) years of supervisory experience of professional staff.

**Required Licensing (such as driver's license, certifications, etc.)**

Valid California Driver's License may be required.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**City of San José  
CLASS SPECIFICATION**

**TITLE: DEBT ADMINISTRATOR (1288)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

- Knowledge of legal requirements and regulations regarding the investment and disbursement of bond proceeds.
- Knowledge of financial management including government financing and budgeting and accounting theory and practices.
- Knowledge of methods and techniques of business statistics, financial analysis, and economic principles.
- Knowledge of complex research techniques, data base development, analytical practices, and statistical methods.
- Knowledge of principles and procedures of financial record keeping and reporting.
- Ability to evaluate complex financial and operational management issues and develop, recommend and implement solutions.
- Ability to maintain positive working relationships with specialized financial service providers such as financial advisors, fiscal agents, trustees, underwriters and credit providers, including assisting in negotiating and administering agreements for such services.
- Ability to research and analyze financial market data and present findings.
- Ability to monitor and maintain the City's debt payment schedule
- Ability to prepare and present clear and concise management, financial and statistical reports.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Ability to conduct reviews and analyses of City's long term debt financing needs and construct the appropriate financing strategy including type of instrument, magnitude of issuance and market timing.
- Knowledge of debt instruments would include, but are not limited to; general obligation, Airport revenue, sewer revenue, tax increment, special assessment, community facility districts, multi family housing revenue bonds and lease revenue bonds.
- Ability to advise and prepare financial analysis and research for other City Departments.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FRE-QUENCY*</b>
1.	Monitor and maintains the debt issuance, administration, and payment schedule; prepare written reports and Council agenda items relating to debt management issues; perform debt related financial analysis as required; perform citywide financial analysis as required.	30%

City of San José  
**CLASS SPECIFICATION**

**TITLE: DEBT ADMINISTRATOR (1288)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
2.	Confer regularly with a variety of underwriters, investors, and financial advisors regarding the City's debt portfolio. In addition, assist in the competitive selection of financial advisors, underwriters, banks, bond counsel, and trustees.	20%
3.	Develop long term financing strategies, including the use of commercial paper, variable and fixed long term debt, loans and reserves.	10%
4.	Direct and/or participate in the development and implementation of goals, objectives, policies and procedures for assigned programs; recommend policies and procedures; review and propose modification of standards, policies and procedures governing financing and debt issuance.	10%
5.	Interpret and ensure compliance with federal, state, city and other legal regulations pertaining to the management of the debt portfolio including the investment and disbursement of bond proceeds.	5%
6.	Serve as the City's contact with the public and other government agencies for debt administration and investments; respond to questions and inquiries in a timely and efficient manner.	5%
7.	Plan, organize, direct and coordinate the work of assigned subordinate professional technical and support staff; review and evaluate work products, methods, procedures and performances.	15%
8.	Perform related duties and responsibilities as requested.	5%
10.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

<b>CLASSIFICATION HISTORY</b> Created x/10; 1288s000
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**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Audiovisual Engineer (8034)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Manager's Office	Assistant to the City Manager	Non-exempt

**CLASS SUMMARY**

Under general supervision, manages and performs technical engineering work in design, installation, maintenance and repair of computer and non-computer based television video and audio components and systems for the City's Government Cable Access Channel and Web streaming operations. May also perform work in video and television production. At times, this position requires a flexible schedule, with evening and weekend assignments. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single position class reporting to an Assistant to the City Manager. The Audiovisual Engineer is distinguished from the Video/Multimedia Producer by its focus on technical engineering support of broadcast equipment and infrastructure.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

A Baccalaureate Degree from an accredited college or university in the field of video engineering, broadcast television, video production, or closely related field with 3 years of increasingly responsible experience in one or more of the following areas: government access television, broadcasting, television news programming, media production, communications and/or media coverage.

**Required Licensing (such as driver's license, certifications, etc.)**

- Possession of a valid California driver's license.
- At least one of the following:
  - Apple XSAN Administrator
  - Apple ACMA (Certified Media Administrator)
  - Society of Broadcast Engineers Certified Video Engineer
  - Society of Broadcast Engineers Certified Broadcast Television Engineer
  - Infocomm CTS-D/CTS-I Certification
  - CEDIA Certified Professional Designer

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

**Knowledge of:**

- Professional audio, video, and networking equipment used for broadcast video functions;
- Test equipment, tools, and materials used in the design, development, upgrading, installation, maintenance and repair of broadcast video and audio equipment, components, and systems;

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Audiovisual Engineer (8034)**

- Video production techniques, methodology and process in field, post and studio production;
- Proper safety protocol for working around energized video and audio equipment, components, and systems;
- Video compression formats, technology and procedure;
- Streaming media systems.

Ability to:

- Install, configure, operate, maintain and improve fiber optic distribution systems, Storage Area Networks (SANs) including backup systems and Digital Asset Management systems, such as Final Cut Server;
- Design hybrid analog/digital television video and audio systems;
- Determine from tests and inspections the sources of malfunctions and system limitations in complex video and audio equipment and systems and prescribe necessary repairs and/or enhancements;
- Read and interpret broadcast and networking equipment specifications;
- Establish and maintain a work environment that is conducive to proactive planning, supports employee morale, and enhances productivity;
- Prepare written reports and correspondence;
- Prepare and maintain operating records;
- Communicate and deal tactfully and effectively with City officials, employees, supervisors, employees from other City departments, contractors, vendors and the public.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of sources of video and audio engineering information and technological developments, particularly in the area of analog to digital audio/video migration.
- Experience in media, communications, journalism, public affairs, broadcasting, or television within a local government environment.
- Knowledge of digital signage systems design, operations and maintenance;
- Project management systems and software.

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Manages daily technical operations of the city's broadcast facilities.	Frequent
2.	Coordinates staffing for broadcast of public meetings and assists supervisor in evaluation and development of staff.	Frequent
3.	Plans, produces, shoots, directs and edits community based television programs, training and informational videos, public service announcements, press conference and video documentation of events.	Occasional
4.	Maintains the budget for and provides oversight of capital funds. Makes recommendations as to how funds will be spent based on desired upgrades to City facilities, repair and maintenance schedules, and needs analyses. Prepares reports concerning new systems and solutions detailing factors such as cost, impact on current systems, replacement schedules, proposed project timelines, and effect on capabilities.	Frequent

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Audiovisual Engineer (8034)**

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FRE-QUENCY*</b>
5.	Prepares or edits Requests For Proposals, analyzes and evaluates vendor responses, revises details of proposals as needed, makes recommendations concerning purchases, reviews contracts and oversees acceptance of delivery of items purchased.	Occasional
6.	Assembles, installs, and configures complex broadcast, post production, streaming media, systems, software, and other hardware. Includes various types of servers, drive arrays, SANs, DAMs, character generators, graphics/animation creation systems, HD cameras, CCUs, editing systems, play to air systems, digital signage, A/V routers, Fibre Channel and Gigabit fiber/copper networking switches. Produce engineering design documents for complex broadcast and computer networking systems such as studios, editing suites, server racks, Storage Area Networks, mobile broadcasting systems, webstreaming servers, Content Management Systems, Digital Asset Management Systems, digital signage systems, and HD/SD broadcast routing and switching. Administer CCTV facilities: identify technical issues, investigate causes, devise a work plan for repairs, and verify solutions upon completion of work. Design and implement a preventative maintenance routine, identify weaknesses in current systems, plan for upgrades and replacement of systems.	Frequent
7.	Collaborates with supervisor and other staff to maintain continuous operation of cable television channel and online streaming systems.	Occasional
8.	Stays current with industry best practices. Reviews technical capabilities of staff and assists in training on new systems, software, and procedures.	Continuous
9.	Interacts with representatives of cable television operators and internal staff in order to properly address issues related to the channel signal quality.	As Required
10.	Responds to and resolves emergency calls related to television and online streaming content during non-scheduled work hours.	As Required
11.	Performs inventory control and salvage for various video and audio equipment; insures that warranty benefits of equipment are fully utilized when needed; and maintains equipment manual library.	Occasional
12.	Provides training and technical assistance to staff on the proper use of equipment and systems and on operations of television broadcast rooms and installed audio systems.	Occasional
13.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

**CLASSIFICATION HISTORY** Created x/10; 8034s000

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Sign Production Technician (3717)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Airport	Maintenance Supervisor	Non-exempt

**CLASS SUMMARY**

Under general supervision, performs skilled production work in the design, production and installation of signage and graphics. Signage includes wayfinding, informational and regulatory signage, interior and exterior, varying in size and form; graphic work includes posters, banners and other assorted graphic element. Performs related work as required. Incumbents in this classification are required to lift and move heavy objects and perform strenuous activities. Occasional night and weekend work may be required.

**DISTINGUISHING CHARACTERISTICS**

Incumbents of this class participate in sign shop operations including signage development, fabrication, and installation. This class differs from the next higher level class of Maintenance Supervisor in that incumbents of the latter class supervise the entire sign shop operation and are responsible for work of greater scope.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

Any combination of education and experience equivalent to completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate and three years of experience in sign production and installation.

**Required Licensing (such as driver's license, certifications, etc.)**

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Sign Production Technician (3717)**

- Knowledge of the methods, equipment and materials used in the manufacture and maintenance and signs.
- Knowledge of the principles, techniques, and standard specifications governing sign use and installation.
- Knowledge of required safety regulations and practices when working around machinery.
- Knowledge and ability to use computer applications in signage production, inventory management, word processing, and spreadsheets.
- Ability to interact and relate to others, demonstrating a positive attitude and work ethic.
- Ability to maintain effective public relations.
- Ability to analyze situations and take the proper action.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Ability to coordinate and manage the fabrication and installation of various signage projects.
- Ability to interpret and work from sketches, penciled layouts, blueprints and signage design diagrams.
- Ability to interpret and apply established guidelines and procedures.
- Ability to make materials lists and estimates.
- Ability to operate the equipment and tools used in sign production.
- Ability to follow written and oral instructions.
- Ability to independently carry out special assignments and/or analyses.
- Ability to instruct, supervise and direct the activities of signage staff.

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	FRE-QUENCY*
1.	Under supervision, prioritizes assigned projects and work requests to complete on schedule to support department operational requirements. Investigates requirements and determines appropriate course of action. Plans method for completion: development, production, fabrication, assembly and installation.	Continuous
2.	Creates and modifies computerized graphics with high level of technical expertise utilizing complex and specialized graphic software to ensure quality output and color expectations are met.	Continuous
3.	Produces signage and graphics by operating and maintaining vinyl cutting plotters, thermal printers and state of the art large format digital imaging printers.	Continuous
4.	Fabricates and assembles signs using knowledge of sign industries substrates, hardware and application processes. Utilizes skilled hand techniques, pneumatic squeeze applicator, laminators, shears, hand and power tools.	Continuous

City of San José  
**CLASS SPECIFICATION**

**TITLE: Sign Production Technician (3717)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
5.	Installs signs and graphics on roads, buildings and portable devices using knowledge of fastening hardware and materials, portable generators, power tools, electric band saws, drill presses, hand tools and with the use of ladders, scaffolds and aerial lift equipment. Ensure all installations are durable and follow Safety and Traffic Control practices.	Continuous
6.	Reports daily to the supervisor and reports the tasks accomplished, time, material, hardware and equipment usage.	Continuous
7.	Operates automotive equipment, including scissor lifts to transport equipment and materials such as poles, ladders, tools and safety equipment and signs.	Continuous
8.	Develops sign layouts and graphic designs (for review and approval by others).	As Required
9.	Assists in the preparation of cost estimates (time and materials) for sign projects and verifies the availability of supplies and materials.	As Required
10.	Assists in special studies to determine the feasibility of new procedures and methods relative to the development or performance of signage systems and signage equipment	As Required
11.	Participates in a sign shop safety program.	As Required
12.	Provides general maintenance of signs and graphics (general cleaning and graffiti removal).	As Required
13.	Assists in training staff in the proper operation of all machinery, equipment and tools involved in the fabrication and installation of signs.	As Required
14.	Inspects signage work by contractors and performs final inspections.	As Required
15.	Assists in the implementation and evaluation of a variety of technical, safety, and customer service training programs for signage personnel.	As Required
16.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

<b>CLASSIFICATION HISTORY:</b> Established x/10; 3717s000
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**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Apprentice Plant Mechanic (3627)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Environmental Services	Plant Mechanic Supervisor	Non-Exempt

**CLASS SUMMARY**

Under immediate supervision, performs work of routine difficulty in the maintenance, repair, and overhaul of varied Water Pollution Control Plant (WPCP) equipment. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

Apprentice Plant Mechanics for the City of San Jose are regular City employees and are also participants in an established apprenticeship program approved by the State of California, Department of Industrial Relations, Division of Apprenticeship Standards. The Plant Mechanic apprenticeship program is administered by the City of San José Apprenticeship Advisory Committee. Both satisfactory grade and attendance in the off-duty courses of education established by the apprenticeship committee are required. The four (4) year program will provide the experience and education in the area of maintenance, repair and overhaul of varied WPCP equipment. This is the first or entry level classification in the Plant Mechanic series.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education:** Successful completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate.

**Experience** Two (2) years of experience in areas such as lubrication and servicing of mechanized equipment, pumps, small engines, blowers, gas and air compressors, ventilation systems, or automotive equipment; and related duties such as the maintenance of parts and supply inventories, and the maintenance of service records.

**Acceptable Substitutions:** None.

**Required Licensing (such as driver's license, certifications, etc.)** Certificate of Registration as an Apprentice Plant Mechanic with the Division of Apprenticeship Standards, State of California is required at the time of appointment.

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Apprentice Plant Mechanic (3627)**

Possession of a valid driver's license authoring the operation of a motor vehicle in the State of California.

**Other Qualifications**

Continuous membership in good standing in the apprenticeship program as administered pursuant to the provisions of the City of San Jose Plant Mechanic Apprentice Advisory Committee is a condition to continuing employment as an Apprentice Plant Mechanic with the City of San Jose.

**Competency Knowledge, Skills and Abilities**

- Knowledge of methods and materials used in cleaning water pollution control treatment plant equipment
- Knowledge of machines, hand and power tools and procedures used in maintaining and repairing heavy equipment and machinery such as steam, diesel and electric motors and boilers, pumps, conveyors and generators.
- Skill in using mechanic's tools and lubricating equipment

**Physical Requirements:** Ability to perform the essential physical functions of the job as determined by a post-offer medical examination conducted by the City of San Jose Employee Health Services.

DUTY NO.	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.) <b>Duties may include, but are not limited to, the following:</b>	FRE-QUENCY*
1.	In a learning capacity, participate in installing, aligning, removing, and repairing various sewage treatment plant equipment such as: bar screens, grit collectors, conveyors, mechanical grinders, pumps, small engines, blowers, gas and air compressors, ventilation systems, chlorinators, and emergency equipment.	Continuous
2.	In a learning capacity, participates in tune-up, repair and overhaul work on small engines.	Continuous
3.	In a learning capacity, participates in installing, repairing and checking high pressure piping systems.	Continuous
4.	In a learning capacity, participates in laying out, cutting, bending and assembling pipes and other component parts for the fabrication of new systems.	Continuous

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Apprentice Plant Mechanic (3627)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.) <b>Duties may include, but are not limited to, the following:</b>	FRE-QUENCY*
5.	In a learning capacity, participates in modifying existing piping and tests systems and equipment for proper operation and conformance to standards.	Continuous
6.	In a learning capacity, participates in all-position welding for different types of metals and alloys of various sizes, thickness, and shapes.	Continuous
7.	In a learning capacity, participates in cutting plates, structural steel and alloys within close tolerances with flame-cutting torch equipment.	Continuous
8.	In a learning capacity, participates in removing, installing, and relocating various pieces of heavy, unwieldy, or otherwise critical equipment and machinery using cranes, winches, hoists, dollies, rollers, and forklift trucks.	Continuous
9.	In a learning capacity, participates in preparing sketches and reading blueprints, job orders and specifications.	Continuous
10.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

<b>CLASSIFICATION HISTORY</b> <i>(ES Completes)</i>
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