

RESOLUTION NO. 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, REVISING A CERTAIN CLASS SPECIFICATION IN THE PERSONNEL SYSTEM AND AMENDING APPENDIX A OF RESOLUTION NO. 2020-18 (FULLERTON MANAGEMENT ASSOCIATION)

THE CITY COUNCIL OF THE CITY FULLERTON HEREBY RESOLVES AS A FOLLOWS:

1. The following revised classification is hereby established and placed in the appropriate appendix (attached hereto) of Resolution No. 2020-18 (Fullerton Management Association).

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>	<u>Effective Date</u>
Principal Civil Engineer - Water	675	4,563	5,546	October 2020

2. The following superseded class specification is hereby deleted:

<u>Title</u>	<u>Effective Date</u>
Principal Civil Engineer - Water	August 2019

3. The following revised classification (attached) is hereby adopted:

<u>Title</u>	<u>Effective Date</u>
Principal Civil Engineer - Water	October 2020

4. This resolution shall be effective October 20, 2020.

ADOPTED BY THE FULLERTON CITY COUNCIL ON October 20, 2020.

Jennifer Fitzgerald, Mayor

ATTEST:

Lucinda Williams, City Clerk

Date

PRINCIPAL CIVIL ENGINEER - WATER**Definition:**

Under administrative direction plans, organizes, supervises, coordinates and reviews the programs and activities of the Water Engineering Section within the Engineering Division of the Public Works Department including long- and short-term water capital project planning, water rate development and reporting, environmental program planning and compliance, design, construction, permitting, right-of-way, and other programs; coordinates assigned activities with other Public Works managers, other City departments and outside agencies; provides highly complex and responsible support to the Public Works Director, City Engineer/Assistant Director of Public Works, and others in areas of expertise and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Assumes management responsibility for all services and activities of the Water Engineering Section, coordinating effectively with other managers, while providing responsible staff assistance to the Public Works Director and City Engineer/Assistant Public Works Director.

Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs including water resources and conservation, water system planning, design and construction of water capital projects, engineering standards and specifications, and development services; recommends, within Departmental policy, appropriate services and staffing levels; and recommends and administers policies and procedures.

Responsible for developing a long-range integrated water resources plan, five-year water system plan, and capital projects resources allocation plan; and plans and implements Water Capital Projects.

Oversees the development of consultant requests for proposals for professional and/or construction services and the design process; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with City standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.

Conducts Capital Improvement Program (CIP) water projects planning activities; provides oversight and input into the conceptual design of water engineering projects; investigates and resolves problems with scope of work or cost issues of major water facilities upgrade and replacement projects; ensures achievement and the effective reporting of water mainline replacement goals and other related projects.

Serves as project manager on the most complex water engineering projects and oversees staff assigned less complex projects.

Checks and approves plans for complex construction projects to determine compliance with applicable codes; checks engineering methods used in project design and verifies accuracy of engineering calculations.

Negotiates mitigation measures with developers and regulatory agencies.

Participates in the selection of water engineering staff; plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for providing water engineering services within the assigned section or division.

Reviews and approves construction materials and shop drawing submittals for water improvement projects; reviews and responds to request for information; reviews, analyzes and negotiates contract change orders; discusses and resolves construction-related issues; manages construction claims.

Participates in the development and administration of and oversees the division budget.

Serves as a liaison for the Water Engineering Division with other City Departments, divisions, elected officials, and outside agencies to coordinate and implement policies, goals and objectives; explains and justifies Public Works Department's water programs, policies and activities; and negotiates and resolves significant and controversial issues.

Prepares and presents correspondence, staff reports and presentations; represents the City at meetings with citizens, City Council members, Commissioners, staff and representatives of other public or private agencies.

Responds to questions and inquiries from the public, other agencies, developers, contractors, engineering professionals, and City staff regarding water engineering and development projects; investigates complaints and recommends corrective action as necessary to achieve resolution.

Develops and standardizes procedures and methods to improve the efficiency and effectiveness of water engineering services, projects and activities; identifies opportunities for improvement and makes recommendations to the City Engineer/Assistant Public Works Director and Public Works Director.

Conducts a variety of organizational, investigations, and operational studies; and recommends modifications to water engineering programs, policies, and procedures, as appropriate.

Develops and implements programs for rehabilitating and replacing aging water system infrastructure, and improving system performance and reliability/redundancy.

Ensures compliance with appropriate laws and regulations; oversees, approves and signs all water engineering studies, construction plans, specifications, and as-built drawings.

Meets with developers, engineers, and/or customers to review private developments for providing water services and conformance to City Standards and policies; resolves any problems related to these developments; and negotiates and prepares agreements with developers.

Participates in the development, update, and monitoring of the Water Rates, Rules and Regulations.

Represents the City at meetings and hearings with water wholesalers (e.g., MWD and OCWD), various regulators, and other professional organizations.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves boxes of records and other items weighing 30 pounds or less.

Class Characteristics:

Principal Civil Engineer - Water is a single -incumbent management and professional engineering class in the water engineering series in the Public Works Department and is responsible for the management of the Water Engineering Section.

Contacts and Relationships:

A Principal Civil Engineer - Water establishes and maintains contact with staff in the Public Works Department and in other City Departments. Additional contact will occur with members of various commissions, City Council, public utilities, water districts and other governmental agencies, consultants, contractors, vendors and the public.

Qualification Guidelines:

The knowledge and abilities required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Operational characteristics, services, and activities of a water engineering program
Modern and complex principles and practices of civil engineering and design principles, and their application to a wide variety of water system engineering projects and programs.

Water engineering and hydraulics theory, principles and practices, and their application to a wide variety of water systems.

Principles and practices of water quality control.

Principles of water distribution, production, treatment, storage, planning and economic analysis.

Methods, materials and techniques used in the construction of public works projects.

Principles and practices of complex project management and administration.

Methods and techniques of complex contract negotiations and administration.

Advanced mathematics and their application to engineering work.

Water rate development and implementation.

Municipal budget administration, capital improvement programs and revenue sources related to area assigned.

Effective supervisory and management techniques.

Federal, State and local laws, regulations, codes and ordinances applicable to municipal water engineering, supply, operations, and maintenance programs.

Recent developments, literature and sources of information regarding civil engineering matters and their application to a wide variety of water system engineering projects and programs.

Effective public speaking and communication skills.

English usage, spelling, grammar and punctuation.

Computer applications as they relate to area assigned.

AND

Ability to:

Coordinate and direct civil engineering programs with emphasis on water engineering.

Supervise, organize and review the work of professional and technical staff.
Design, prepare and review engineering plans, specifications, studies and technical reports, including water treatment.

Conduct difficult and comprehensive engineering studies and prepare administrative and financial reports and recommendations.

Understand and interpret complex engineering construction plans, specifications and other contract documents.

Manage the selection, training, supervision and evaluation of assigned staff.

Produce accurate cost estimates related to assigned function/section.

Manage budgets and perform work in a fiscally responsible manner.

Perform technical research and solve difficult engineering problems.

Ensure function/section compliance with applicable rules and regulations and prepare progress reports.

Interpret and apply pertinent laws, rules and regulations.

Resolve conflict situations in a fair and amicable manner.

Handle multiple deadlines and multiple projects.

Communicate effectively orally and in writing.

Prepare clear and comprehensive reports and make effective presentations.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Interact effectively with others in the workplace.

Meet and serve the public with professionalism, courtesy and tact.

Handle job stress and maintain composure in public settings.

Operate a personal computer and use applicable software programs.

Education and Experience

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

A bachelor's degree, from an accredited college or university, with major course in civil engineering or related field.

AND

At least 6 years of recent, increasingly responsible professional water engineering experience, including three years of administrative and supervisory responsibility in a professional engineering organization comparable to Fullerton in terms of the scope of activity including municipal water engineering and water operations/maintenance programs.

Special Requirements:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Registration as a Professional Civil Engineer in the State of California at time of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that the Principal Civil Engineer - Water file financial disclosure statements in accordance with state and local laws.

Must be able to work a flexible schedule to accommodate City needs including attending evening meetings.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Physical Tasks and Working Conditions:

Work is performed indoors in an office environment and on-site in the field. When work is performed outdoors there is exposure to the elements. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits for extended periods of time, uses standard drafting tools, stands, walks, reaches, bends, twists, kneels, crouches and grasps, lifts and carries boxes of records weighing 30 pounds or less. In the field an incumbent may walk on slippery/uneven surfaces and slopes and be exposed to construction materials and dust. An incumbent 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.

Fair Labor Standards Act Designation: Exempt.

Revised October 2020
Established August 2019

FULLERTON MANAGEMENT ASSOCIATION
SCHEDULE OF BASE SALARY RATES AND
ALLOCATION OF CLASSES TO SALARY RANGES

Effective October 20, 2020

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
500	Inactive						
515	Inactive						
525	Inactive						
530	Parks and Recreation Supervisor I						
	Approx. Annual	56,151	58,959	61,907	65,002	68,252	N/A
	Approx. Monthly	4,679	4,913	5,159	5,417	5,688	
	Approx. Bi-Weekly	2,160	2,268	2,381	2,500	2,625	
	Hourly	26.996	28.345	29.763	31.251	32.813	
532	Building Permit Supervisor						
	Approx. Annual	57,526	60,402	63,422	66,594	69,923	N/A
	Approx. Monthly	4,794	5,034	5,285	5,549	5,827	
	Approx. Bi-Weekly	2,213	2,323	2,439	2,561	2,689	
	Hourly	27.657	29.040	30.492	32.016	33.617	
534	Library Circulation Manager						
	Approx. Annual	58,798	61,738	64,824	68,066	71,469	N/A
	Approx. Monthly	4,900	5,145	5,402	5,672	5,956	
	Approx. Bi-Weekly	2,261	2,375	2,493	2,618	2,749	
	Hourly	28.268	29.682	31.166	32.724	34.360	
535	Approx. Annual	60,049	63,051	66,204	69,514	72,990	N/A
	Approx. Monthly	5,004	5,254	5,517	5,793	6,082	
	Approx. Bi-Weekly	2,310	2,425	2,546	2,674	2,807	
	Hourly	28.870	30.313	31.829	33.420	35.091	

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
540	Jail Supervisor						
	Approx. Annual	62,452	65,575	68,853	72,296	75,911	N/A
	Approx. Monthly	5,204	5,465	5,738	6,025	6,326	
	Approx. Bi-Weekly	2,402	2,522	2,648	2,781	2,920	
	Hourly	30.025	31.526	33.103	34.758	36.496	
545	Utility Services Supervisor						
	Approx. Annual	65,236	68,498	71,923	75,519	79,295	N/A
	Approx. Monthly	5,436	5,708	5,994	6,293	6,608	
	Approx. Bi-Weekly	2,509	2,635	2,766	2,905	3,050	
	Hourly	31.364	32.932	34.578	36.307	38.123	
550	Building and Facilities Supervisor Equipment Supervisor			Landscape Supervisor I Street Supervisor			
	Approx. Annual	66,487	69,812	73,302	76,968	80,816	N/A
	Approx. Monthly	5,541	5,818	6,109	6,414	6,735	
	Approx. Bi-Weekly	2,557	2,685	2,819	2,960	3,108	
	Hourly	31.965	33.563	35.242	37.004	38.854	
580	Approx. Annual	68,168	71,576	75,155	78,913	82,858	N/A
	Approx. Monthly	5,681	5,965	6,263	6,576	6,905	
	Approx. Bi-Weekly	2,622	2,753	2,891	3,035	3,187	
	Hourly	32.773	34.412	36.132	37.939	39.836	
583	Senior Librarian						
	Annual	69,926	73,422	77,093	80,948	84,995	N/A
	Approx. Monthly	5,827	6,119	6,424	6,746	7,083	
	Approx. Bi-Weekly	2,689	2,824	2,965	3,113	3,269	
	Hourly	33.618	35.299	37.064	38.917	40.863	
585	Code Enforcement Supervisor Forensic Supervisor Landscape Supervisor II Parks and Recreation Supervisor II			Police Communications Supervisor Sewer Supervisor Water Distribution Supervisor Water Production Supervisor			
	Approx. Annual	71,687	75,271	79,034	82,986	87,136	N/A
	Approx. Monthly	5,974	6,273	6,586	6,916	7,261	
	Approx. Bi-Weekly	2,757	2,895	3,040	3,192	3,351	
	Hourly	34.465	36.188	37.997	39.897	41.892	

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
600	Senior Administrative Analyst						
	Approx. Annual	72,681	76,315	80,130	84,137	88,344	92,761
	Approx. Monthly	6,057	6,360	6,678	7,011	7,362	7,730
	Approx. Bi-Weekly	2,795	2,935	3,082	3,236	3,398	3,568
	Hourly	34.943	36.690	38.524	40.450	42.473	44.597
620	Project Manager I						
	Approx. Annual	76,307	80,123	84,129	88,335	92,752	N/A
	Approx. Monthly	6,359	6,677	7,011	7,361	7,729	
	Approx. Bi-Weekly	2,935	3,082	3,236	3,398	3,567	
	Hourly	36.686	38.521	40.447	42.469	44.592	
621	Library Division Manager - Adult Services Library Division Manager - Children's Services			Library Division Manager - Technical Services Parks Project Manager			
	Annual	76,844	80,687	84,721	88,957	93,405	N/A
	Approx. Monthly	6,404	6,724	7,060	7,413	7,784	
	Approx. Bi-Weekly	2,956	3,103	3,259	3,421	3,592	
	Hourly	36.944	38.792	40.731	42.768	44.906	
630	Approx. Annual	79,154	83,111	87,267	91,630	96,212	N/A
	Approx. Monthly	6,596	6,926	7,272	7,636	8,018	
	Approx. Bi-Weekly	3,044	3,197	3,356	3,524	3,700	
	Hourly	38.055	39.957	41.955	44.053	46.256	
632	Accounting Supervisor			Senior Planner			
	Approx. Annual	81,713	85,799	90,089	94,593	99,323	N/A
	Approx. Monthly	6,809	7,150	7,507	7,883	8,277	
	Approx. Bi-Weekly	3,143	3,300	3,465	3,638	3,820	
	Hourly	39.285	41.249	43.312	45.477	47.751	
635	Building and Facilities Superintendent Equipment Superintendent Code Enforcement Manager Housing Manager Landscape Superintendent Maintenance Services Manager			Police Technical Services Manager Project Manager II Purchasing Manager Sewer Superintendent Street Superintendent			
	Approx. Annual	83,937	88,134	92,541	97,168	102,026	N/A
	Approx. Monthly	6,995	7,345	7,712	8,097	8,502	
	Approx. Bi-Weekly	3,228	3,390	3,559	3,737	3,924	
	Hourly	40.355	42.372	44.491	46.715	49.051	

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
640	Parks and Recreation Manager						
	Approx. Annual	88,136	92,543	97,170	102,028	107,130	N/A
	Approx. Monthly	7,345	7,712	8,097	8,502	8,927	
	Approx. Bi-Weekly	3,390	3,559	3,737	3,924	4,120	
	Hourly	42.373	44.492	46.716	49.052	51.505	
645	Information Systems Project/Programmer Manager Housing and Homeless Resources Manager			Plan Check Engineer			
	Approx. Annual	92,036	96,637	101,469	106,543	111,870	N/A
	Approx. Monthly	7,670	8,053	8,456	8,879	9,322	
	Approx. Bi-Weekly	3,540	3,717	3,903	4,098	4,303	
	Hourly	44.248	46.460	48.783	51.222	53.784	
650	Manager - Building and Facilities and Sewer Division Manager - Landscape and Street Divisions						
	Approx. Annual	93,739	98,426	103,347	108,514	113,940	N/A
	Approx. Monthly	7,812	8,202	8,612	9,043	9,495	
	Approx. Bi-Weekly	3,605	3,786	3,975	4,174	4,382	
	Hourly	45.067	47.320	49.686	52.170	54.779	
652	Approx. Annual	96,509	101,335	106,402	111,722	117,308	N/A
	Approx. Monthly	8,042	8,445	8,867	9,310	9,776	
	Approx. Bi-Weekly	3,712	3,897	4,092	4,297	4,512	
	Hourly	46.399	48.719	51.155	53.712	56.398	
655	Airport Manager						
	Approx. Annual	99,239	104,201	109,411	114,881	120,625	N/A
	Approx. Monthly	8,270	8,683	9,118	9,573	10,052	
	Approx. Bi-Weekly	3,817	4,008	4,208	4,419	4,639	
	Hourly	47.711	50.096	52.601	55.231	57.993	
656	Building Official/Plan Check Engineer Water Superintendent			Senior Civil Engineer			
	Approx. Annual	100,983	106,032	111,334	116,901	122,746	N/A
	Approx. Monthly	8,415	8,836	9,278	9,742	10,229	
	Approx. Bi-Weekly	3,884	4,078	4,282	4,496	4,721	
	Hourly	48.550	50.977	53.526	56.202	59.012	

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
658	Information Technology Manager						
	Revenue Manager						
	Approx. Annual	102,085	107,189	112,549	118,176	124,085	130,289
	Approx. Monthly	8,507	8,932	9,379	9,848	10,340	10,857
	Approx. Bi-Weekly	3,926	4,123	4,329	4,545	4,773	5,011
	Hourly	49.079	51.533	54.110	56.816	59.656	62.639
660	Approx. Annual	103,520	108,696	114,131	119,837	125,829	N/A
	Approx. Monthly	8,627	9,058	9,511	9,986	10,486	
	Approx. Bi-Weekly	3,982	4,181	4,390	4,609	4,840	
	Hourly	49.769	52.258	54.870	57.614	60.495	
662	Approx. Annual	105,342	110,609	116,140	121,947	128,044	N/A
	Approx. Monthly	8,779	9,217	9,678	10,162	10,670	
	Approx. Bi-Weekly	4,052	4,254	4,467	4,690	4,925	
	Hourly	50.645	53.178	55.837	58.628	61.560	
	Water Systems Manager						
665	Approx. Annual	106,674	112,007	117,608	123,488	129,663	N/A
	Approx. Monthly	8,889	9,334	9,801	10,291	10,805	
	Approx. Bi-Weekly	4,103	4,308	4,523	4,750	4,987	
	Hourly	51.285	53.850	56.542	59.369	62.338	
667	Annual	108,207	113,617	119,298	125,263	131,526	N/A
	Approx. Monthly	9,017	9,468	9,942	10,439	10,961	
	Approx. Bi-Weekly	4,162	4,370	4,588	4,818	5,059	
	Hourly	52.023	54.624	57.355	60.223	63.234	
670	Principal Civil Engineer						
	Approx. Annual	109,734	115,220	120,981	127,030	133,382	N/A
	Approx. Monthly	9,144	9,602	10,082	10,586	11,115	
	Approx. Bi-Weekly	4,221	4,432	4,653	4,886	5,130	
	Hourly	52.756	55.394	58.164	61.072	64.126	
673	Approx. Annual	112,977	118,626	124,557	130,785	137,324	N/A
	Approx. Monthly	9,415	9,885	10,380	10,899	11,444	
	Approx. Bi-Weekly	4,345	4,563	4,791	5,030	5,282	
	Hourly	54.316	57.032	59.883	62.877	66.021	

RANGE NO.	CLASS TITLE	<u>STEPS</u>					
		1	2	3	4	5	6
674	Building and Safety Manager						
	Planning Manager						
	Annual	115,812	121,602	127,683	134,067	140,770	N/A
	Approx. Monthly	9,651	10,134	10,640	11,172	11,731	
	Approx. Bi-Weekly	4,454	4,677	4,911	5,156	5,414	
	Hourly	55.679	58.463	61.386	64.455	67.678	
675	Principal Civil Engineer - Water						
	Annual	118,633	124,565	130,793	137,332	144,199	N/A
	Approx. Monthly	9,886	10,380	10,899	11,444	12,017	
	Approx. Bi-Weekly	4,563	4,791	5,030	5,282	5,546	
	Hourly	57.035	59.887	62.881	66.025	69.326	