

LIBRARY CIRCULATION SUPERVISOR	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: July 12, 2023

DEFINITION

Under general direction from the City Librarian, directs, supervises, coordinates, and performs a wide variety of advanced technical and paraprofessional library support services related to patron assistance and circulation; demonstrates a full understanding of all applicable policies and procedures; outlines, assigns and determines work projects, ensures safe work practices; performs customer service duties.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform paraprofessional-level duties in the City library and report to professional library staff. It is distinguished from the Librarian, which performs professional library duties supervising any assigned section of the library. It is further distinguished from the Senior Library Technician by the required knowledge gained through experience of the techniques and policies of patron assistance and the delivery of effective and efficient circulation desk services to the public within the library.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

- Supervises, plans, assigns, schedules, reviews and participates in the circulation of a wide variety of library materials; assesses daily workflow and makes necessary assignments to ensure efficient and effective patron services; participates in the selection, motivation and evaluation of assigned staff and volunteers; monitors work activities to ensure safe work practices, work quality and accuracy; develops, implements, and maintains record keeping procedures and techniques.
- Applies local laws, codes, and regulations related to library services; assists in handling the more complex and difficult situations involving interpretation of regulations and operating procedures; keeps current on and implements new circulation technologies; prepares a variety of reports, including monthly Circulation written and statistical reports, and the lost and damaged materials report.
- Evaluates damaged materials and assesses charges; supervises and participates in the collection of library fees; coordinates collection agency referrals when necessary.
- Participates in the development and implementation of policies and procedures; ensures appropriate training for assigned staff in all areas of work; identifies training opportunities and needs and makes recommendations to City Librarian.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents; prepares statistical and analytical reports on operations as necessary.
- Responds to questions and concerns from patrons, the public, City staff and other agencies; provides information as appropriate and resolves service issues and complaints;

provides for regular communication between Circulation and other Library service areas; coordinates activities with other City staff.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, City staff and the public.
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS

Training and Experience: *Any combination of education and experience that has provided the knowledge, skills and abilities necessary for the position will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:*

Graduation from high school or successful completion of a GED, AND six (6) years of recent clerical work experience at a Library Circulation Desk including either supervisory or progressively responsible experience; OR an associate's degree in a related field from an accredited college or university, AND four (4) years of the required Library Circulation Desk experience; OR a bachelor's degree in a related field from an accredited college or university, AND two (2) years of the required Library Circulation Desk experience.

A certificate from a Library Technical Assistant or Library Technology program may substitute for one year of the required Library Circulation Desk experience.

Highly Desirable: Bilingual fluency in English and Spanish.

Knowledge and Skills in: Current library methods, practices, resources, equipment and terminology, including circulation procedures; public relations and customer service techniques; automated library information systems; methods and techniques of supervision, training, and motivation; methods and techniques of scheduling work assignments; standard office practices and procedures, including the use of standard office equipment, record-keeping, arithmetic, computer applications and specialized library software; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to: Plan, organize, direct and evaluate the work of subordinate staff; train, supervise and motivate subordinates in assigned areas of activity; deal effectively and tactfully with patrons and the public; operate specialized library information systems; identify problems related to circulation services and develop effective courses of action for their resolution; interpret, apply and explain library circulation policies, procedures and systems; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

License Required: Possession of a valid California Class C Driver's License is required at time of appointment.

PUBLIC WORKS CREW SUPERVISOR	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: July 12, 2023

DEFINITION

Under general direction, to plan, assign, direct, and inspect work of subordinates as well as participate in operating heavy, power-driven, or specialized street and sewer maintenance or construction equipment; performs incidental construction and manual labor as necessary; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This position has primary supervisory responsibilities over Equipment Operators, Maintenance Workers, Street Sweeper Operators, or Traffic Painters. This position reports to a Street and Wastewater Maintenance Superintendent position in the Engineering & Public Works Department.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

General (applies to all sections): Supervises and participates in the work of subordinates including determining work procedures, schedules, assigning duties, training, assisting in solving work problems, performance evaluations, discipline, enforcing City regulations and policies, and promoting work efficiency; monitors the quality and quantity of the work of subordinates by reviewing progress to determine if it is done properly and expeditiously; identifies problems in the quantity and quality of work and takes prompt and effective corrective action; identifies methods for meeting service demands through streamlining and improving work methods; ensures work tasks are performed in a safe manner; provides and ensures proper care and use of tools and equipment per guidelines; develops responsibility and teamwork among subordinates in the accomplishment of work tasks; responds to citizens' inquiries and complaints promptly and courteously; maintains timesheets and records of work done and materials used through asset management program (Cityworks); assists in estimating personnel, equipment, and materials required for specific projects; assists and advises in the development of the sectional expenditure budget; organizes biweekly meetings, including safety topics; supervises the placement of traffic control at work sites, the use of protective garments, and monitors all required certifications to perform work assignments; and performs related work as required.

Streets section: Supervises maintenance, repair, and improvement of City streets, curbs, gutters, open channels (natural and lined waterways), and related right-of-ways improvements; oversees and operates heavy power-driven equipment, such as motor graders, dozers, large rollers, and similar types of equipment used in maintenance and construction work; operates specialized street maintenance equipment; supervises and assists in breaking up concrete, cutting and preparing streets for patches, filling or

maintaining the City streets and other paved surfaces; oversees citywide quarterly streetlight check, excavations, back-filling trenches, street sweepers, and quality of life crews.

Wastewater section: Supervises the use of testing equipment to identify the presence of dangerous gases in manholes; oversees cleaning of underground pipes to clear debris such as grease, sand, roots, and rocks using hand tools, jet rodder, and mechanical rodding equipment; supervises and assists with cleaning and flushing catch basins, BMP's, and culverts of debris assuring stormwater collection elements are capable of receiving and flowing properly; oversees the evaluation of underground systems through field observation and CCTV efforts; sets and collects charts from wastewater flow measurement equipment; assists in the development of equipment and material purchases for wastewater maintenance and repair; operates and maintains City pump stations.

Traffic Paint section:

Supervises and participates in the maintenance and repair of the City's traffic pavement markings, signs, and curbs in the right-of-way; possesses a working knowledge of the MUTCD; assists the City's Engineering Division with plan checking during project design; performs quality and conformance check of signs and paint work completed by contractors; supervises and participates in the removal of traffic lines using a grinder; oversees and paints traffic pavement markings, including stop bars, school crossings, and crosswalks by operating a flatbed truck with airless units on a self-propelled striping machine, airless spray gun, and stencils; oversees and paints City curbs and traffic directional stripes; ensures equipment is properly cleaned and maintained; utilizes post hole digger, shovels, digging bars, brooms, ladders, and other hand and power tools; oversees and fabricates, installs, and repairs City signs replacing defective, destroyed, or damaged traffic signs and placing new traffic signs to regulate, safeguard, and expedite traffic control and direction.

MINIMUM QUALIFICATIONS

Training and Experience: *Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:* graduation from high school or successful completion of a GED; AND four (4) years of skilled public works maintenance, construction, or repair of streets and related right-of-ways improvements experience, INCLUDING extensive experience in equipment operation, and one (1) year of lead worker or supervisory experience.

Highly Desirable: One (1) year of sewer/wastewater, pavement, or traffic painting related work experience (based on section assignment).

Knowledge and Skills in: The functions, characteristics, and proper use and care of heavy, power-driven maintenance and construction equipment; safety methods and procedures; estimation of time and material costs; principles and methods of supervision; work scheduling and general short-range planning.

Ability to: Select, supervise, train, and evaluate subordinates; inspect the work of subordinates; diagnose problems; oversee heavy equipment operation, power-driven construction equipment, and tools common to public works construction and maintenance trades are operated properly and safely; prepare and develop plans, specifications, and cost estimates; order materials and supplies; read, interpret, and work from blueprints, sketches, and construction drawings; prepare and monitor section budget; maintain records and prepare reports; communicate effectively with others in both oral and written forms.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

Possession of a valid California Class B driver's license with air brakes and tanker endorsement is required at the time of appointment. Possession of a valid California Class A driver's license is highly desirable.

FIRE INSPECTOR I	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: July 12, 2023

DEFINITION

Under direct supervision, to perform fire safety inspections of commercial, industrial, public, and residential occupancies; to enforce federal, state, and local fire safety codes and ordinances; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the fire inspector series. This incumbent typically has limited work experience and works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned. The Fire Inspector I class is distinguished from the Fire Inspector II primarily by the level of supervision and oversight.

As experience is gained, assignments become more varied and complex and are performed with greater independence. Incumbents at this level usually perform most of the duties required of the positions at the journey Fire Inspector II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Performs fire safety inspections of schools, rest homes, residences, churches, industrial and commercial buildings, fire suppression systems, fire alarm/detection systems, hazardous materials, and processes; issues written notices requiring the elimination of fire hazards; inspects, posts, and issues hazard abatement notices; assists in the investigation of fires to determine origin and cause; testifies in court; photographs fire scenes; investigates and requires correction of violations of federal, state, and local codes and ordinances pertaining to fire prevention; may conduct fire prevention educational programs; keeps records of buildings inspected and action taken; may check building plans; provides technical information to the public concerning fire prevention; and perform re-inspections and other related duties as required.

MINIMUM QUALIFICATIONS

Training and Experience: *Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:*

- Graduation from high school or successful completion of a GED, AND one (1) year of experience in fire safety inspections in a municipality fire department as a fire inspector; AND some completed college courses in fire science, fire technology or a related field from an accredited college or university, or some completed California State Fire Marshal's courses in fire inspection, prevention, education, or investigation; OR
- Associate's degree in fire science, fire technology or a related field from an accredited college or university; OR
- Graduation from high school or successful completion of a GED, AND two (2) years of public safety experience utilizing the California Fire and Building Code or associated codes enforced by the fire and building departments, or closely related experience.

HIGHLY DESIRABLE: Completed California State Fire Marshal's course(s) in fire inspection, prevention, education, or investigation.

Knowledge and Skills in: Federal, state, and local laws, codes, regulations, rules, and ordinances pertaining to fire prevention, safety, and hazardous materials; fire prevention; suppression theory; building materials; fire detection and extinguishing systems. Effective communication skills and techniques required for gathering, evaluating and transmitting information.

Ability to: Detect deficiencies in fire prevention and detection systems and to recommend corrective action; prepare reports; conduct public education; obtain cooperation in correcting fire hazards; understand and carry out oral and written instructions; communicate effectively; establish and maintain effective working relations with staff, general public, and vendors. Operate a city vehicle while observing legal and defensive practices.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

Possession of a valid California Class C Driver's License is required at the time of appointment. License must be maintained during the entire term of employment in this job classification. Possession of the following certificates are required at the time of appointment, P.C. 832 Powers of Arrest and CPR/First Aid certification. The following California State Fire Marshal courses are highly desirable: Fire Inspector 1A, 1B, 1C, and 1D, and Fire and Life Safety Educator 1A, 1B and 1C.

FIRE INSPECTOR <u>II</u>	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: July 12, 2023

DEFINITION

Under general direction, to perform fire safety inspections of commercial, industrial, public, and residential occupancies; to enforce federal, state, and local fire safety codes and ordinances; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification in the fire inspector series. Positions classified at this level may be under filled with a Fire Inspector I in accordance with the City's Career Advancement Program. Incumbents may be assigned lead worker responsibilities over Fire Inspector I's. It is distinguished from the Fire Inspector I, which is an entry-level classification.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Performs fire safety inspections of schools, rest homes, residences, hospitals, churches, industrial and commercial buildings, fire suppression systems, fire alarm/detection systems, hazardous materials, and processes; issues written notices requiring the elimination of fire hazards; inspects, posts, and issues hazard abatement notices; conducts investigations of fires to determine origin and cause; acts as on-call fire investigator ~~assists in the investigation of fires to determine origin and cause;~~ testifies in court; photographs fire scenes; investigates and requires correction of violations of federal, state, and local codes and ordinances pertaining to fire prevention; may conduct fire prevention educational programs; keeps records of buildings inspected and action taken; may check building plans; provides technical information to the public concerning fire prevention; leads, trains, and reviews work of Fire Inspector I's; and perform other related duties as required.

MINIMUM QUALIFICATIONS

Training and Experience: *Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:*

- -Associate's degree in fire science, fire technology or a related field from an accredited college or university, AND two (2) years of experience in fire safety inspections in a municipality fire department, or public safety experience utilizing the California Fire and Building Code or associated codes enforced by the fire and building departments, or closely related experience; OR
- Graduation from high school or successful completion of a GED ~~High School Diploma/GED,~~ AND four ~~two~~ (4) years of experience in fire safety inspections in a municipality fire department, or public safety experience utilizing the California Fire and Building Code or associated codes enforced by the fire and building departments, or closely related experience. ~~-, supplemented by college courses and/or California State Fire Marshal's courses in fire inspection/prevention and/or fire science technology;~~

Or

~~one and a half (1½) years of fire safety inspection experience and an associate's degree in fire science/technology in inspections or other public safety activities utilizing the California Fire and Building Code, and associated codes enforced by the Fire and Building departments.~~

Additional education may *not* be substituted for the minimum required two (2) years of experience.

HIGHLY DESIRABLE: Completed California State Fire Marshal's certification(s) in fire inspection, prevention, education, or investigation.

Knowledge and Skills in: Federal, state, and local laws, codes, regulations, rules, and ordinances pertaining to fire prevention, safety, and hazardous materials; fire prevention; suppression theory; building materials; fire detection and extinguishing systems. Effective communication skills and techniques required for gathering, evaluating and transmitting information.

Ability to: Detect deficiencies in fire prevention and detection systems and to recommend corrective action; prepare reports; conduct public education; obtain cooperation in correcting fire hazards; understand and carry out oral and written instructions; communicate effectively; establish and maintain effective working relations with staff, general public, and vendors.

Operate a city vehicle while observing legal and defensive practices.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

Possession of a valid California Class C Driver's License is required at the time of appointment. License must be maintained during the entire term of employment in this job classification.

Possession of the following certificates are required at the time of appointment, P.C. 832 Powers of Arrest, ~~and~~ CPR/First Aid certification, and California Fire Inspector level 1 certification.

The following California State Fire Marshal ~~courses/lasses~~ certificates are highly desirable: ~~Fire Inspector 1A, 1B, 1C, and 1D, and Fire Inspector 2A, 2B, 2C, and 2D, Fire Investigator 1A, 1B and 1C, Fire and Life Safety Educator 1A, 1B and 1C.~~

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