

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
9	04/10/17	Open	Action	04/05/17

Subject: Approving New Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades

ISSUE

Whether or not to approve new job descriptions and the District's Authorized Classifications, Positions and Salary Grades.

RECOMMENDED ACTION

Adopt Resolution No. 17-04-____, Amending Exhibit A of Resolution 17-03-0034, and Approving New Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades.

FISCAL IMPACT

Position	Grade	Annual Salary	Total position costs	FY17
Police Services Superintendent	110			\$ 42,744
<i>Transportation Superintendent</i>				\$ (42,744)
Facilities Superintendent*	111	\$ 114,396	\$ 178,685	\$ 14,890
<i>Facilities Supervisor**</i>				\$ (45,261)
Total Fiscal Impact				\$ (30,371)

*Cost based on full-time employment for June 2017

** 3 month saving from vacant position

DISCUSSION

Summary: The proposed action will result in the creation of 2 new position allocations (Facilities Superintendent and Manager, Real Estate); and the creation of 1 new job description (Police Services Superintendent).

SECURITY AND SAFETY DIVISION Police Services Superintendent

At the March 14, 2016 Board meeting, the Board approved Resolution No. 16-03-0023. With this Resolution, a Transportation Superintendent – Police Services allocation was approved. This request was in response to the increase in the total number of Transit Agents, requiring a Transportation Superintendent to oversee the on-going training and supervision efforts, as well as to provide needed coverage during peak commuter hours. This position is essential to ensuring adequate supervision and support of these new positions, in addition to maintaining quality customer service levels. Since this approval, staff determined that a more specialized position be created addressing the specific needs of the Police Services Division. The Police

Approved:

Presented:

Final 04/05/17

General Manager/CEO

Director, Human Resources

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
9	04/10/17	Open	Action	04/05/17

Subject: Approving New Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades

Services Superintendent job description was created to address this need.

The Job Evaluation Team (JET) determined that the compensable factors place this new job classification in Salary Grade 110 within the Management and Confidential Employee Group. There is no fiscal impact associated with this action as the position was previously authorized and funded at the Transportation Superintendent level. Changes to the total number of authorized positions are reflected in Exhibit A.

STRATEGIC PLANNING AND SYSTEM DEVELOPMENT DIVISION
Facilities Superintendent

The Construction Management Department has absorbed the responsibilities for oversight, repair and maintenance of District facilities, property, equipment and Compressed Natural Gas fueling plant operations. A new job description of Facilities Superintendent has been created to provide better oversight for the day-to-day facilities maintenance activities and staff.

The Job Evaluation Team (JET) determined that the compensable factors place this new job classification in Salary Grade 111 within the Management and Confidential Employee Group. The fiscal impact associated with this change is indicated above. Changes to the total number of authorized positions are reflected in Exhibit A.

FINANCE DIVISION
Manager, Real Estate

The Finance Division has recently taken over the responsibilities for management of the Real Estate Department activities. Staff recently completed a review of the needs within the District and determined additional support is necessary to manage excess/surplus property disposition sales, negotiate agreements, safeguard the District's real property assets and oversee projects. As a result, a new job description of Manager, Real Estate has been created.

The Job Evaluation Team (JET) determined that the compensable factors place this new job classification in Salary Grade 111 within the Management and Confidential Employee Group. There is no fiscal impact associated with this change, as all costs will be included in the FY 2018 budget process. This will increase the preliminary FY 2018 budget by \$178,685. Changes to the total number of authorized positions are reflected in Exhibit A.

Authorized Classifications, Positions and Salary Grades and Salary Grade Values

Changes to position control described above are reflected in the Authorized Classifications, Positions and Salary Grades list (Authorized Positions List), attached to the Resolution as Exhibit A.

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
9	04/10/17	Open	Action	04/05/17

Subject: Approving New Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades

New Job Descriptions

The job descriptions listed below are attached to the Resolution as Exhibit B.

<u>Previous Job Title</u>	<u>Disposition</u>	<u>Modified and/or New Job Title</u>
N/A	New	Police Services Superintendent
N/A	New	Facilities Superintendent
N/A	New	Manager, Real Estate

Staff recommends approval of this action.

RESOLUTION NO. 17-04-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

April 10, 2017

AMENDING EXHIBIT A OF RESOLUTION 17-03-0034 AND APPROVING NEW JOB DESCRIPTIONS AND THE DISTRICT'S AUTHORIZED CLASSIFICATIONS, POSITIONS AND SALARY GRADES

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, effective April 11, 2017, Resolution No. 17-03-0034 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classifications, Positions and Salary Grades."

THAT, effective April 11, 2017, the new job descriptions of Police Services Superintendent, Facilities Superintendent and Manager, Real Estate, attached as Exhibit B, is hereby approved.

ANDREW J. MORIN, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective April 11, 2017
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Positions Filled</u>	<u>Grade</u>
<u>AEA Family:</u>			
Accountant I	0		205
Accountant II	1		108
Assistant Architect	0	0	206
Assistant Engineer	0	0	208
Assistant Planner	2	1	207
Assistant Resident Engineer	2	1	208
Associate Architect****	1	0	109
Associate Civil Engineer****	1	0	110
Associate Engineer	0	0	109
Associate Systems Engineer****	2	1	110
Engineering Analyst I	0		205
Engineering Analyst II	0		207
Engineering Technician	1	0	205
Grants Analyst	1		206
Human Resources Trainer	0		206
Information Technology Business Systems Analyst	0		107
Inspector	0		204
Junior Engineer	0		205
Long Range Planner	0		208
Payroll Analyst	1	1	204
Procurement Analyst I	0	1	205
Procurement Analyst II****	4	1	207
Programmer Analyst I	0		205
Programmer Analyst II	0		208
Quality Assurance Specialist I	0		202
Quality Assurance Specialist II	0		205
Real Estate Analyst I	0		205
Real Estate Analyst II	0		207
Resident Engineer	0		110
Revenue Analyst	1	0	207
Schedule Analyst I	1	1	205
Schedule Analyst II	2	2	207
Senior Accountant	2	2	109
Senior Architect	1	1	111
Senior Civil Engineer	1	0	111
Senior Community and Government Affairs Officer	2	2	108
Senior Engineering Analyst	1	1	109
Senior Engineering Technician	1	1	207
Senior Grants Analyst	2	2	108
Senior Information Technology Business Systems Analyst	3	3	109
Senior Marketing and Communications Specialist	1	1	108
Senior Planner	0		109
Senior Procurement Analyst	3	2	109
Senior Programmer Analyst	2	2	109
Senior Quality Assurance Specialist	1	0	108
Senior Real Estate Analyst	0		108
Senior Social Media & Website Specialist	1	0	109
Senior Strategic Planner	1	1	109
Senior Systems Engineer	1	0	111
Service Planner	1	0	208

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU
**** HLC included in total

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Positions Filled</u>	<u>Grade</u>
Vehicle Equipment Maintenance Specialist	0		207
Video Communications Systems Analyst	1	1	208
Total General Family Allocations:	45	28	

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU
**** HLC included in total

<u>MANAGEMENT & CONFIDENTIAL FAMILY:</u>	<u>Job Classification Titles</u>	<u>Authorized</u>	<u>Positions</u>	<u>Grade</u>
		<u>Positions</u>	<u>Filled</u>	
	Accessible Services Administrator	0	0	110
	Administrative Assistant I (GM, Labor Relations & Legal Cost Centers)	0		200
	Administrative Assistant II (GM, Labor Relations & Legal Cost Centers)	2	0	202
	Attorney I	0		108
	Attorney II	0	1	110
	Attorney III****	3	2	112
	Chief Counsel	1	1	**
	Chief Auditor	1	0	113
	Chief, Environmental Health & System Safety	1	0	113
	Clerk to the Board	1	1	208
	Community Bus Services Superintendent	0		110
	Deputy Chief Counsel	1	1	V
	Deputy General Manager	0		VI
	Deputy Chief Operating Officer	1	1	114
	Director, Accessible Services	1	1	112
	Director, Bus Maintenance	1	1	112
	Director, Civil and Track Design	1	1	113
	Director, Community Bus Services	1	1	112
	Director, Construction Management	1	1	112
	Director, Facilities	1	0	112
	Director, Finance and Treasury	1	0	112
	Director, Human Resources	1	1	112
	Director, Information Technology	1	1	112
	Director, Labor Relations	1	1	112
	Director, Light Rail	1	1	113
	Director, Long Range Planning	1	1	112
	Director, Office Management and Budget	1	1	112
	Director, Organizational Development	0		112
	Director, Planning	1		112
	Director, Procurement Services	1	0	112
	Director, Project Management	1	1	112
	Director, Marketing, Communications and Public Information	1	0	112
	Director, Real Estate	0		112
	Director, Scheduling	1	1	112
	Director, Systems Design	0		113
	Director, Transportation	1	0	112
	EEO Administrator	1	1	110
	Electronic Fare Collection Systems Administrator	1	1	110
	Executive Assistant	1	1	207
	*(1) Facilities Superintendent	1	0	111
	General Manager/CEO	1	1	**
	Human Resources Administrator	1	1	110
	Human Resources Analyst I	1	1	205
	Human Resources Analyst II	2	2	208
	Internal (Accountability) Auditor	1		112
	Labor Relations Analyst I	1	1	205
	Labor Relations Analyst II	0		208
	Legal Secretary	1	1	204
	Maintenance Superintendent - Bus	1	0	111
	Maintenance Superintendent - Light Rail	1	1	111
	Maintenance Superintendent - Wayside	1	1	111
	Manager, Accounting	1	1	110
	Manager, Community and Governmental Affairs	0		111
	Manager, Contracts and Disadvantaged Business Enterprise	1	1	110

* Denotes Change in Classification/Count

(1) Increase in Position(s)

(2) Decrease in Position(s)

** No Grade, Salary by Employment Contract

*** No Grade, Salary Stated in MOU

**** HLC included in total

<u>Job Classification Titles</u>	Authorized	Positions	<u>Grade</u>
	<u>Positions</u>	<u>Filled</u>	
Manager, Customer Service	1	1	110
Manager, Enterprise Resources and Databases	1	1	111
Manager, Grants	1	1	110
Manager, Marketing and Communications	1	0	111
Manager, Quality Assurance	0		111
*(1) Manager, Real Estate	1	0	111
Manager, Revenue	1	1	110
Materiel Management Superintendent	3	2	110
Network and End User Operations Administrator	1	0	110
Operations Training Administrator	0		110
Paralegal	0		205
Payroll Supervisor	1	1	109
Pension and Retiree Services Administrator	1	1	110
*(1) Police Services Superintendent	1	1	112
Principal Civil Engineer	1	1	112
Principal Planner	1	1	110
Principal Systems Engineer	1	1	112
Purchasing and Materials Administrator	1	0	110
Quality Assurance Administrator	1	1	110
Real Estate Administrator - Acquisitions	0		109
Real Estate Administrator - Asset Management	1	1	109
Real Estate Administrator - Transit Oriented Development and Joint Development	0		109
Risk Administrator	1	1	110
Risk Analyst I	0		204
Risk Analyst II	2	1	207
Senior Administrative Assistant	6	4	206
Senior Attorney	1	1	113
Senior Classification and Compensation Analyst	0		108
Senior Financial Analyst	2	2	108
Senior Human Resources Analyst****	4	3	109
Senior Labor Relations Analyst	2	1	109
Senior Paralegal	2	1	207
Senior Risk Analyst	1	1	109
Senior Schedule Analyst	0		108
Transportation Superintendent - Bus	3	3	110
Transportation Superintendent - Light Rail	2	2	110
*(2) Transportation Superintendent - Police Services	0	1	110
Vice President, Accountability and Performance	1	1	III
Vice President, Administration	1	1	III
Vice President, Communications and Partnerships	1	1	III
Vice President, Finance / Chief Financial Officer	1	1	IV
Vice President, Security and Safety	1	0	IV
Vice President, Strategic Planning and System Development	1	1	IV
Vice President, Transit Services / Chief Operating Officer	1	1	V
Total Management and Confidential Allocations:	99	75	
Total District-wide Salaried Allocations:	144	103	

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU
**** HLC included in total

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Positions Filled</u>	<u>Grade</u>
<u>AFSCME 146 Family:</u>			
Accessible Services Eligibility Specialist	3	3	205
Administrative Assistant I	0	0	200
Administrative Assistant II****	10	5	202
Administrative Supervisor	1	0	***
Administrative Technician	14	13	204
Communications Infrastructure Specialist	1	0	207
Community Bus Services Dispatcher Supervisor	5	4	***
Customer Advocacy Supervisor	1	1	***
Customer Advocate I	2		201
Customer Service Supervisor	1	1	***
Facilities Supervisor	3	3	***
Graphic Designer	2	2	205
Information Technology Project Coordinator	1	0	109
Information Technology Technician I	0		205
Information Technology Technician II	2	1	206
Maintenance Supervisor - Bus	8	8	***
Maintenance Supervisor - Light Rail	11	11	***
Maintenance Supervisor - Wayside	5	4	***
Maintenance Trainer - Bus	1	1	***
Maintenance Trainer - Light Rail	1	1	***
Marketing and Communications Specialist	1	0	206
Network Operations Engineer	2	2	208
Network Operations Technician	2	3	205
Operations Trainer	4	2	209
Route Check Supervisor	0		***
Route Checker	4	4	200
Safety Specialist I	0		205
Safety Specialist II	0	1	207
Senior Customer Advocate	1	1	205
Senior Facilities Specialist	2	0	109
Senior Inspector	1	0	206
Senior Safety Specialist****	2	1	109
Transit Officer Supervisor	1	0	***
Transportation Supervisor	55	55	***
Total AFSCME 146 Allocations:	147	127	

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU
**** HLC included in total

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Positions Filled</u>	<u>Grade</u>
<u>ATU 256 Family:</u>			
Accounting Technician	1	0	***
Accounts Payable Clerk	2	1	***
Claims Technician	1	1	***
Customer Service Clerk	1	0	***
Customer Service Representative	14	12	***
Fare Prepayment Clerk	1	1	***
Operators (Bus, CBS and Light Rail combined)	475	475	***
Payroll Technician	1	1	***
Procurement Clerk	2	1	***
Reception Clerk	1	1	***
Revenue Clerk	3	2	***
Senior Clerk	1	1	***
Transit Agent	70	26	***
Transit Fare Inspector	13	6	***
Treasury Clerk	1	1	***
Total ATU 254 Allocations:	587	529	

<u>IBEW 1245 Family:</u>			
Bus Service Worker	29	23	***
Electronic Mechanic	3	3	***
Facilities and Grounds Worker I	2	2	***
Facilities and Grounds Worker II	4	6	***
Facilities Electronic Technician	1	1	***
Facilities Maintenance Mechanic****	16	6	***
Facilities Service Worker	17	17	***
Journey Lineworker	0	3	***
Light Rail Assistant Mechanic	8	7	***
Light Rail Service Worker	16	12	***
Light Rail Vehicle Technician	38	35	***
Lineworker	0	6	***
Lineworker Technician****	20	7	***
Mechanic A	26	24	***
Mechanic A (Body/Fender)	7	6	***
Mechanic A (Gasoline/Propane)	2	2	***
Mechanic B	8	5	***
Mechanic C	17	13	***
Painter	1	1	***
Rail Laborer	5	5	***
Rail Maintenance Worker	10	7	***
Senior Mechanic	0		***
Senior Rail Maintenance Worker	2	2	***
Storekeeper	10	9	***
Upholsterer	1	1	***
Total IBEW 1245 Allocations:	243	203	

TOTAL AUTHORIZED ALLOCATIONS: 1121 962

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU
**** HLC included in total

Salaried Classification Series

Note: A vacancy occurring within a salaried classification series may be filled at the same level as that vacated or at any lower level provided that only the one vacancy is filled.

Accessible Services Eligibility Specialist, Administrator
Accountant I, II, Senior
Administrative Assistant I, II, Technician, Senior, Supervisor
Assistant Architect, Associate, Senior
Assistant Planner, Service Planner, Long Range Planner, Senior Planner, Senior Strategic Planner, Principal Planner
Attorney I, II, III, Senior
Customer Advocate I, Senior
Engineering Analyst I, II, Senior
Engineering Technician, Senior
Grants Analyst, Senior
Human Resources Analyst I, II, Senior, Administrator
Information Technology Technician I, II
Inspector, Senior Inspector, Assistant Resident Engineer, Resident Engineer
IT Business Systems Analyst, Senior
Junior Engineer, Assistant, Associate, Associate Civil, Senior, Principal
Junior Engineer, Assistant, Associate, Associate Systems, Senior, Principal
Labor Relations Analyst I, II, Senior
Marketing and Communications Specialist, Senior
Network Operations Technician, Network Operations Engineer, Network and End User Operations Administrator
Network Operations Technician, Video Communications Systems Analyst, Network and End User Operations Administrator
Paralegal, Senior
Payroll Analyst, Supervisor
Procurement Analyst I, II, Senior
Programmer Analyst I, II, Senior
Quality Assurance Specialist I, II, Senior, Administrator
Real Estate Analyst I, II, Senior, Administrator
Risk Analyst I, II, Senior, Administrator
Safety Specialist I, II, Senior
Schedule Analyst I, II, Senior

EXHIBIT B
List of New and Modified Job Descriptions
Effective April 11, 2017

Job Description - Previous Title	Disposition	Job Description - Modified / New Title
N/A	New	Police Services Superintendent
N/A	New	Facilities Superintendent
N/A	New	Manager, Real Estate



Title: Police Services Superintendent

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to oversee the fare inspection program for light rail train service and at light rail stations. This is accomplished by management of inspection personnel to include training, deployment, tactics, policy, procedures, and overall implementation of fare inspection to reduce fare evasion and overall nuisance or unlawful behavior. Other duties may include assuring staff are trained to provide excellent customer service as the first line representatives of RT. The Superintendent will also train and supervise new supervisors and agents/officers, review performance of staff and participate and coordinate various safety and emergency audits and reviews.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Provides supervisory and administrative oversight by coordinating the daily work activities of the RT police services supervisors, transit agents, transit officers, and supplemental staff including working with Lieutenant/Captain (sworn officer responsibility) related to the Security Operations Center (SOC) and guard staffing. Establish and review employee performance standards and conducting evaluations with supervisory staff, conduct investigation and participate in grievance hearings. Acts as liaison with personnel and risk management.
2	S	Provides departmental administration by assisting in the overall day to day management of the department, monitoring operations and ensuring effective and consistent operating practices, developing and monitoring schedules, assisting in the departmental budget preparation, and representing the department and serving as the departmental liaison with labor unions, all departments, and outside agencies.
3	S	Provides program, policy and procedure review and analysis by developing programs to reduce light rail fare evasion coordinating the handling of passenger services complaints and emergencies, recommending and implementing departmental policies, procedures, and quality standards, and preparing correspondence and reports.
4	M	Oversees field work by monitoring train and employee schedules/assignments, addressing issues as they arise, and responding to emergency situations.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Business Administration, Public Administration or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of five (5) years of experience in public transportation, with three (3) years of experience in rail operations, and two (2) years of supervisory experience.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Possession of a valid California driver's license is required with the ability to obtain and maintain a PC 832 Certificate.



KNOWLEDGE
<ul style="list-style-type: none"> • Principles of labor relations and collective bargaining. • Principles of administration, leadership, supervision, training and management. • Methods and techniques of preparing transportation reports and transportation related documents. • Radio procedures and protocols • Fare inspection techniques and philosophies • Methods for retrieving and reviewing recorded and written data from archives. • Principles of transit bus/light rail operations/service, equipment, vehicles, positions of dispatching, radio control and road supervision. • Applicable transit federal, state and local laws such as ADA, CPUC regulations. • Budget preparation and cost control. • Personnel and payroll processes. • Effective management and motivational techniques. • Transit specific penal codes and ordinances. • Principles and practices of public relations and/or customer service. • Light Rail Service: Pedestrian and Vehicular Safety.
SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.
ABILITIES
<ul style="list-style-type: none"> • Learn department and District specific and emergency procedures. • Uniformly understand District CBAs and apply disciplinary action and related staff decisions. Comply with the time constraints as outlined in contract's or agreement's documentation. • Ensure supervisor qualifications in all areas of responsibility/dispatch, road, and radio positions. • Ensure that all data collected is accurate, complete, and correct. • Investigate, locate, and retrieve data from archives and record retention areas. • Resolve issues to the satisfaction of all parties involved. • Ensure compliance with operational requirements. • Implement and administer new and existing programs, policies, and procedures. • Remain current with and uniformly apply evolving federal, state and local laws or decisions affecting the department and District. • Receive and resolve passenger concerns. • Obtain and maintain National Incident Management System (NIMS) training. • Obtain and maintain PC832 certificate.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; observing work site; observing work duties; communicating with co-workers.
Sitting	F	Desk work; meetings; driving.
Walking	O	To other departments/offices; around work sites; around work site.
Lifting	R	Supplies.
Carrying	R	Supplies.
Pushing/Pulling	R	File drawers; switches.
Reaching	R	For supplies.
Handling	C	Paperwork.
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground.
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground.
Crawling	R	
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground.
Twisting	R	From computer to telephone; getting inside vehicle
Climbing	R	Stairs
Balancing	N	
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Fax, digital sender, telephone, light rail radio, communication equipment and computer and associated hardware and software.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-------------------	------------------------------------	-------------------------------------	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	N
Electrical Hazards	O
Fire Hazards	R
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety vest, hard hat.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

CLASS HISTORY:

Adopted: 04/17
Revised:
Title Change:
Maintenance
Update:
Abolished:
Job Key: TBD



Title: Facilities Superintendent

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage and coordinate all facilities/building maintenance activities and personnel in the diagnosis, installation, repair, maintenance and all District properties and facilities. This is accomplished by interacting with internal and external contacts, assisting in the development or revision of department policies and procedures, monitoring the department budget, and maintaining an inventory of repair parts and equipment. Other duties include assigning personnel to provide emergency service, maintaining current knowledge of laws and regulations regarding maintenance operations.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Provides departmental oversight by coordinating work activities and ensuring coverage for each shift, enforcing departmental policies and procedures, establishing and maintaining goals and objectives, assigning scheduled and unscheduled maintenance, coordinating subordinate work assignments, conducting assessments through periodic observation, evaluating new equipment and repair techniques, and procuring parts and materials as required.
2	S	Supports engineering and construction projects by maintaining internal and external contacts with city, county, state, federal, inspecting and certifying agencies to ensure completed work conformance to technical specifications and regulations. Reviewing design submittals, identifying problems and recommending solutions during construction projects, and supporting special construction/facilities maintenance projects as assigned. Working with different agencies regarding permit certifications and licenses, identifying unsafe and hazardous conditions, performing a variety of technical duties and inspections, and recording and analyzing data
3	S	Review, develop and implement course of action for ensuring annual rebuilds are performed on all District equipment and buildings, developing and implementing upgrades to the system, monitoring preventative and remedial maintenance, developing contingency plans for emergencies, and monitoring capital budget for equipment purchases.
3	S	Supervises staff , vendors and PBID contracts by establishing and monitoring program and project objectives, developing and implementing processes and procedures, reviewing performance, completing required documentation, implementing and monitoring training, coordinating efforts with internal departments, administering required programs, compiling and reporting data. Supervising the hiring process, developing team goals and objectives, and implementing team building processes.



4	S	Tracks and reports information by reviewing and/or analyzing daily work flow, daily facilities work orders, the monthly budget report, and employee attendance. Gathering and assimilating data for facilities.
5	S	Addresses labor relations issues by developing department policies for all maintenance personnel, hearing grievance responses, reviewing charge forms and determining the appropriate corrective action, attending labor management and safety committee meetings, and representing the department's interest in collective bargaining.
6	S	Oversees budget development and balances by working with the Director of Construction to create the annual department budget, reviewing monthly budget reports to ensure budget adherence and taking corrective actions when required, reviewing monthly budgets with supervisory staff, and look for cost effective way to maintain District property, assets and work. Develop, recommend and administer the facilities capital improvement project budget.
7	S	Manage the District's facilities on-call program by the taking calls from District staff/vendors related to urgent/emergent situations that occur during off hours/off – shift. Determine appropriate course of action and assign response/work as needed.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate's degree, diploma or equivalent from a an accredited college, technical, business, vocational, or correspondence school in the Construction or Facilities Management, building inspection/code enforcement or related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of five (5) years of experience in facilities management, with three (3) years of experience in a maintenance environment and two (2) years of supervisory experience.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study..
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Possession of a valid California driver's license is required.



KNOWLEDGE
<ul style="list-style-type: none"> • Engineering (mechanical, electronic, and controls), and software control systems. • Preventative maintenance systems. • Facilities maintenance practices. • Leadership practices and supervisory techniques. • Budget management principles and practices. • Space planning techniques. • Budget controls and processes. • Collective bargaining and labor agreements. • Facilities management, engineering, construction, security, and planning. • Construction, design and management. • Leadership and supervisory principles, motivational and mediation techniques. • Principles of project management, project estimating and forecasting. • Principles of effective writing, and effective interpersonal skills and abilities. • Methods and techniques of diagnosing and repairing various electrical and mechanical components. • Principles of preventive maintenance and cost controls. • Labor rates, parts cost and industry standards. • Regulatory compliance principles • Various city, county and state building codes, regulations and enforcement requirements.
SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.
ABILITIES
<ul style="list-style-type: none"> • Analyze data to determine trends and prepare reports. • Implement effective preventative maintenance practices and procedures. • Direct the activities of personnel. • Align personnel resources in a changing and dynamic operation. • Analyze trends, forecast future requirements, and implement plans to meet goals and objectives. • Address complex technical correspondence in a clear, concise, and manner. • Read, write, analyze and evaluate complex technical data and administrative correspondence. • Plan for expanded service or new equipment. • Prioritize work, schedules and activities. • Ensure compliance with policies, rules, and regulations. • Ensure that all maintenance repair work is performed within the guidelines of local, state, and federal regulations. • Ensure required parts are stocked to complete projects in a cost effective and timely manner.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site
Sitting	F	Desk work
Walking	F	Around work site
Lifting	O	Equipment
Carrying	O	Equipment
Pushing/Pulling	R	Tables and chairs
Reaching	O	For files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	R	
Bending	R	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	O	Stairs
Balancing	O	
Vision	F	Reading, computer screen
Hearing	F	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Truck, mobile phone, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-------------------	------------------------------------	-------------------------------------	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	F
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	S
Noise and Vibration	W
Wetness/Humidity	S
Physical Hazards	W

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety vest, hard hat

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N/A

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse	X	Outdoors	X
Shop	X	Other (see 3 below)	
Recreation/Neighborhood Center	X		

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



CLASS HISTORY:

Adopted: 04/17
Revised:
Title Change:
Maintenance
Update:
Abolished:
Job Key: TBD



Title: Manager, Real Estate

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage and direct the Real Estate Department activities, functions, and employees. This is accomplished by procuring necessary land and property rights, managing programs, attending interagency meetings, responding to and supporting requests from internal customers, managing excess/surplus property disposition sales, safeguarding District’s real property assets, meeting with commercial land developers and real estate professionals to implement mixed-use developments, and negotiating agreements. Other duties include representing the District at meetings, speaking in public, and writing reports.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
---	---	--	---	---

#	Code	Essential Functions
1	S	Manages District’s real estate function by directing the acquisition of property rights for construction projects, coordinating project budgets, monitoring expenditures and providing assistance in compliance reporting.
2	S	Manages District’s transit oriented development programs by preparing agreements, coordinating with consultants, conducting negotiations, meeting with stakeholders (including members of the public), attending public and agency meetings, preparing issue papers and reports, writing grants, and making recommendation to District management.
3	S	Manages District’s master property infrastructure plans including the periodic review, development and implementation of strategies for the acquisition and disposition of District assets such as buildings, vacant property and other District real estate. Works with local developers on potential alternate uses for District property, ensuring all avenues for development/disposition and explored and implemented. Ensure that market information provided by outside agencies agrees with actual market conditions.
4	S	Prepares, develops, and analyzes various negotiation terms and conditions as it relates to purchasing and selling property and land using innovative and creative models that will optimize revenue generation for RT. The options can include but are not limited to public and private partnerships , lease arrangements, grant revenues, or other joint use options. Provides options to executive management and the Board showing benefits and risks with options and be able to recommend best course of action. Works with legal, external consultants and internal staff to ensure all negotiated agreements comply with all state/federal regulations, District’s master plans and, Strategic initiatives.
5	S	Supervises personnel by developing the department's team, overseeing department



		daily functioning, performing periodic performance evaluations, organizing and prioritizing department work, directing and empowering subordinate staff, and communicating effectively to the department providing guidance and mentoring, establishing and implementing training for personnel Making personnel decisions such as interviewing, selecting, hiring, promoting, and disciplining employees, and developing plans and policies.
6	S	Performs administrative duties by developing, managing and allocating department operating and capital budgets, monitoring expenditures, approving requisitions, managing, planning and allocating District funds; developing plans, and cost estimates for projects; creating, implementing and managing plans, policies, and special projects; Mediates highly conflicting and unexpected problems evaluating recommended resolutions, resolving personnel conflicts, negotiating agreements with vendors, and resolving politically sensitive issues with external customers.
7	S	Oversees public support activities by developing strategy related to community engagement, coordinating staff participation and attendance; participating on special study panels and working groups; providing testimonies on construction and acquisition/disposition projects at meetings, and serving as the department representative for outside agencies.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Urban Studies, Business Administration, Public Administration, Economics or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of five (5) years of experience in Real Estate Property Acquisition, Asset Management and/or Development, including two (2) years of supervisory experience. Transit experience is preferred.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	California Real Estate Agent's License and/or Broker's license is preferred.



KNOWLEDGE
<ul style="list-style-type: none"> • Functions and responsibilities of a regional transit District and its real estate activities. • Statistical and research methods as applied to public transportation planning. • Sources of federal, state, and local funding for public transportation. • Principles and practices of environmental planning and development. • Principles and techniques of personnel management and supervision. • Project management, analysis, and evaluation. • Statistical concepts and methods. • Knowledge of Uniform Relocation Assistance Act, both acquisition and relocation procedures. • Familiar with FTA Real Estate Acquisition Policies and Procedures. • Appraisal, Title and Escrow process. • Principles and practices of real estate, joint development, property management, property acquisition and disposition; • Property appraisal techniques and negotiation; legal terminology, laws and principles of eminent domain and lease transactions; • Concepts of urban land use planning; principles and practices of design and construction management; • General knowledge, basic terminology, methods, and practices of civil engineering design, and land use planning relative to capital improvement projects; • Principles and practices of contract and grant management pertinent to public transit; • Principles and practices of transit oriented development.
SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.
ABILITIES
<ul style="list-style-type: none"> • Develop and administer a project budget. • Establish, monitor, and control projects and schedules. • Plan, organize, supervise, and review the work of staff and consultants. • Provide technical advice to professional and technical staff in solving complex environmental issues, regulations and compliance problems. • Supervise the collection, analysis, and interpretation of environmental data and information. • Participate in technical research on planning, environmental, economic, and transportation problems. • Recognize problems, perform research, analyze, and evaluate complex environmental data, prepare reports, and develop recommendations. • Develop alternatives and resolve conflicts among competing interests. • Communicate clearly and concisely, orally and in writing; make presentations before large and small groups. • Conduct meetings and lead discussions. • Establish and maintain effective, cooperative working relationships with professional and technical staff, consultants, various governmental agencies, and the general public.



- Interpret and apply Federal, State and local policies, procedures, laws, ordinances and regulations.
- Perform professional work with minimal supervision.
- Negotiate and develop contracts and agreements.
- Analyze and solve program and/or technical problems/issues and take appropriate corrective action.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	X	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations, observing work site, communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	F	Supplies; files
Carrying	R	Supplies; files
Pushing/Pulling	R	File drawers; equipment; tables and chairs
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator; calibrating equipment
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	
Bending	N	
Twisting	F	From computer to telephone
Climbing	R	Stairs; ladders
Balancing	N	
Vision	F	Reading; computer screen; driving
Hearing	F	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer, copy machine, fax machine, scanner, camera, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-------------------	------------------------------------	-------------------------------------	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	O
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	M

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety vest, safety glasses, work boots

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 2 below)	N/A

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

CLASS HISTORY:

Adopted: 04/17
Revised:
Title Change:
Maintenance
Update:
Abolished:
Job Key: TBD