

# AGENDA

Wednesday, August 17, 2016

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8  
Civic Center - 2000 Main Street  
Huntington Beach CA 92648

### MEETING ASSISTANCE NOTICE - AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act the following services are available to members of our community who require special assistance to participate in Personnel Commission meetings. If you require special assistance, 48-hour prior notification will enable the city to make reasonable arrangements. To make arrangements for an assisted listening device (ALD) for the hearing impaired, American Sign Language interpreters, a reader during the meeting and/or large print agendas, please contact the City Clerk's Office at (714) 536-5227, or request assistance from staff at the meeting.

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#### 1. CALL TO ORDER

Commissioners: Edwards, Lane, Rivera, Storm, Thompson

Staff Liaison: Ken Domer, Assistant City Manager

Also present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

Mike Vigliotta, Chief Assistant City Attorney

JoAnn Diaz, Principal Personnel Analyst

Sandy Henderson, Senior Personnel Analyst

#### 2. PLEDGE OF ALLEGIANCE

#### 3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

#### 4. APPROVAL OF MINUTES

- Meeting of July 20, 2016

For questions, please contact Sandy Henderson at (714) 960-8828

**5. PUBLIC HEARING**

Public Hearing conducted in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference materials included.

a. Discussion regarding proposed changes to the job classification of **Principal Electrical Inspector** in the Public Works Department, amending the City's Classification Plan.

**Recommended Action:** Approve the modifications to the job classification of **Principal Electrical Inspector** in the Public Works Department amending the City's Classification Plan.

b. Discussion regarding proposed changes to the job classification of **Principal Plumbing and Mechanical Inspector** in the Public Works Department, amending the City's Classification Plan.

**Recommended Action:** Approve the modifications to the job classification of **Principal Plumbing and Mechanical Inspector** in the Public Works Department amending the City's Classification Plan.

c. Discussion regarding proposed changes to the job classification of **Irrigation Specialist** in the Public Works Department, amending the City's Classification Plan.

**Recommended Action:** Approve the modifications to the job classification of **Irrigation Specialist** in the Public Works Department amending the City's Classification Plan.

**6. LABOR RELATIONS UPDATE**

**7. SECRETARY'S REPORT**

**8. COMMENTS FROM COMMISSIONERS**

Announcements, brief report regarding Commissioner activities and request information from Staff.

**ADJOURNMENT**

Meeting adjourned to the next regularly scheduled meeting of September 21, 2016.

# MINUTES

Wednesday, July 20, 2016

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8  
Civic Center - 2000 Main Street  
Huntington Beach CA 92648

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Pending approval by Personnel Commission at the meeting on August 17, 2016  
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Department, lower level of City Hall, for one year following meeting date.)

### CALL TO ORDER

Commissioner Thompson called the meeting to order at 5:32 PM.

### ROLL CALL

Commissioners present: Edwards, Lane, Rivera, Storm, Thompson

Commissioners absent:

Others Present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources  
JoAnn Diaz, Principal Human Resources Analyst  
Sandy Henderson, Personnel Analyst

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

A motion was made by Commissioner Storm and seconded by Commissioner Edwards to approve the minutes for the May 18, 2015 meeting.

VOTE: The motion was carried  
AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

### NOMINATION AND ELECTION OF CHAIR

A motion was made by Commissioner Thompson and seconded by Commissioner Edwards to nominate and elect Karin Storm as Chair.

VOTE: The motion was carried

AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

### **NOMINATIONS AND ELECTION OF VICE-CHAIR**

A motion was made by Commissioner Thompson and seconded by Commissioner Edwards to nominate and elect George Rivera as Vice-Chair.

VOTE: The motion was carried  
AYES: 5  
NOES: 0  
ABSENT: 0  
ABSTAIN: 0

### **LABOR RELATIONS UPDATE**

Michele Warren, Human Resources Director, reported that the City had reached a tentative agreement with the Marine Safety Management Association (MSMA). The draft Memorandum of Understanding (MOU) will be introduced to the City Council on August 1, 2016. Final approval is scheduled for the August 15, 2016 Council meeting. The only remaining unit to reach an agreement with the City is the Surf City Lifeguard Employee's Association (SCLEA). This unit represents the recurrent/seasonal lifeguards.

### **SECRETARY'S REPORT**

Ms. Warren reported that there have been some changes to the Human Resources section on the City's website. The new MOU's have been added, as well as, some enhancements to the benefits section of the City's website.

### **COMMENTS FROM COMMISSIONERS**

Commissioner Lane inquired whether the City of Huntington Beach offers unpaid internships. Ms. Warren replied that the City does post these opportunities on the City website.

Commissioner Storm thanked Commissioner Thompson for her work as chair this past year. The Commissioners joined in congratulating Commissioners Storm and Rivera on their re-appointment to the Commission.

### **ADJOURNMENT**

The meeting adjourned at 5:40 PM to the next regularly scheduled meeting of August 17, 2016.



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** REVISIONS TO PRINCIPAL ELECTRICAL INSPECTOR JOB CLASS SPECIFICATION  
**DATE:** AUGUST 17, 2016

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The **Principal Electrical Inspector** is the advanced level in the inspector series. The job classification is in the Community Development Department represented by the Management Employees Organization (MEO).

The recent promotion of the prior incumbent in this position provided the opportunity to update the job class specification. Modifications to the **Principal Electrical Inspector** job specification are recommended to 1) refresh the job duties; 2) update the minimum qualifications; 3) reflect the appropriate certificates required to perform the work of the position; 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary and 5) participate in the DMV Employee Pull Notice Program. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The existing job classification specification was reviewed by the Community Development and Human Resources Departments. The City and MEO have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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<b>Job Class Title:</b>	<b>Principal Electrical Inspector</b>
<b>Pay Grade</b>	<b>MEO072</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Recommendation:</b>	<b>Approve changes to update job class specification</b>

Att: Principal Electrical Inspector Job Class Specification

Cc: Scott Hess, Community Development Director  
Mark Carnahan, Building Manager  
Scott Smith, MEO President

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PRINCIPAL ELECTRICAL INSPECTOR**

**PERSONNEL COMMISSION APPROVAL: JULY 19, 2006**

**COUNCIL APPROVAL: SEPTEMBER 5, 2006**

<b>JOB CODE:</b>	<b>0072</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>

**DUTIES SUMMARY**

~~The primary reason this classification exists is to perform electrical plan checks, provide staff training and perform more complicated electrical inspections. Under general direction, performs a variety of commercial, industrial and complex residential building inspections and plan examinations in compliance with national, state, and municipal codes and regulatory requirements.~~

**SUPERVISION RECEIVED**

~~Reports to: Building Manager~~

**DISTINGUISHING CHARACTERISTICS**

~~The incumbent works under the supervision of the Inspection Manager. This is a technical inspection position that specializes in the electrical fields. This is an advanced journey level classification requiring full knowledge of the application of laws, rules, ordinances, and applicable Code provisions pertaining to electrical systems. This classification differs from Inspection Supervisor in that the Principal Electrical Inspector performs the most complex and specialized electrical inspections while the Inspection Supervisor exercises supervisory authority over all assigned inspection staff and is responsible for the overall work of the unit/section.~~

**EXAMPLES OF ESSENTIAL DUTIES**

~~The incumbent performs electrical inspections and plan checks; interprets and enforces the provisions of the Electrical Code, municipal regulations, State, and other codes as they relate to building matters; develops and presents staff training; assists and advises inspectors, contractors, engineers and homeowners regarding pertinent code regulations; resolves problems in a friendly and constructive manner; meets with and resolves issues with other departments and agencies; assembles and writes reports and maintains records of work performed; makes code interpretations and proposes~~

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PRINCIPAL ELECTRICAL INSPECTOR**

**PERSONNEL COMMISSION APPROVAL: JULY 19, 2006**

**COUNCIL APPROVAL: SEPTEMBER 5, 2006**

~~amendments to ordinances; assists in the development of policies and procedures; provides technical and administrative assistance to the Inspection Manager; deals with difficult people in a constructive manner; prepares educational information for the general public; makes presentations to outside organizations;~~

- Conducts inspections of electrical system installation, workmanship and materials for compliance with electrical codes and standards.
- Investigates complaints regarding electrical installations and work; conducts special inspections and investigations as required by California Electrical Code and/or related regulatory requirements.
- Inspects and enforces correction of hazardous wiring and/or failed inspections requiring supplemental review.
- analyzes practices and recommends improvement; delivers and promotes quality customer service; and performs other related duties as assigned. Confers with architects, engineers, manufacturers, contractors, inspectors and the general public in connection with applications for permits for proposed electrical work and the application of existing electrical codes and regulations to such work.
- Makes official interpretations of the electrical code and its application to unusual installation problems.
- Reviews electrical plans and specifications for conformance with electrical codes.
- Makes judgments as to the acceptability of electrical work inspected.
- Makes field inspections to interpret rules and code requirements in matters of disagreements with contractors, engineers and others.
- Responds to written correspondence such as letters of inquiry, requests for interpretation of electrical codes and other information relative to the department's policies and procedures.
- Maintains accurate records related to inspection work and investigations.
- Represents the Department at various public hearings, commission meetings and court proceedings; communicate the Department's policies, procedures and practices relative to its activities; and provides information to managers, officials, and the general public.
- Drives on City business as necessary.
- Conducts City business and ensures Department services are provided with the highest customer service and ethical standards.
- Assumes responsibility for ensuring the duties of the position are performed in a safe and efficient manner.
- Works irregular hours including weekends and/or evenings.
- May appear in administrative proceedings as a subject matter expert.

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: PRINCIPAL ELECTRICAL INSPECTOR**

**PERSONNEL COMMISSION APPROVAL: JULY 19, 2006**

**COUNCIL APPROVAL: SEPTEMBER 5, 2006**

- [Performs other related duties as assigned](#)

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

- [Federal, state, and local laws, rules and regulations pertaining to building inspections](#)
- [Building construction methods and materials specific to electrical systems and components](#)
- [Zoning regulations](#)
- [California code and local laws relating to the building constructions](#)
- [Proper inspection methods](#)
- [Procedures involved in the enforcement of codes and ordinances](#)
- [Methods and techniques applied to the design and construction of residential, commercial and industrial buildings](#)
- [Safety standards and methods of building construction](#)
- [Modern office procedures, recordkeeping, and methods](#)
- [Quality customer service practices](#)

~~the adopted Electrical Code, State and local codes and standards; methods and practices involved in engineering, construction; installation, maintenance and operation of a wide variety of electrical systems; computer equipment; quality service practices; safety issues and liability reduction~~

#### **Ability to:**

- [Apply the engineering principles required to design an electrical system;](#)
- [Read and understand electrical drawings, diagrams, blueprints, and specifications for construction projects;](#)
- [Make presentations to groups and train staff members;](#)

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PRINCIPAL ELECTRICAL INSPECTOR**

**PERSONNEL COMMISSION APPROVAL: JULY 19, 2006**

**COUNCIL APPROVAL: SEPTEMBER 5, 2006**

- ~~read and understand electrical drawings, diagrams and specifications for construction projects;~~ Communicate clearly and concisely, both orally and in writing;
- Interact in a calm, courteous and professional manner with the public, contractors, builders, electricians, and City staff in the performance of assigned work tasks;
- Maintain routine work records and reports;
- Prepare clear and concise reports;
- ~~communicate and deal effectively with architects, engineers, contractors and the general public;~~
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Deliver quality customer service;
- Work independently and as a team member;
- Meet work deadlines;
- Report to work as scheduled; provide regular and predictable attendance;
- Utilize modern office computer hardware and software in the performance of work tasks;
- Propose and administer change.

**Education:** Equivalent to a high school diploma or equivalent supplemented by one (1) year (30 semester or 45 quarter units) of college-level coursework or specialized training in construction technology, building inspection, and/or other directly related subjects at an accredited college or university. Associate's degree preferred.

**Experience:** Any combination of education, experience and training that would provide the required knowledge and abilities. Five (5) years' of increasingly responsible experience in the inspection and plan check of electrical installations in public, commercial, industrial and residential buildings in the inspection and plan check of public, commercial, industrial and residential buildings.

**License/Certificate:** Due to the performance of field duties that may require operation of a City vehicle, must possess and maintain a valid California driver's license along with an acceptable driving record. Certification from the International Code Council (ICC) and California Building Officials (CALBO) as an Electrical Inspector CED or certification by the International Code Council (ICC) as an Electrical Inspector.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL ELECTRICAL INSPECTOR**  
**PERSONNEL COMMISSION APPROVAL: JULY 19, 2006**  
**COUNCIL APPROVAL: SEPTEMBER 5, 2006**

- Valid California driver license with an acceptable driving record required by time of appointment
- Current certification as a Combination Inspector issued by the International Code Council (ICC)
- Commercial Electrical Inspector OR International Association of Electrical Inspectors (IAEI)'s National Certification Program Construction Code Inspectors (NCPCCI) program Electrical General (2B). Certifications by other approved model code organizations may be accepted if determined by the Building Manager to be equivalent.
- Current certification as an Electrical Plans Examiner issued by the International Code Council (ICC)
- Certified Access Specialist (CASp) designation desirable.

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

—Work involves considerable physical activity in an outdoor setting with exposure to weather conditions and potential exposure to physical harm. There is frequent need to walk, talk or hear, stand, use hands to finger, handle, or feel and climb ladders or scaffolding. Reasonable employee accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PRINCIPAL ELECTRICAL INSPECTOR**

**PERSONNEL COMMISSION APPROVAL: JULY 19, 2006**

**COUNCIL APPROVAL: SEPTEMBER 5, 2006**

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents regularly and frequently sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds– or less. May require ascending and descending ladders/scaffolding; bend, reach, kneel and lift ladders or other objects. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is expected to perform inspections of work in the field that may require walking on even/uneven ground, walking around machinery, fumes, dirt and gas and in varying temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

DRAFT



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** REVISIONS TO PRINCIPAL PLUMBING AND MECHANICAL INSPECTOR JOB CLASS SPECIFICATION  
**DATE:** AUGUST 17, 2016

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The **Principal Plumbing and Mechanical Inspector** is the advanced level in the inspector series. The job classification is in the Community Development Department represented by the Management Employees Organization (MEO).

The recent promotion of an incumbent in a similar position provided the opportunity to update the job class specification. Modifications to the **Principal Plumbing and Mechanical Inspector** job specification are recommended to 1) refresh the job duties; 2) update the minimum qualifications; 3) reflect the appropriate certificates required to perform the work of the position; 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary and 5) participate in the DMV Employee Pull Notice Program. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The existing job classification specification was reviewed by the Community Development and Human Resources Departments. The City and MEO have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time, staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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<b>Job Class Title:</b>	<b>Principal Plumbing and Mechanical Inspector</b>
<b>Pay Grade</b>	<b>MEO076</b>
<b>Affected Employees:</b>	<b>One (Incumbent grandfathered based on the current class specification)</b>
<b>Recommendation:</b>	<b>Approve changes to update job class specification</b>

Att: Principal Plumbing and Mechanical Inspector Job Class Specification

Cc: Scott Hess, Community Development Director  
Mark Carnahan, Building Manager  
Scott Smith, MEO President

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PRINCIPAL PLUMBING AND MECHANICAL INSPECTOR**

**DATE: MARCH, 2001**

<b>JOB CODE:</b>	<b>0076</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>

**JOB SUMMARY**

~~The primary reason this classification exists is to perform plumbing and mechanical plan checks, provide staff training and perform more complicated plumbing and mechanical inspections. Under general direction, performs a variety of commercial, industrial and complex residential building inspections and plan examinations in compliance with national, state, and municipal codes and regulatory requirements.~~

**SUPERVISION RECEIVED**

~~Reports to: [Building Manager](#)~~

**DISTINGUISHING CHARACTERISTICS**

This is an advanced journey level classification requiring full knowledge of the application of laws, rules, ordinances, and applicable Code provisions pertaining to plumbing and mechanical systems. This classification differs from Inspection Supervisor in that the Principal [Plumbing and Mechanical](#) Inspector performs [the most complex and](#) specialized plumbing and mechanical inspection work while the Inspection ~~supervisor~~ [Supervisor is responsible for](#) exercising supervisory authority over [all assigned](#) inspection staff [and is responsible for the overall work of the unit/section.](#)

~~The incumbent works under the supervision of the Inspection Manager. This is a technical inspection position that specializes in the plumbing and mechanical fields.~~

**EXAMPLES OF ESSENTIAL DUTIES**

- [Conducts inspections of plumbing and mechanical system installations and materials for compliance with plumbing and mechanical codes and standards.](#)
- [Conducts field inspections of new construction for possession of permits checks for conformity with building codes and approved plans and specification requirements with emphasis in plumbing and mechanical aspects of construction](#)

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PRINCIPAL PLUMBING AND MECHANICAL INSPECTOR**

**DATE: MARCH, 2001**

- Reviews plumbing and mechanical plans and specifications for conformance with plumbing and mechanical codes and standards.
- Checks plans, writes corrections, grants approvals, approves revisions and coordinates with other plans processed by the department
- ~~Performs plumbing and mechanical inspections and plan checks;~~
- Confers with architects, engineers, manufacturers, contractors, inspectors and the general public in connection with applications for permits for proposed plumbing and mechanical work and the application of existing codes and regulations of such work
- Makes judgments as to the acceptability of plumbing and mechanical work inspected
- Responds to written correspondence such as letters of inquiry, requests for interpretation of building codes and other information relative to the department's policies and procedures
- Interprets and enforces the provisions of the California Mechanical and Plumbing Codes, municipal regulations, State, and other codes as they relate to building matters;
- Develops and presents staff training related to technical specialty area
- Assists and advises inspectors, contractors, engineers and homeowners regarding pertinent code regulations;
- Interacts with difficult patrons and resolves problems in a friendly-professional and constructive manner;
- Meets with and resolves issues with other departments and agencies;
- ~~Assembles and writes reports and maintains records of work performed;~~ Maintains accurate records related to inspection work and investigations
- Makes code interpretations and proposes amendments to local ordinances and codes; assists in the development of policies and procedures;
- Provides technical and administrative assistance to the Inspection-Building Manager; ~~Deals with difficult people in a constructive manner;~~
- Prepares educational information for the general public; makes presentations to outside organizations;
- Analyzes practices and recommends improvement; delivers and promotes quality customer service
- Represents the Department at various public hearings, commission meetings and court proceedings; communicates the Department's policies, procedures and practices relative to its activities; and provides information to managers, officials, and the general public.
- Drives on City business as necessary.
- Conducts City business and ensures Department services are provided with the highest customer service and ethical standards.
- Assumes responsibility for ensuring the duties of the position are performed in a safe and efficient manner.

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: PRINCIPAL PLUMBING AND MECHANICAL INSPECTOR**

**DATE: MARCH, 2001**

- [Works irregular hours including weekends and/or evenings.](#)
- [May appear in administrative proceedings as a subject matter expert.](#)
- [Performs other related duties as assigned.](#)

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

- [Federal, state, and local laws, rules and regulations pertaining to building inspections](#)
- [Building construction methods and materials specific to plumbing and mechanical](#)
- [Zoning regulations](#)
- [California code and local laws relating to the building constructions](#)
- [Proper inspection methods](#)
- [Principles and practices of plan checking and plan review process](#)
- [Procedures involved in the enforcement of codes and ordinances](#)
- [Methods and techniques applied to the design and construction of residential, commercial and industrial buildings](#)
- [Safety standards and methods of building construction](#)
- [Modern office procedures, recordkeeping, and methods](#)
- [Quality customer service practices](#)

~~[the adopted Plumbing and Mechanical Codes, State and local codes and standards; methods and practices involved in engineering, construction; installation, maintenance and operation of a wide variety of plumbing and mechanical systems; computer equipment; quality service practices; safety issues and liability reduction.](#)~~

#### **Ability to:**

- [Apply](#) the engineering principles required to design a plumbing or mechanical system;
- [Read and understand plumbing and mechanical drawings, diagrams, blueprints and specifications for construction projects;](#)

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PRINCIPAL PLUMBING AND MECHANICAL INSPECTOR**

**DATE: MARCH, 2001**

- Read and understand construction drawings and plans
- Make presentations to groups and train staff members;
- and understand plumbing and mechanical drawings, diagrams and specifications for construction projects;
- Communicate clearly and concisely, both orally and in writing;
- Interact in a calm, courteous and professional manner with the public, contractors, builders, electricians, and City staff in the performance of assigned work tasks;
- Maintain routine work records and reports;
- Prepare clear and concise reports;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Deliver quality customer service;
- Work independently and as a team member;
- Meet work deadlines;
- Report to work as scheduled; provide regular and predictable attendance;
- Utilize modern office computer hardware and software in the performance of work tasks.

**Education:** Equivalent to a high school diploma. High school diploma or equivalent supplemented by one (1) year (30 semester or 45 quarter units) of college-level coursework or specialized training in construction technology, building inspection, and/or other directly related subjects at an accredited college or university. Associate's degree preferred.

**Experience:** Five (5) years of increasingly responsible experience in the inspection and plan check of plumbing and mechanical installations in public, commercial, industrial and residential buildings.

**License/Certificate:**

- Must possess and maintain a Valid California driver license with an acceptable driving record required by time of appointment.
- Current certification as a Combination Inspector issued by the International Code Council (ICC) or California Building Officials (CALBO). Certifications by other approved model code organizations may be accepted if determined by the Building Manager to be equivalent. Possession or ability to obtain prior to the end of probation, a
- Certificate from the International Association of Plumbing and Mechanical Officials (IAPMO) as both a Plumbing and Mechanical Inspector.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PRINCIPAL PLUMBING AND MECHANICAL INSPECTOR**

**DATE: MARCH, 2001**

- Current certification as a Plumbing Plans Examiner and a Mechanical Plans Examiner issued by the International Code Council (ICC).
- Certified Access Specialist (CASp) certification desirable

**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS --**

See physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. When work is performed outdoor, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is expected to perform inspections of work in the field that may require walking on even ground, walking around machinery, fumes, dirt and gas and in varying temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION

**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** REVISIONS TO IRRIGATION SPECIALIST JOB CLASSIFICATION SPECIFICATION

**DATE:** AUGUST 17, 2016

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The **Irrigation Specialist** is a journey-level job classification within the Landscape Division of the Public Works Department. Incumbents in the class perform a broad spectrum of work related to the maintenance, repair, and installation of automated irrigation systems.

Modifications to the **Irrigation Specialist** job specification are recommended to 1) refresh the job duties; 2) update the minimum qualifications; 3) reflect the appropriate certificates required to perform the work of the position; 4) include language stating the obligation as a City employee to work as a Disaster Service Worker when necessary and 5) participate in the DMV Employee Pull Notice Program. The requested modifications are intended to update the classification to reflect the present hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The recommendation presented is based upon the Public Works Department's input and the meet and confer process with the MEA.

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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**Proposed Job Class Title:** Irrigation Specialist

**Action:** Update Existing Job Classification

**Affected Employees:** None

**Recommendation:** Approve changes to update the job class specification

Att: Irrigation Specialist Job Class Specification

cc: Travis Hopkins, Director of Public Works  
Denny Bacon, Maintenance Operations Manager  
David DeLaTorre, Landscape Maintenance Supervisor  
Judy Graham, MEA President

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: IRRIGATION SPECIALIST**

**DATE: DECEMBER, 2001**

**JOB CODE: 0357**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEA**  
**FLSA STATUS: NON-EXEMPT**

**DUTIES JOB SUMMARY**

~~With close~~ Under general supervision, installs, inspects, and repairs automated irrigation systems; ~~inspects all facets of systems on a regular basis; makes timely and professional repairs to systems, including water mains, lateral lines, and sprinkler heads to provide a safe environment for the public; and performs other duties as required within the scope of the classification.~~

**SUPERVISION RECEIVED**

Reports to: Landscape Supervisor

**DISTINGUISHING CHARACTERISTICS**

Differs from Maintenance Service Worker in that the Irrigation Specialist performs maintenance, repair and installation of automated irrigation systems while the Maintenance Service Worker performs a variety of semi-skilled tasks in the maintenance of City parks, roadways and other public areas. ~~and has no supervisory duties; supervised by the Crewleader, Irrigation.~~

**EXAMPLES OF ESSENTIAL DUTIES**

- Operates, inspects, and repairs all components of smart and automated irrigation systems at landscaped sites, including automatic controllers, valves, water mains, lateral lines, sprinklers, pumping systems, and backflow devices
- Installs smart or automated irrigation systems; inspects and repairs pumping and filtration systems at park sites with lakes; makes modifications or additions to existing irrigation systems as requested
- Excavates and repairs broken or damaged water main lines as needed to eliminate hazardous conditions

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



**TITLE: IRRIGATION SPECIALIST**

**DATE: DECEMBER, 2001**

- Excavates, forms, and pours concrete pads for pump enclosures and controllers; cuts, removes, and patches sidewalks and other concrete areas to make necessary repairs on irrigation components
- Traces, locates, excavates, and repairs low voltage direct burial wiring
- Confers with contractors to direct and inspect new irrigation projects
- Checks daily schedule and service requests for work to be completed; inspects equipment and reports safety hazards and maintenance problems;
- Operates truck with trailer, trencher, backhoe, loader, and water truck; and drives related equipment to and from job sites.
- Operates ~~trencher, backhoe and loader~~; ~~operates~~ a variety of power and pneumatic hand tools and equipment such as generators, concrete saws, mixers, coring tools, jackhammers, pressure washers, air compressors, torch welding equipment, and boring and soil compaction tools; uses leak and line locators and hand tools. ~~Operates, inspects, and repairs all components of automated irrigation systems at landscaped sites, including automatic controllers, valves, water lines, sprinklers, pumping systems, and backflow devices; excavates and repairs broken or damaged water main lines as needed to eliminate hazardous conditions; installs complete automated irrigation systems; inspects and repairs pumping and filtration systems at park sites with lakes; makes modifications or additions to existing irrigation systems as requested.~~
- Meets and confers with various contractors to direct and inspect new irrigation projects~~excavates, forms, and pours concrete pads for pump enclosures, controllers, etc.; cuts, removes, and patches sidewalks, tennis courts and other concrete areas to make necessary repairs on irrigation components;~~ Completes time records and safety reports; requests supplies and materials as needed; ~~inspects work and completes records in absence of supervisor.~~
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines
- Performs other related work as assigned

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

# CITY OF HUNTINGTON BEACH

## CLASS SPECIFICATION



**TITLE: IRRIGATION SPECIALIST**

**DATE: DECEMBER, 2001**

- Principles, practices and procedures for the installation and repair of smart and automated irrigation systems
- Plumbing and irrigation concepts and techniques;
- work methods, procedures and techniques associated with machinery, equipment, and tools necessary to perform work such as backhoes, bobcats, trenchers, loaders, trash pumps, generators, saw-alls, pipe threaders, cement mixers, compressors, and other equipment and hand tools used on the job; principles Principles of hydraulics;
- Electrical and electronic testing and detection procedures;
- water conservation methods; vegetation, soil and moisture conditions; basic horticulture knowledge for watering needs, vegetation, soil, and moisture conditions; water conservation methods
- Controller programming procedures;
- Traffic state vehicle codes and traffic safety laws and regulations and proper vehicle operations;
- Safety and basic repair procedures.

### **Ability to:-**

- Read and understand blueprints
- Read and follow work orders and instructions
- Use hand and power tools, including hydraulic jackhammers and other heavy tools
- Oversee the work of contractors and other maintenance personnel working with irrigation systems
- Follow safety practices and recognize hazards
- Maintain accurate records
- Communicate effectively orally and in writing
- Establish and maintain cooperative professional work relationships with those contacted in the course of work
- Meet work deadlines
- Report to work as scheduled and provide regular and predictable onsite attendance

Read and understand blueprints; understand detailed written and oral instructions; perform mechanical functions and operate various equipment and hand tools; work independently and as a team member.

**Education:** High school diploma or equivalent.

**Experience:** Two or more years' experience in landscape and irrigation installation, maintenance and repair or water systems maintenance and repair.

**Certifications/License:**

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- Possession of a valid California ~~motor vehicle~~Class C driver operator's license with an acceptable driving record required by time of appointment. ~~Ability to~~
- Must obtain a California Class ~~A-B~~ driver license within six months of appointment.
- Irrigation Technician Certificate issued by the Irrigation Association desirable

**SPECIAL CONDITIONS**

Positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing regulations.

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS –**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is primarily performed outdoors (field work) with exposure to the weather and may also include contact with hot and cold surfaces, loud noises from equipment and vehicle engines, vibrations, working in close proximity to moving mechanical parts (mechanical hazards), electrical current (electrical hazards), vehicular traffic and confined spaces. Exposure to potential natural irritants such as vegetation, dust, soil, tree pollens, and sawdust. May be exposed to chemicals including but not limited to, gasoline, diesel, motor oil, grease, ammonia, bleach, cleansers, volatile organic compounds, fertilizers and non-restricted pesticides. Must be able to stand for long periods and/or walk long distances; some walking may occur on sloping, slippery and/or uneven surfaces; requires mobility to sit, stand, kneel, crawl, climb, crouch, stoop, reach, and bend; requires ability to twist at the lower body, at the waist, and at the upper body. Requires mobility of both arms to reach and dexterity of hands to grasp and manipulate small and large objects or tools, from overhead to the ground positions. Work involves grasping, lifting, pushing, pulling, moving and dragging of objects which may weigh approximately 50 pounds and up to 100 pounds with the use of proper equipment or assistance. Requires hand, arm, and upper body strength to operate power equipment. Required to

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wear protective apparel including hardhats, gloves, goggles, respirators, face protectors, ear protection, aprons, coveralls, chain saw chaps, and steel toed shoes. May be required to work at heights above ground level or in confined spaces. Incumbent may be required to respond to after-hours emergency situations. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

~~Work involves exposure to dangerous machinery, hazardous chemicals, fumes, dust and potential physical harm. There is frequent need to stand, stoop, bend, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.~~

DRAFT