


Part 10. Employee Job Descriptions

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL POLICY 10.1 GENERAL ADMINISTRATION DEPARTMENT
	Adoption Date: <i>See notes following each position</i>
Revised Date: <i>See notes following each position</i>	
Authority: City Manager (granted via City Council Resolution No. 2019-04)	

10.1.1 ASSISTANT TO THE CITY MANAGER

CLASSIFICATION: Regular full-time position.

DEPARTMENT: City Manager’s Office.

POSITION SUMMARY

This position reports directly to the City Manager and is responsible for a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support to the City Manager’s Office; plans, coordinates, and participates in various program and administrative operations and activities including those having a City-wide and inter-departmental impact; manages and oversees assigned service areas; coordinates assigned activities with City departments, outside agencies, and the general public; and provides information and assistance to internal and external customers regarding assigned programs and services.

This position receives no clerical support and generates his/her own paperwork.

DUTIES AND RESPONSIBILITIES

- Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies and procedures;
- Selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics;
- Performs a wide variety of administrative and analytical duties in support of the City Council;
- Prepares and reviews a variety of letters, brochures, and other correspondence; coordinates annual development and quarterly status reports;
- Assists in the planning and coordination of a variety of City events and activities;
- Serves as the City staff liaison to various commissions and committees both locally and regionally;
- Write staff reports, resolutions, and ordinances for the City Council and prepare and deliver presentations before the City Council and other City Commissions or committees;
- Oversees support for the City’s information technology;
- Attends meetings with City Council Members and the City Manager and represents the City on various boards and committees on a wide variety of issues;
- Serves as a media contact for assigned projects and responsibilities; tracks news coverage;

answers media inquiries, writes and distributes public information materials, to include newsletters and other public information;

- Coordinates grant writing activities for the City;
- Monitors and tracks state and federal legislation and consults with the City Attorney and League of California Cities on various legislative and legal issues;
- Serve on a variety of City Special Teams as needed, taking a leadership role where necessary; and represents the City at inter-departmental, inter-governmental, and community activities and meetings;
- Participates in special projects, including planning and implementation of special programs and events and complex research of the same;
- Participates in the development and implementation of goals, objectives, and priorities for assigned functions and programs, and recommends same on a City-wide basis;
- Participates in the development and administration of the department budget, submits recommendations, and monitors expenditures;
- Performs other related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- The Brown Act, Public Records Act, and Political Reform Act.
- Principles of City government administration, organization, budget and personnel management.
- Principles and practices of program, policy, and procedure evaluation and development.
- Principles of public administration.
- Advanced methods and techniques of data collection, research, and report preparation.
- Principles of business letter writing and report preparation.
- Principles and practices of state and local legislative process.
- Basic principles of supervision and training.
- Principles and practices of record keeping.
- Public relations and customer service techniques.
- Public speaking techniques.
- English usage, spelling, grammar, and punctuation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Perform a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support to the City Manager's Office involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the City as a whole and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply pertinent federal, state, and local laws, codes, and regulations as well as City and departmental policies and procedures.
- Conduct various administrative and organizational studies and analyses on a wide variety of complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions,

and implement recommendations in support of goals.

- Develop, implement, and interpret City policies, procedures, regulations, and codes.
- Research, analyze and evaluate City-wide programs, policies, and procedures.
- Collect, evaluate, and interpret complex information and data.
- Coordinate a variety of complex tasks and assignments simultaneously.
- Prepare clear and concise technical, administrative, and financial reports.
- Assist with budget preparation and administration.
- Plan and organize work to meet changing priorities and deadlines.
- Operate office equipment including computers and supporting applications.
- Independently prepare correspondence and memoranda.
- Effectively present information and respond to questions from internal and external customers including council members, committee and commission members, and the general public. Supervise and train assigned staff.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Physical ability to:

- Frequently sit and work at a computer keyboard with a mouse for most of the day.
- Write, stand, reach, twist, turn, and stoop for prolonged periods in performance of daily office activities.
- Use near and far vision in reading and using the computer monitor.
- Use hearing when working on the phone and taking minutes at meetings.
- Lift, drag, and push files, paper, and documents weighing up to 20 pounds.
- Sustain prolonged periods of concentration to compose documents and perform analytical work.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely prepare the applicant to assume the essential duties and responsibilities is qualifying. A typical way to acquire the knowledge and abilities would be:

- A bachelors degree from an accredited college or university with major coursework in public administration, business administration, economics, or a related field; a masters degree is preferred.
- Five to seven years of increasingly responsible administrative and analytical experience that demonstrates a strong understanding of citywide operations and the role of local government.

(Added 11/14/2011; updated 03/2013)

10.1.2 BELVEDERE-TIBURON EMERGENCY SERVICES COORDINATOR

CLASSIFICATION: Regular full-time position.

DEPARTMENT: Police Department, Town of Tiburon

POSITION SUMMARY

This mid-management position assists in the planning and coordination of emergency services and disaster preparedness activities for the Town of Tiburon and the City of Belvedere (hereafter referred to as “the Tiburon Peninsula”).

GENERAL DESCRIPTION

The Emergency Services Coordinator provides support to the chiefs of police of both law enforcement jurisdictions on the Tiburon Peninsula, the Belvedere City Manager, the Tiburon Town Manager, the chiefs of the Tiburon Fire Protection District and the Southern Marin Fire Protection District, and the staffs of these six agencies. The position helps maintain and exercise a Peninsula wide emergency preparedness program that includes working with the staffs of the municipalities of Tiburon and Belvedere and members of both communities.

Administrative direction is provided by the Chief of the Tiburon Police Department, the Belvedere Police Department, the Belvedere City Manager, and the Tiburon Town Manager.

This position receives no clerical support.

DUTIES AND RESPONSIBILITIES

- Assist the coordination of all emergency operation services for the Tiburon Peninsula.
- Prepare disaster preparedness information to be distributed to residents.
- Facilitate quarterly Belvedere-Tiburon Joint Disaster Advisory Council meetings, arrange guest speakers, and prepare and distribute meeting agenda and minutes.
- Attend quarterly meetings of the Marin County Office of Emergency Services as the Tiburon Peninsula’s representative
- Arrange and facilitate training for all Tiburon Peninsula municipal employees in the use of the National Emergency Management System (NEMS), incident Command System (ICS), and emergency operations functions.
- Plan and facilitate Tiburon Peninsula Emergency Operations Center table top and full functional disaster exercises.
- Oversee, prepare and/or revised the Town of Tiburon/City of Belvedere Disaster Preparedness Manual. Ensure that all information, such as staff, personnel and contact numbers for the community, are current and up-to-date.
- Assists the chiefs of police and fire, or their staffs, in the preparation of grant applications to secure outside funding for disaster preparedness and supplies.
- Handles inquiries from the public on a daily basis as directed by the chiefs of police or the Tiburon police captain.
- In the event of an Emergency Operations Center activation, acts as a resource to the EOC coordinator in the administration of the emergency response.
- As needed, attend and prepare minutes and agenda items for the monthly meeting of the Peninsula police and fire chiefs.
- Provide information to and work with the Town of Tiburon’s IT coordinator to ensure that

the website for the four public agencies are updated with current information for the community.

- As needed during declared emergencies, be on call 24 hours a day, seven days a week.
- Complete disaster preparedness projects and perform other related duties as requested by the chiefs of police and fire, the town and city managers, and/or members of the town and city councils.

KNOWLEDGE AND ABILITIES

Knowledge of, or ability to become skilled in:

- Modern principles, practices and techniques of NEMS, ICS, and EOC organization and operation.
- The communities of the Tiburon Peninsula and their needs as they relate to emergency services and disaster preparedness.
- Current regulations and practices affecting proper grant applications process.
- Federal and state emergency reporting and reimbursement procedures.

Ability to:

- Assist in the planning and coordination of the functionality of the Belvedere-Tiburon Joint Disaster Advisory Council.
- Prepare clear and concise reports; communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work, such as members of the public safety agencies, municipal staffs, and members of the community.
- Develop and present training programs.
- Reason logically and creatively and to utilize a variety of analytical techniques to solve complex emergency preparedness problems.
- Learn and retain the local geography and available resources as they relate to emergency management planning and operations.

Physical ability to:

- Work in a standard office setting and utilize standard office equipment, including a computer.
- Vision to read printed matter, close vision, and ability to adjust focus.
- Hearing and speech to converse in person and over the telephone.
- Frequently walk, sit, talk, and hear.
- Use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms.
- Move or lift up to 25 pounds.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- Associate degree from an accredited college is required; a bachelor's degree is desirable.
- The college degree may be substituted for with four years of experience in disaster preparedness for a public safety department.
- Obtain and maintain a valid Class C California Driver's License at the time of employment and maintain it throughout the tenure of employment.

10.1.3 CITY CLERK

CLASSIFICATION: A confidential, exempt (salaried), full-time position.

DEPARTMENT: General Administration.

POSITION SUMMARY

This position reports directly to the City Manager and is responsible for all functions of a city clerk's office, coordination of the City's public communications and outreach efforts, and assisting the City Manager with special projects as assigned. His/Her administrative and support responsibilities are broad and diverse and he/she must work independently, referring to the City Manager as needed for direction and for clarification on matters of City policy and protocol. This position receives no clerical support and generates his/her own paperwork.

DUTIES AND RESPONSIBILITIES

- Coordinates monthly City Council meeting agendas, including maintenance of deadlines and copying agenda packets.
- Prepares and publishes hearing notices; takes minutes; processes resolutions, ordinances, and minutes.
- Writes staff reports, resolutions, and ordinances for the City Council on city clerk and outreach and communications issues.
- Coordinates membership and appointment to the City's citizen volunteer committees.
- As Custodian of Records, oversees the preservation, protection, and accessibility of records and advises other departments on records management. Serves as administrator for the City's computerized records scanning, indexing, archiving and retrieval program. Maintains City Personnel records.
- Serves as Filing Officer for conflict of interest statements and assists filers in meeting their legal responsibilities under the City's conflict of interest code and the Brown Act.
- Codifies new ordinances, updates legislative record, and prints and issues regular supplements to the Belvedere Municipal Code.
- Serves as City Elections Official in administering consolidated municipal elections.
- Coordinates City outreach and communications by: supervising website and social media platforms; noticing and organizing community meetings; managing design, production and dissemination of collateral materials and public education pieces; assisting with the development of newsletters, Council communications, employee recruitment pieces, and preparation for staff and Council retreats and other meetings.
- Coordinates City-sponsored functions such as special events, media availabilities, civic celebrations, symposia and workshops.
- Assists with the employee recruitment and candidate selection process.
- Performs related duties and responsibilities as assigned by the City Manager.

KNOWLEDGE AND ABILITIES

Knowledge of:

- The Brown Act, Public Records Act, Political Reform Act, the Elections Code, Regulations of the FPPC, and sections of the California Government Code dealing with retention of public records.

- Laserfiche software program, including repository setup, template design, and system and security administration.
- Communications platforms, including website production and population; social media; print media; and newsletter production.
- Powerpoint and other presentation programs.

Ability to:

- Calmly and efficiently organize and manage multiple projects, priorities and deadlines.
- Work effectively under a heavy workload.
- Communicate effectively orally and in writing.
- Prepare clear, concise and grammatically correct minutes, correspondence, procedures, and written and oral reports.
- Follow through with goals that depend on interdepartmental cooperation at all levels.

Physical ability to:

- Frequently sit and work at a computer keyboard with a mouse for most of the day.
- Write, stand, reach, twist, turn, and stoop for prolonged periods in performance of daily office activities.
- Use near and far vision in reading and using the computer monitor.
- Use hearing when working on the phone and taking minutes at meetings.
- Lift, drag, and push files, paper, and documents weighing up to 20 pounds.
- Sustain prolonged periods of concentration to compose documents and perform analytical work.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely prepare the applicant to perform the essential duties and responsibilities is qualifying. A typical way to acquire the knowledge and abilities would be:

- A bachelor's degree in records management, public administration, information technology, communications or a related field.
- Five years of increasingly responsible experience in municipal government, including a minimum of four years in a city clerk function with experience in at least two elections.
- Possession of or ability to obtain certification as a municipal clerk.

(Updated 08/2019, 12/2010, 7/1/2011; 2/2013)

10.1.4 ADMINISTRATIVE SERVICES MANAGER

CLASSIFICATION: Confidential, exempt (salaried), full-time.

DEPARTMENT: General Administration

POSITION SUMMARY

This position manages all financial accounting, reporting, revenue collection and disbursement, tax filing, investment and money management functions for the City; assists City Manager in development of annual budget; conducts financial analyses; performs risk management and human resources functions.

GENERAL DESCRIPTION

This position is responsible for the City's accounting and financial reporting functions, producing the annual budget, and payroll for the City and joint powers agencies of which the City is a member, as needed.

This position reports to the City Manager. The Administrative Services Manager is expected to know his/her duties and to work independently, knowing when to refer to the City Manager for direction and for clarification on matters of City policy and protocol.

The Administrative Services Manager has no subordinate staff, receives no clerical support, and is responsible for generating his/her own paperwork.

DUTIES AND RESPONSIBILITIES

- Prepare payroll, accounts payable, and monthly financial reports.
- Perform routine accounting, including bank deposits, cash flow, bank reconciliations, and quarterly interest calculations.
- Plan, organize, prepare, implement and control the City's annual operating and capital improvements budgets in accordance with generally accepted accounting principles.
- Review and evaluate the City's internal financial control systems and procedures and recommend improvements to ensure audit compliance.
- Forecast City revenues, expenditures, and year-end balances.
- Direct the design, implementation, and control of the City's automated financial system.
- Provide financial information and assistance to City departments.
- Manage employee benefits.
- Prepare specialized financial reports and analyses as required by law or as requested by the City Manager.
- Prepare staff reports and resolutions for City Council.
- Prepare annual special fire tax assessment roll.
- Assist outside auditor with annual City audit.
- Coordinate workers compensation claims with third party claims administrator.
- Maintain personnel records.
- May serve as alternate to risk management pool Board of Directors.
- Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Generally accepted accounting principles and generally accepted auditing standards.
- Principles and practices of governmental accounting and budgeting and investment management.
- Fund accounting and reporting.
- Standard financial office procedures, machines, manual and automated data storage, processing and retrieval systems.
- Regulations governing the keeping of municipal financial records, personnel records, and the filing of reports.
- All laws, codes and standards regulating municipal finances.

Ability to:

- Use spreadsheets and other computer applications related to financial operations.
- Make independent decisions and to solve practical operational problems.
- Detect problems and suggest corrective action as well as ability to analyze needs and develop and implements systems or programs to meet them.
- Resolve conflicts, communicate and work effectively with other City employees, Finance Committee, and representatives of other agencies.

Physical ability to:


- Sit for prolonged periods in the performance of daily duties.
- Prolonged use of electronic calculator and frequent repetitive keyboarding motion for data entry and the preparation of reports and other documents.
- Write, stand, reach, twist, turn, and stoop in performance of daily office activities.
- Use near and far vision in reading and using the computer monitor.
- Use hearing when working on the phone.
- Lift, drag, and push files, paper, and documents weighing up to 20 pounds.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- A bachelor's degree in business administration, accounting, governmental accounting, or public administration.
- Five years of public agency accounting experience.
- Possession of a Class C California Driver's License and an acceptable driving record.

(Updated 6/12/2017)

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL
	POLICY 10.2
	PLANNING & BUILDING DEPARTMENT
	Adoption Date: <i>See notes following each position</i>
Revised Date: <i>See notes following each position</i>	
Authority: City Manager (granted via City Council Resolution No. 2019-04)	

10.2.1 ADMINISTRATIVE CLERK

CLASSIFICATION: Regular full-time position.

DEPARTMENT: Planning/Building

POSITION SUMMARY

The Administrative Clerk is responsible, under supervision, for document scanning, preparation and distribution of committee agenda packets, taking minutes at committee meetings, uploading documents to the City website and keeping the website calendar up-to-date. Performs a wide variety of complex office support and secretarial duties for the City Clerk, Planners, and Building Official.

GENERAL DESCRIPTION

The Administrative Clerk reports to the City Clerk. Supervision of other employees is not a duty of this class.

DUTIES AND RESPONSIBILITIES

- Scans a wide variety of documents.
- Uploads documents to the City website; responsible for maintenance of website activities calendar.
- Fills in for Department Secretaries during breaks, vacations, and other occasions when they are away from the front desk for extended periods. In this capacity, screens telephone callers and office visitors, providing them with desired information or referring them to appropriate staff.
- Performs general word processing and produces form letters, notices, agendas, etc.; filing; copying; setting up meetings, etc.
- Composes memos and letters from brief, verbal instructions.
- Compiles mailing lists from electronic sources, edits them, and produces mass mailings.
- Prepares, copies and distributes agenda packets for committees. Take and transcribes minutes at committee meetings.
- Assists with the yearly business license billing.
- Performs large copying jobs and binding jobs.
- Opens and screens mail.
- Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Personal computer systems, Windows Professional 7, Adobe Acrobat, and the world wide web.
- Modern office methods, practices and equipment.
- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Type at a minimum rate of 50 words per minute from clear, legible copy.
- Produce a wide variety of documents using MS Word, Excel, and Office Outlook 2007 or higher.
- Understand and carry out complex, multi-step procedures from verbal and/or written instructions.
- Operate a multi-line phone system.
- Monitor deadlines and legal requirements for compliance with laws and regulations.
- Perform consistently with accuracy and great attention to detail.
- Take responsibility and exercise good judgment in recognizing scope of authority.
- Maintain effective working relationships with fellow employees.
- Present a clean, neat and professional appearance.
- Exercise good judgment, courtesy, and tact with the public and visitors.

Physical ability to:

- Maintain concentration to keep track of and complete multiple tasks in an environment that is often noisy and distracting.
- Sit and work at a computer keyboard with a mouse for an average of 5-6 hours per day.
- Stand, walk, reach, twist, turn, kneel, bend squat, and stoop in performance of daily activities.
- Grasp, perform repetitive hand movements, and fine coordination in writing receipts and using a computer keyboard.
- Near vision in reading mail, completed forms, and using a computer.
- Hear for communicating on the phone and in person.
- Speak clearly for the purpose of giving concise, accurate and complete information.
- Lift, drag, and push files, binders, plans or other materials weighing up to 25 pounds.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- Graduation from high school or equivalent supplemented by college or business school training in records management, secretarial science, office management, or office technology.
- One year experience using MS Office Suite 2007 or higher in an office setting.

(Added 09/09/2013; amended 6/9/2014)

10.2.2 ASSISTANT PLANNER

CLASSIFICATION: Confidential, hourly, part-time position (30-35 hours per week)

DEPARTMENT: Planning/Building

POSITION SUMMARY

Under the general supervision of the City Planner, performs professional planning work including review of current planning projects and undertaking assignments in the areas of public information, neighborhood preservation, research and analysis, written and oral presentations, and policy development.

DUTIES AND RESPONSIBILITIES

- Receives planning application materials.
- Compares development parameters to code requirements.
- Prepares reports.
- Conducts research and prepares recommendations on planning issues and ordinances.
- Provides information on planning and zoning issues to applicants, the general public and other departments.
- Assists with research.
- Performs other duties, as required.
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KNOWLEDGE AND ABILITIES

Knowledge of:

- Fundamental planning principles.
- Role and function of general plan and zoning ordinances.
- California planning, subdivision and environmental law and their relationship to day-to-day activities of a planning department.
- Scope and function of a planning department and its relationship to other City departments.
- Research methods.
- Report preparation.
- Review of architectural or building plans, particularly related to residences, is desirable.

Ability to:

- Write accurate and concise technical reports and memoranda.
- Explain planning and zoning requirements clearly to the public, applicants and other departments.
- Research, analyze and summarize planning issues.
- Work effectively with City departments, project applicants and the general public.
- Operate a personal computer using Windows environment software, including Microsoft Word and Excel.

Physical ability to:

- Sit and stand for prolonged periods and to work at a computer keyboard with a mouse for an average of 4 hours per day.
- Write, reach, twist, turn, and stoop in performance of daily office activities.
- Use near and far vision in reading, reviewing plans, using the computer monitor, and

- looking at property.
- Use hearing and speaking in communicating with individuals and groups and working on the phone.
 - Lift, drag, and push files, paper, plans, and documents weighing up to 20 pounds.
 - Visit properties and make site reviews in all weather conditions including wet, hot, and cold.
 - Work irregular or extended hours to attend various committee meetings.
 - Work with constant interruptions, and at times, with clients who may be upset when discussing and enforcing City codes.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying.

(Added 2008; updated 12/2010; rev. 11/14/2011)

10.2.3 ASSOCIATE PLANNER AND PLANNER

CLASSIFICATION: Confidential, hourly, part-time position (28-35 hours per week)

DEPARTMENT: Planning/Building

POSITION SUMMARY

Under the general supervision of the City Planner, the Associate Planner/Planner performs a variety of general planning duties including project management, research, data collection, field inspections, plan review, responding to inquiries at the public counter, preparation of correspondence, filing documents, and preparation of staff reports.

GENERAL DESCRIPTION

The Planning Department is staffed by a full-time City Planner, one Department Secretary who divides scheduled time between Planning and general reception duties, a part-time Assistant Planner, and a part-time Associate Planner / Planner. The City of Belvedere is 99.9% residential and completely built out. Depending on the size and type of project, Design Review, Subdivision and Zoning approvals are handled at either the administrative level or by the seven-member Planning Commission which holds hearings on a monthly basis.

This is the journey-level class in the professional City Planning series. Positions in this class are flexibly staffed and are normally filled by advancement from the entry class, or when filled from the outside, require prior planning work experience. Work in this class is distinguished from that of the Assistant Planner by the greater complexity of the assignments received, by increasing responsibility for project outcomes, and by the greater independence with which the incumbent is expected to operate.

DUTIES AND RESPONSIBILITIES

- Responds to public inquiries and requests for service, answers questions regarding the zoning and design codes.
- Performs plan checks for zoning, subdivision and design compliance.
- Reviews designated permit applications and assesses fees.
- Prepares staff reports and exhibits for the City Council and Planning Commission meetings, such as project analysis, maps, plot plans, renderings, charts and graphs.
- Receives and evaluates site plan and Design Review permits and related applications.
- Determines compliance with Zoning, Subdivision and Design Review Ordinance regulations and prepares administrative level Design Review approvals or denials.
- Evaluates discretionary project approvals for compliance with California Environmental Quality Act (CEQA).
- Addresses and resolves unauthorized construction or other improvements completed without benefit of Zoning or Design Review approvals. Pursues Nuisance Abatement for unauthorized work or other noncompliance if necessary.
- Assists planning personnel with current and advance planning projects and activities, including research, compilation of information, inspections and preparation of special reports.
- Conducts final inspections for planning projects to determine on-site if the project is compliant with the approved plan set.

- Updates and maintains zoning information, record files, and other planning documents.
- Receives project applications, prepares project files, prepares closeout of project files.
- Participates in staff meetings and in-service training as required.
- Adheres to City and departmental policies and procedures.
- Prepares and distributes Initial Environmental Study and subsequent determinations. Files Notices of Intent, Notices of Determination and other CEQA forms.
- Contributes to advance planning projects and activities, including research, compilation of information, inspections and preparation of special reports, such as updates to the General Plan and Municipal Code.
- Drafts, evaluates and presents Planning policies and amendments to the Municipal Code.
- Assumes some of the City Planner's responsibilities when necessary such as coordination and staffing of Planning Commission meetings and functional supervision of Planning Department Secretary and Assistant Planner.
- Responds to public inquiries and requests for service, answers questions regarding the Zoning and Design Review Ordinance regulations.
- Regularly attends Planning Commission meetings.
- Liaison to standing City Committees, ad-hoc committees, and community organizations.
- Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Planning and zoning methods, practices and techniques.
- Planning and zoning maps and records.
- Record-keeping.
- Applicable laws, codes, regulations, policies, and procedures.
- Modern office methods, procedures and equipment.
- Various computer programs and applications.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Communicate clearly and concisely both orally and in writing.
- Follow applicable oral and written instructions.
- Comprehend and carry out policies, procedures and regulations.
- Use analytical skills in reviewing plans and supporting documentation to determine the level of risk exposure to the City, or other consequences to the community, presented by a proposed building project.
- Maintain effective working relationships with fellow employees and the public and work within a team-based system.
- Exercise good judgment, courtesy, and tact with the public and staff.
- Exercise initiative make sound decisions in accordance with established regulations, and work independently, without immediate supervision.
- Present a clean, neat and professional appearance.
- Evaluate land use information in the field; utilize quality customer service skills and techniques.

Physical ability to:

- Sit and stand for prolonged periods and work at a computer keyboard with a mouse for an average of 6 hours per day.

- Write, reach, twist, turn, and stoop in performance of daily office activities.
- Use near and far vision in reading, reviewing plans, using the computer monitor, and looking at property.
- Use hearing and speaking in communicating with individuals and groups and working on the phone.
- Lift, drag, and push files, paper, plans, and documents weighing up to 20 pounds.
- Visit properties and make site reviews in all weather conditions as necessary, including wet, hot, and cold.
- Work with constant interruptions, and at times, with clients who may be upset when discussing and enforcing City codes.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- Graduation from an accredited college or university with a degree in Planning, Architecture, Landscape Architecture, or closely-related field.
- Three years of relevant work experience in planning, architecture, or a related field. Additional work experience may be substituted for the required education on a year-for-year basis.
- Valid California Class C driver's license and satisfactory driving record.
- Satisfactory background check.

(Added 2008; updated 12/2010; rev. 11/14/2011; updated 6/9/2014)

10.2.4 BUILDING INSPECTOR I/II

CLASSIFICATION: Regular, full-time position.

DEPARTMENT: Planning/Building

POSITION SUMMARY

Inspects all aspects of construction, predominantly of residential dwellings, for compliance with model codes and approved plans; conducts life/safety inspections; assists with code compliance; answers model code questions from the public.

GENERAL DESCRIPTION

The City of Belvedere is a small, affluent community with approximately 1000 living units and virtually no commercial area. The Department consists of one building official/code enforcement officer, one building inspector, and a department secretary. The Belvedere Building Department issues approximately 250 construction permits a year and conducts 2000 inspections.

This position reports to the Building Official/Code Enforcement Officer and performs under his/her direct supervision. Supervision of other employees is not a duty of this classification. The Building Inspector is not assigned personal clerical support and generates his/her own paperwork.

DUTIES AND RESPONSIBILITIES

- Performs field inspections of residential and commercial construction and verifies conformance to applicable state and local codes as well as approved plans.
- Issues corrections notices and delivers stop work orders when necessary.
- Provides state and local code information to the public.
- Investigates citizen complaints, including assisting with code enforcement.
- Maintains records and prepares written reports and correspondence when necessary.
- Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General knowledge of Federal, State, County and City codes relating to building construction.
- Types of building materials and variations in their quality.
- Modern construction methods.
- Principals and techniques of building inspection.

Ability to:

- Read, understand and interpret construction drawings.
- Calculate square footage from building plans and perform other similar basic mathematical calculations relating to the interpretation of construction plans, specifications and other documents.
- Understand and explain provisions of applicable Federal, State, County and City construction related codes and regulations.
- Express professional opinions, based on knowledge and experience.

- Communicate effectively orally and in writing.
- Use a computer, including word processing and email.
- Use analytical and research skills so as to independently pursue solutions to complex code or construction related questions.
- Excellent customer service skills.
- Interacts effectively when confronting potentially volatile situations.
- Maintain a cooperative working relationship with property owners, contractors, design professionals, employees and the public.

Physical ability to:

- Climb into attics and onto scaffolding, stoop kneel and walk on uneven surfaces and crawl under buildings and into close spaces.
- Sit, stand, and walk on level, rough and slippery surfaces.
- Reach, twist, turn, kneel, bend, stoop, squat, and crawl during performance of job duties.
- Grasp and make repetitive hand movements in the performance of job duties. Use fine coordination when measuring designated areas for proper conformance.
- Use ladders to climb to unusual heights, requiring dexterity. Walks on roofs, scaffolding, ceiling and floor joists, requiring excellent balance.
- Crawl under houses and into enclosed spaces.
- Near and far vision to compare onsite construction conformance with the approved plans.
- Lift, push or move barriers weighing greater than 25 pounds when doing field inspections.
- Works in all weather conditions including wet, hot and cold.
- Move in close proximity to unguarded electrical power, noise and vibration producing tools/equipment as well as close proximity to moving vehicles and heavy equipment which may subject the employee to falling mechanical, electrical, traffic and other hazards.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- High school diploma or equivalent.
- Two years of relevant experience.
- ICBO certification as a building inspector or combination inspector.
- Valid California Class C driver's license and satisfactory driving record.

(Added 2008)

10.2.5 BUILDING OFFICIAL/CODE ENFORCEMENT OFFICER

CLASSIFICATION: Position operates as either a confidential, exempt (salaried), full-time position or two separate contract consultants.

DEPARTMENT: Planning/Building.

POSITION SUMMARY

This senior management position reports directly to the City Manager and serves as the Building Official and Code Enforcement Officer for the City. This position participates in the operations of all departments, but is directly responsible for the day-to-day operation of the Building Department. The Building Department has an annual budget of approximately \$531,000. The department issues 250 construction permits a year, conducts 2110 inspections, and handles as many as 100 enforcement requests. The position is responsible for directing the daily activities of, and evaluating one building inspector and one department secretary. The position is not assigned personal clerical support and generates his/her own paperwork.

DUTIES AND RESPONSIBILITIES

- Processes permit applications, reviews plans, and approves permits.
- Administers Construction Time Limit Ordinance and re-evaluates permit fees.
- Performs enforcement of construction Codes and a variety of City ordinances and responds to citizen complaints.
- Performs plan checks.
- Administers floodplain ordinance.
- Performs field inspections when necessary.
- Works on a daily basis with the city manager, planning staff, city engineer, police staff and clerical staff to implement various City and departmental goals.
- Communicates daily with permit applicants, their representatives, contractors and the public both orally and in writing.
- Performs related duties and responsibilities as required.
- Assigns situs addresses, including those for newly-created second units.
- Ex-officio member of Planning Commission (Muni Code 2.28.020), attends Planning Commission meetings, provides technical staff support to the Commission.
- Drafts revisions to existing City ordinances, develops new ordinances (when applicable), prepares and presents staff reports to the City Council.
- Determines necessity for emergency tree removal in cooperation with the Planning staff (Muni Code 20.04.020C0).
- Conducts pre-construction meetings with permit applicants.
- Participating member of the Traffic Safety Committee and Personnel Safety Committee.
- Participates in meetings of the Construction Time Limit Extension Committee and Construction Time Limit Appeals Committee.
- Develops Building Department policies related to Building Code and Municipal Code administration.
- Advises contactors in the development of Staging and Parking Plans for large projects, prior to submission to the City.
- Assists in the development and implementation of the Building and Planning Department's

- processing software.
- Determines the amount of construction damage deposits and processes the return of deposits at project conclusion.
- Provides comments to the Planning staff for inclusion in Planning Conditions of Approval during internal review process.
- Maintains and updates City Local Hazard Mitigation Plan (LHMP).
- Serves as City's designated ADA Coordinator (NEW RESPONSIBILITY).
- Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Thorough knowledge of federal, state, county, and City codes and ordinances relating to: building construction and structural requirements; types of building materials and variations in their quality; modern methods of building construction; acceptable health, safety, and fire standards in building construction; principles and techniques of building inspection; code enforcement and plan checking.

Ability to:

- Administer City ordinances in a self-confident but courteous manner with a demanding public.
- Work under oversight of the public and elected city officials.
- Apply Codes to private construction in difficult topographical situations (e.g. steep hillsides, narrow roads, and limited parking).
- Communicate well both orally and in writing.
- Compose letters and reports using word processing and email software.

Physical ability to:

- Work at a computer keyboard with a mouse for an average of 5-6 hours per day.
- Perform all aspects of building inspection services, which requires: walking on level, rough, and slippery surfaces; reaching twisting, turning, kneeling, bending, stooping, squatting, crawling, and grasping; fine coordination when measuring designated areas for proper conformance; dexterity in climbing up to roofs and on tall ladders, walking on roofs, and crawling under houses; near and far vision when comparing onsite construction conformance to approved plans; lifting, pushing, and moving barriers weighing greater than 25 pounds; making inspections in all weather conditions including wet, hot, and cold; working near and around power, noise, vibration producing tools, moving vehicles, and heavy equipment; maintaining alertness to avoid mechanical, electrical, and traffic hazards.
- Write, stand, reach, twist, turn, and stoop in performance of daily office activities.
- Use near and far vision in reading, reviewing plans, and using the computer monitor.
- Use hearing when working on the phone and avoiding hazards on job sites. Using speaking when communicating with groups and individuals.
- Lift, drag, and push files, paper, and documents weighing up to 20 pounds.
- Sustain prolonged periods of concentration to compose documents and perform analytical work amidst a visually and audibly distracting open office environment with frequent interruptions.

MINIMUM QUALIFICATIONS

- Five years experience in building inspection and Code administration; practical knowledge

- of the Code enforcement process
- Building Official, Plans Examiner, and Building Inspector certifications (required by State law).
 - Possession of a Class C California Driver's License and an acceptable driving record.
 - Some college background is preferred, particularly in a technical field related to building inspection and building code administration.

(Amended 12/13/2010.)

10.2.6 CITY PLANNER

CLASSIFICATION: Exempt (salaried), at-will, full-time position.

DEPARTMENT: Planning/Building

POSITION SUMMARY

This position is responsive to a highly involved and educated community that holds the City organization to a high standard of service and accountability. Design review and permitting of renovation projects large and small (requiring administrative approval or action by the Planning Commission) consume a significant amount of the City Planner's time.

This senior management position reports directly to the City Manager and is responsible for implementing all aspects of the City General Plan, Zoning, Architectural Review and Subdivision Ordinances, and implementing the state and federal planning and affordable housing laws, rules and regulations.

With limited support staff, the City Planner meets with applicants, makes site visits, reviews plans and specifications, evaluates neighborhood and community impacts, writes comprehensive staff reports, and presents well reasoned recommendations to the Planning Commission. Depending on the size and type of project, design review approvals are handled at either the administrative level or by the seven-member Planning Commission which holds hearings on a monthly basis.

The City of Belvedere is 99.9% residential and completely built out.

DUTIES AND RESPONSIBILITIES

- Manages, supervises, coordinates, researches and analyzes planning, zoning, and affordable housing programs.
- Reviews multiple projects daily. These can range from a simple home improvement project to the demolition of a small, older home and its replacement by a new executive residence designed by a world-class architect.
- Develops, reviews, updates, and implements the General Plan, the zoning ordinance, design review ordinance, subdivision ordinance, historic preservation ordinance, other planning documents, and other City Council policies.
- Assists property owners, architects, builders, and attorneys with processing applications and meeting planning requirements, responding through written correspondence, with phone, or in person at scheduled appointments or on a walk-in basis
- Reviews building permit plan submittals for conformance with the approved design.
- Prepares and administers the department budget.
- Prepares and presents reports, statistical analyses, proposals and special projects at meetings of the Planning Commission, City Council, Historic Preservation Committee, and special committees and provides professional assistance on a variety of City matters to these bodies.
- Coordinates with other City departments and works on planning related issues with local, State, and Federal agencies.
- Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Comprehensive knowledge of modern principles, practices, techniques and laws related to urban planning, housing and community development.
- Working knowledge of California planning, zoning and development laws, the California Environmental Quality Act and the State Subdivision Map Act.
- General knowledge of architecture and landscaping, building codes, budgeting procedures, principles and practices of supervision, and principles and techniques of providing effective customer service.
- Strong design sense and an understanding of the unique residential character of Belvedere.
- Experience with General Plan and Zoning Code amendments, CEQA interpretation and application, affordable housing requirements and reporting, land use and regulatory issues effecting waterfront communities and constraints imposed on properties located within FEMA designated Flood Zones.

Ability to:

- Organize, direct, and implement a current and advanced planning and zoning program in compliance with Federal, State, and local rules, laws, and regulations.
- Perform zoning, environmental, and architectural design review by comparing project characteristics to defined limits, policies and thresholds.
- Effectively communicate technical, architectural and design, and procedural information and concepts to persons of varying backgrounds, both verbally and in writing.
- Make lucid and concise but complete oral reports at public meetings and to field questions from commission members and the public.
- Apply policies and regulations consistently and fairly.
- Establish procedures for the communications and enforcement of City policies and regulations.
- Formulate decisions on a continual basis, using good judgment, regarding such things as the appropriate level of project review, how to mitigate potential environmental or social impacts, and how to distribute department resources to manage a heavy workflow and meet multiple deadlines.
- Provide excellent customer service while helping to reverse any public misconceptions regarding the planning process or the goal of public officials and staff to serve the best interests of the entire community.
- Use word processing, spreadsheet, and email software to prepare a variety of written materials.

Physical ability to:

- Sit and stand for prolonged periods and to work at a computer keyboard with a mouse for an average of 4 hours per day.
- Write, reach, twist, turn, and stoop in performance of daily office activities.
- Use near and far vision in reading, reviewing plans, using the computer monitor, and looking at property.
- Use hearing and speaking in communicating with individuals and groups and working on the phone.
- Lift, drag, and push files, paper, plans, and documents weighing up to 20 pounds.
- Visit properties and make site reviews in all weather conditions including wet, hot, and cold.

- Work irregular or extended hours to attend various committee meetings.
- Work with constant interruptions, and at times, with clients who may be upset when discussing and enforcing City codes.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- A bachelor's degree in urban planning, environmental science, architecture, public administration, geography or a related field. A master's degree in planning is desirable.
- Six years of progressively responsible planning experience in a local government setting. Supervisory experience is highly desirable.
- AICP certification preferred.
- Valid California Class C driver's license and satisfactory driving record.

(Amended 09/09/2013)

10.2.7 DEPARTMENT SECRETARY II

CLASSIFICATION: Regular, full-time position.

DEPARTMENT: Planning/Building

POSITION SUMMARY

Provides first contact customer service to persons visiting the City administration office or calling in on the City's two general phone lines. Provides information regarding City, department or program activities, policies, procedures, and permits. Performs a wide variety of complex office support and secretarial duties for staff, commissions, and committees.

GENERAL DESCRIPTION

The two department secretaries have their work stations at the City Hall front counter. Each is assigned to provide administrative support to either the Planning or Building Department, specified committees, and may also provide support to specified staff members of other departments (typically staff members are responsible for producing most or all of their own paperwork). The Department Secretaries are also cross-trained in one another's duties.

The Planning Secretary reports directly to the City Planner; the Building Secretary reports to the Building Official/Code Enforcement Officer. Supervision of other employees is not a duty of this class.

DUTIES AND RESPONSIBILITIES

- Interviews telephone callers and office visitors, providing them with desired information or referring them to appropriate staff.
- Assists public in completing and filing applications and related materials for various types of permits.
- Receives payments, issues permits and business licenses, and write receipts.
- Serves as recording secretary to the Planning Commission and/or other committees: types agendas and background materials, copies and distributes packets, and processes post-meeting documents. Takes synopsis minutes at Planning Commission and project meetings.
- Types, formats, and distributes a wide variety of documents including contracts, correspondence, reports, and spreadsheets.
- Opens and screens mail.
- Maintains logs, databases, files, and other records and documents.
- Gathers and compiles information for a variety of reports and records.
- Inventories office supplies, compares vendor prices, and places orders.
- Schedules meetings and appointments.
- Generates labels for hearing notices and produces mass mailings.
- Serves as key operator for a variety of office machines.
- Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- MS Word, Excel, and Office Outlook and considerable experience using these or similar computer programs.
- Modern office methods, practices and equipment.
- Terminology used in municipal planning and building departments.
- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Type at a minimum rate of 50 words per minute from clear, legible copy.
- Compose synopsis minutes from notes or shorthand, supplemented by cassette recordings.
- Quickly acquire and retain a thorough knowledge of the operations, policies and procedures of the department to which assigned.
- Multi-task phones, visitors, staff, computer work and paperwork.
- Monitor deadlines and legal requirements for compliance with laws and regulations.
- Perform consistently with accuracy and great attention to detail.
- Take responsibility and exercise good judgment in recognizing scope of authority.
- Understand and carry out oral and written directions.
- Maintain effective working relationships with fellow employees.
- Present a clean, neat and professional appearance.
- Exercise good judgment, courtesy, and tact with the public and visitors who may be upset.

Physical ability to:

- Maintain concentration to keep track of and complete multiple tasks in an environment that is often noisy and distracting.
- Sit and work at a computer keyboard with a mouse for an average of 5-6 hours per day.
- Sit and take notes in meetings that may last three to five hours.
- Stand, walk, reach, twist, turn, kneel, bend squat, and stoop in performance of daily activities.
- Grasp, perform repetitive hand movements, and fine coordination in writing receipts and using a computer keyboard.
- Near vision in reading mail, completed forms, and using a computer.
- Hear for communicating on the phone and in person.
- Speak clearly for the purpose of giving concise, accurate and complete information.
- Lift, drag, and push files, binders, plans or other materials weighing up to 25 pounds.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- Graduation from high school or equivalent supplemented by college or business school training in secretarial science, office management, or office technology.
- Two years experience as a secretary, administrative assistant, or office manager, preferably in a position responsible for providing customer service to clients or the public.

10.2.8 RECORDS TECHNICIAN/ADMINISTRATIVE ASSISTANT

CLASSIFICATION: Regular, hourly position.

DEPARTMENT: Planning/Building

POSITION SUMMARY

The Records Technician/Administrative Assistant is responsible, under supervision, for complex document scanning and processing of records for several departments using the City's Laserfiche electronic data imaging, indexing, and reproduction system. Performs a wide variety of complex office support and secretarial duties for building and planning staff, citizen committees, and other management staff. Relieves the Department Secretaries in performing reception and customer service duties as needed.

GENERAL DESCRIPTION

The Records Technician/Administrative Assistant reports to the City Planner and also receives training and direction from the Building Official, City Clerk, and Finance Officer. Supervision of other employees is not a duty of this class.

DUTIES AND RESPONSIBILITIES

- Scans a wide variety of documents, categorizing them, and entering metadata. Responsible for adhering to complex records retention schedules, records policies, and precise written procedures.
- Performs data entry from planning and building applications and updates same.
- Fills in for Department Secretaries during breaks, vacations, and other occasions when they are away from the front desk for extended periods. In this capacity, screens telephone callers and office visitors, providing them with desired information or referring them to appropriate staff.
- Performs general word processing and produces form letters, notices, agendas, etc.; filing; copying; setting up meetings, etc.
- Composes memos and letters from brief, verbal instructions.
- Compiles mailing lists from electronic sources, edits them, and produces mass mailings.
- Prepares, copies and distributes agenda packets for volunteer citizen committees.
- Assists with the yearly business license billing.
- Performs annual scanning of Finance Department documents.
- Assists Finance Officer with a brief monthly internal auditing function and acts as backup person for bank deposits
- Performs large copying jobs and binding jobs for the City Clerk and Finance Officer.
- Opens and screens mail.
- Inventories office supplies, compares vendor prices, and places orders.
- Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- MS Word, Excel, and Office Outlook and experience using these or similar computer programs.

- Modern office methods, practices and equipment.
- Terminology used in municipal planning and building departments.
- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Type at a minimum rate of 50 words per minute from clear, legible copy.
- Quickly acquire and retain a thorough knowledge of the operations, policies and procedures of the planning, building, and records departments.
- Operate a multi-line phone system.
- Monitor deadlines and legal requirements for compliance with laws and regulations.
- Perform consistently with accuracy and great attention to detail.
- Take responsibility and exercise good judgment in recognizing scope of authority.
- Understand and carry out oral and written directions.
- Maintain effective working relationships with fellow employees.
- Present a clean, neat and professional appearance.
- Exercise good judgment, courtesy, and tact with the public and visitors.

Physical ability to:


- Maintain concentration to keep track of and complete multiple tasks in an environment that is often noisy and distracting.
- Sit and work at a computer keyboard with a mouse for an average of 5-6 hours per day.
- Stand, walk, reach, twist, turn, kneel, bend squat, and stoop in performance of daily activities.
- Grasp, perform repetitive hand movements, and fine coordination in writing receipts and using a computer keyboard.
- Near vision in reading mail, completed forms, and using a computer.
- Hear for communicating on the phone and in person.
- Speak clearly for the purpose of giving concise, accurate and complete information.
- Lift, drag, and push files, binders, plans or other materials weighing up to 25 pounds.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- Graduation from high school or equivalent supplemented by college or business school training in records management, secretarial science, office management, or office technology.
- One year experience as an electronic records technician, permit technician, secretary, or administrative assistant.

Added 01/07/2008

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL
	POLICY 10.3
	POLICE DEPARTMENT
	Adoption Date: <i>See notes following each position</i>
Revised Date: <i>See notes following each position</i>	
Authority: City Manager (granted via City Council Resolution No. 2019-04)	

10.3.1 POLICE CHIEF

CLASSIFICATION: A confidential, exempt (salaried), full-time position.
DEPARTMENT: Police.

POSITION SUMMARY

The Police Chief plans, directs, manages and oversees the activities and operations of the Police department including law enforcement, crime prevention and emergency response. This position coordinate assigned activities with other departments and outside agencies.

GENERAL DESCRIPTION:

Belvedere maintains a full-service, modern police department serving a population of 2,125. The Department consists of the chief, two sergeants, four sworn full-time regular police officers and one police secretary. Dispatching is provided by contractual agreement by the Marin County Sheriff’s Office

The Police Chief is an integral team member and contributor to the City of Belvedere Leadership team, consisting of Planning/Building, Public Works and Administration. The Police Chief reports directly to the City Manager.

DUTIES AND RESPONSIBILITIES:

- Enforces federal, state and local laws and ordinances;
- Hires, supervises, evaluates, disciplines and trains Police Department personnel;
- Direct and participate in the preparation and administration of department policies and procedures;
- Fields questions, concerns, and complaints from the general public;
- Resolves citizen concerns;
- Prepares the annual department budget;
- Prepares and completes reports;
- Resolves personnel issues;
- Supervises the operation of the entire Police Department;
- Oversees citizen complaints;
- Oversees internal investigations;
- Files and maintains department reports;
- Evaluates and records traffic pattern concerns;
- Coordinates the maintenance of department equipment;

- Enforces department policies and procedures;
- Enforces department safety procedures and practices
- Performs other related duties and responsibilities as required

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern principles, practices and techniques of police administration organization and operation
- Technical and administrative phases of crime prevention, including investigation, patrol, traffic control, records management, care and custody of persons and property;
- Law, ordinances and regulations affecting the work of the Police Department;

Ability to:

- Communicate clearly and concisely, orally and in writing;
- Plan, direct, supervise and coordinate the work of the Police Department employees;
- Develop and administer sound departmental policies
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Work cooperatively with other department heads and outside agencies

MINIMUM QUALIFICATIONS:

- Ten years of broad and extensive experience in all major phases of municipal police work including at least five years in a responsible management capacity.
- Equivalent to a Bachelor's degree from an accredited college or university with a major in public administration, police administration or closely related field
- Possession of a POST Supervisory and Management certificate is desirable

10.3.2 POLICE OFFICER

CLASSIFICATION: Sworn, full-time.

DEPARTMENT: Police

POSITION SUMMARY

Police Officers perform patrol and investigation work in protecting life and property and enforcing laws and ordinances.

GENERAL DESCRIPTION

Belvedere maintains a full-service, modern police department serving a population of 2,125. The Department consists of the chief, two sergeants, five sworn full-time regular police officers, and one police secretary. Dispatching is provided by contractual agreement by the Marin County Sheriff's Office.

The Police Officers report directly to the Police Sergeants. Supervision of others is not a duty of this class. This position is not assigned personal clerical support and generates his/her own paperwork.

DUTIES AND RESPONSIBILITIES

- Patrols the City to prevent and discover the commission of crimes and to enforce laws; checks windows and doors in the business district and investigates suspicious conditions.
- Employs community oriented policing philosophy in the delivery of all services and contacts.
- Work closely with other city departments and employees to deliver excellent government services.
- Conducts investigations of violations of City, County, State and Federal laws. Interviews complainants and witnesses; interrogates suspects.
- Investigates automobile accidents, renders first aid if needed, takes information. Interviews witnesses and makes detailed reports.
- Prepares daily activity reports; prepares accurate and complete reports on investigations and crimes; maintains various records and files.
- Makes arrests for violation of laws and ordinances; serves write, warrants and subpoenas; assists in the apprehension of wanted subjects.
- Appears in court as a witness to present facts pertinent to particular cases.
- Attends classes in various training sessions in police procedures and new practices and methods.
- Investigates complaints of bad checks and reports of missing persons; maintains surveillance over suspected criminals; handles family and neighborhood disputes.
- Works on special programs as assigned by the Police Sergeant to develop a level of expertise in a specific area in order to provide supplemental assistance to the Police Sergeant in that area.
- Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- California Penal Code and Vehicle Code.
- Community oriented policing philosophy.
- Methods and procedures related to public safety activities, including patrol, crime prevention, criminal investigation, and traffic control.
- Current criminal law with particular emphasis on the apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure, and the preservation and presentation of evidence in court.
- Interrogation, fingerprinting, photographing and booking of suspects.
- Laws and practices dealing with juveniles, sexual assault, domestic violence, and victims' rights.
- The use and care of firearms and other police equipment
- Preparation of public safety records and reports.

Ability to:

- Deal courteously, but firmly, with the public and effectively solve problems.
- Communicate with a high degree of skill verbally and in writing in the English language.
- React quickly and appropriately to emergencies and threatening situations
- Make accurate observations and remember details of situations and individuals.
- Correctly interpret and apply policies, laws, rules, ordinances, and regulations to individual circumstances.
- Give and understand oral and written directions.
- Prepare clear, concise, and accurate incident and case reports.
- Question witnesses and interrogate suspects in an effective and appropriate manner.
- Use and care for firearms and other law enforcement equipment.
- Learn to operate effectively and safely the department patrol vehicles and police radio system.
- Learn the street location and physical layout of the City.
- Tactfully and effectively represent the department to individuals, community groups, and other government agencies.
- Work smoothly with other employees, supervisor, and the public.
- Pass a thorough background investigation and Department of Justice fingerprint check.

Physical ability to:

- Use firearms with skill.
- Operate an automobile safely according to traffic laws and rules and under emergency conditions.
- Sit, stand, walk, run, reach, twist, run, kneel, bend, squat, and crouch in the performance of daily activities.
- Grasp, make repetitive hand movements, and use fine coordination in writing reports and using a computer key board.
- Use near, far, night, and color vision in viewing crime scenes and evidence and firing a weapon.
- Run in pursuit and subdue suspects while taking them into custody.
- Walk on uneven and slippery surfaces.
- Work outdoors in all weather conditions, around loud siren noise and moving vehicles.
- Work around chemicals, pesticides, blood, and other potential toxic exposures and around

- electrical hazards.
- Withstand being subjected to physical threats, verbal abuse, and other stressful situations.
 - Work a variety of shifts.
 - While performing emergency aid, to lift and carry victims and move heavy equipment.
 - Pass a standardized physical exam.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- Possession of a high school diploma or equivalent.
- Be at least twenty one years of age at the time of appointment.
- Completion of the POST Basic Training or any equivalent combination of experience and training.
- Possession of valid California Class C driver's license and satisfactory driving record.

(Rev. 8/9/2010)

10.3.3 POLICE SECRETARY

CLASSIFICATION: Confidential, full-time.

DEPARTMENT: Police

POSITION SUMMARY

The Police Secretary is the administrative support person and records clerk for the Belvedere Police Department. He/She greets and assists visitors at the front counter and answers the non-emergency phone line, performs as custodian of police reports and evidence, produces all statistical reports required by the City and Department of Justice(DOJ), and trains personnel in the use of the CLETS/Criminal Offender Records Information (CORI) system.

GENERAL DESCRIPTION

Belvedere maintains a full-service, modern police department serving a population of 2,125. The Department consists of the chief, two sergeants, five sworn, full-time patrol/investigation officers, and one police secretary. Dispatching is provided by contractual agreement by the Marin County Sheriff's Office.

The Police Secretary reports directly to the Police Chief. There is no clerical support assigned to this position, and supervision of others is not a duty of this class.

DUTIES AND RESPONSIBILITIES

- Police reports and records processing and management using the computerized Tiburon Report Management System.
- Processing property and evidence.
- Assisting citizens and members of other public safety organization in person, over the phone, and by email. Providing information regarding City and department activities, policies and procedures.
- Performs related duties and responsibilities as required.
- Prepare reports and official letters for the Chief and / or the Police Department.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic criminal and civil law.
- Considerable knowledge of laws, rules, and regulations governing the maintenance and release of information from police records.
- Methodologies used in maintaining and reporting crime statistics.
- Methods and procedures for performing background checks.
- Modern office procedures and practices.
- Law enforcement and fire terminology.

Ability to:

- Understand and carry out verbal and written instructions.
- Work independently, without supervision, much of the time, in the performance of complex and responsible office assistance and administrative duties.
- Interpret and apply a variety of City rules, laws and policies with good judgment.

- Take responsibility and exercise good judgment in recognizing scope of authority.
- Maintain courteous and tactful, but firm, relationships with the public and representative of other agencies.
- Calmly and appropriately respond to situations with difficult persons and those with mental and/or emotional issues.
- Handle sensitive information with due care.
- Calmly and appropriately respond to emergency calls received on the non-emergency phone line.
- Moderate skill in typing accurately with reasonable speed.
- Moderate office computer skills including word processing, email, and general data processing.

Physical ability to:

- Sit for approximately 7 hours per day, most of it spent working at the computer.
- Write, stand, reach, twist, turn, and stoop in performance of daily office activities. Grasping, repetitive hand movement and fine coordination in preparing correspondence, statistical reports and other written materials and using a computer keyboard and mouse.
- Use near and far vision in reading and using the computer monitor.
- Use hearing when working on the phone and at the front counter.
- Lift, drag, and push files, paper, and documents weighing up to 20 pounds.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- Graduation from high school or equivalent.
- Experience in an office setting (law enforcement preferred) or appropriate formal education.
- Background free of disqualifying convictions documented by fingerprint submission to state and federal authorities.

(Rev. 8/9/2010)

10.3.4 POLICE SERGEANT

CLASSIFICATION: Sworn, full-time.

DEPARTMENT: Police

POSITION SUMMARY

The Police Sergeant supervises patrol officers, fills in for absent officers, conducts or supervises major or sensitive criminal cases, and acts as Department liaison with the district attorney's office and other agencies.

GENERAL DESCRIPTION

Belvedere maintains a full-service, modern police department serving a population of 2,125. The Department consists of the chief, two sergeants, five sworn full-time patrol/investigation officers, and one police secretary. Dispatching is provided by contractual agreement by the Marin County Sheriff's Office.

The Police Sergeant reports directly to the Police Chief. This position supervises and evaluates the sworn officers. This position is not assigned personal clerical support and generates his/her own paperwork.

DUTIES AND RESPONSIBILITIES

- Carries out the directives of the Chief of Police and maintains department policies, rules, and regulations.
- Mentors and evaluate performance of subordinates on a daily basis.
- Reviews and make recommendations on all police reports.
- Reviews citations for accuracy and completeness.
- Prepares and makes changes as needed to the monthly officer work schedule and training schedule.
- Manages all departmental training requirements including POST mandates.
- Attends periodic area-wide meetings including those of the Forensic Multi-Disciplinary Team, Crisis Intervention Team, Child Safety Consortium, Sexual Assault Task Force, and Domestic Violence Response Team.
- Instructor and troubleshooter for computer software applications: Compudyne, EJUS, TIPS, etc.
- Reviews and downloads video images from the vehicles.
- Perform all the functions of a patrol when street coverage is needed.
- Conduct high profile and complicated criminal investigations.
- Perform internal affairs investigations as needed
- Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Considerable knowledge of supervision and modern methods and practices of police methods and procedures, criminal investigation and identification, and criminal law (with particular reference to apprehension, arrest and prosecution of persons).

- Community oriented policing and its latest trends.
- Working knowledge of pertinent City, state and federal laws.
- Considerable knowledge of the geography and location of important buildings and all businesses in the City.

Ability to:

- Conduct investigations, to evaluate pertinent facts and draw correct conclusions when all facts have been analyzed.
- Understand and issue oral and written instructions.
- Assign, supervise and review work of subordinates.
- Deal courteously but firmly with the public
- Skill in use of firearms.
- Obtain information through interview, interrogation and observation.
- Prepare clear and comprehensive reports.
- Operate a personal computer using word processing, spreadsheet, and email program; competency in Compudyne and CLETS.
- Mentor subordinates in these skills and abilities.
- Perform all duties required of the Police Officer position.


Physical ability to:

- Use firearms with skill.
- Operate an automobile safely according to traffic laws and rules and under emergency conditions.
- Sit, stand, walk, run, reach, twist, run, kneel, bend, squat, and crouch in the performance of daily activities.
- Grasp, make repetitive hand movements, and use fine coordination in writing reports and using a computer key board.
- Use near, far, night, and color vision in viewing crime scenes and evidence and firing a weapon.
- Run in pursuit and subdue suspects while taking them into custody.
- Walk on uneven and slippery surfaces.
- Work outdoors in all weather conditions, around loud siren noise and moving vehicles.
- Work around chemicals, pesticides, blood, and other potential toxic exposures and around electrical hazards.
- Withstand being subjected to physical threats, verbal abuse, and other stressful situations.
- Work a variety of shifts.
- While performing emergency aid, to lift and carry victims and move heavy equipment.
- Pass a standardized physical exam.

MINIMUM QUALIFICATIONS

- High school graduation or equivalent.
- Successful completion of the POST Basic Law Enforcement Academy.
- 3 years of experience as a police officer.
- POST Basic Certificate.
- Class C California driver's license and acceptable driving record.
- Successful completion of POST Supervisory Course upon appointment.

(Rev. 8/9/2010)

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL POLICY 10.4 PUBLIC WORKS DEPARTMENT
	Adoption Date: <i>See notes following each position</i>
	Revised Date: <i>See notes following each position</i>
	Authority: City Manager (granted via City Council Resolution No. 2019-04)

10.4.1 ASSOCIATE ENGINEER

CLASSIFICATION: Regular, full-time position.
DEPARTMENT: Public Works

POSITION SUMMARY

The Associate Engineer assists the Public Works Manager and other department heads in organizing and carrying forward a variety of Capital Improvement and maintenance projects. This position involves monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

To be successful in this position, the applicant will need to be able to work within tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, and have exceptional verbal, written, and presentation skills. A Bachelor’s Degree in Engineering or a related field of study and at least three (3) years of relevant experience is highly desired.

DUTIES AND RESPONSIBILITIES

- Provide responsible and technical staff review and coordination of capital improvement projects
- Review building plans (residential and public), specifications, studies and reports for construction modifications and/or maintenance requirements, including new and rehabilitation construction projects
- Establish project priorities and schedules
- Monitor and evaluate work products of staff and contractors
- Maintain and monitor project plans, project schedules, work hours, budgets and expenditures.
- Participate in the development and administration of project budgets
- Prepare cost estimates; research, develop and administer revenue sources
- Develop designs, plans and specifications, for public works projects such as construction of streets, storm drains, park facilities, sidewalks and other public works.
- Coordinate multiple projects with other City departments, developers, architects, engineers and outside agencies
- Analyze and make reports and recommendations concerning assigned CIP projects
- Review projects with other City departments for compliance with environmental regulations and other review requirements necessary to obtain building permits and other approvals.

- Participate in assessing legislative, regulatory, and funding opportunities and constraints
- May exercise functional supervision of professional, sub-professional, and contract personnel.
- Prepare staff reports and make presentations to various committees and the City Council
- Make public presentations to business organizations, community groups, development associations and others regarding the City's development projects, schedules, goals and objectives.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles of engineering and project management.
- Construction technology, terminology, principles and practices.
- Principles of costing and budgeting for construction projects.
- Principles and practices of report preparation, business letter writing and record keeping.
- Principles of supervision.

Ability to:

- Administer approved CIP projects.
- Conduct field investigations and compile data for reports, maps, charts and other graphic materials.
- Monitor and maintain assigned funds and budget.
- Review and evaluate the work of contractors and project consultants.
- Make presentations to, and respond to concerns from, various Commissions, City Council, local businesses and community groups.
- Work independently and efficiently to carry out assignments.
- Prepare written and statistical reports and recommendations.
- Perform accurate and complex mathematical calculations.
- Communicate clearly, concisely and persuasively both orally and in writing.
- Analyze situations accurately and exercise sound judgment in adopting effective courses of action.
- Respond to questions and inquiries from a variety of sources regarding capital projects.
- Establish and maintain effective working relationships with those contacted in the performance of duties.
- Apply pertinent Federal, State and local laws, codes and regulations to particular situations and issues.
- Ability to work on tight deadlines.
- Knowledge file management, transcription, and other administrative procedures.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Civil Engineering or a related field.
- Three years of increasingly responsible engineering experience.
- Valid Engineer in Training Certificate preferred, or ability to obtain certificate.
- Possession of California Class C Driver's License at time of hire.

WORKING CONDITIONS

Environmental Conditions: Office and field environment; travel from site to site; exposure to

dirt, dust, and hazardous construction environments including uneven terrain, confined spaces, or heights; extensive public contact and project deadlines.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, bending, stooping, climbing, walking and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings.

(Added 08/2019)

10.4.2 CITY ENGINEER

CLASSIFICATION: Hourly, part-time position.

DEPARTMENT: Public Works

POSITION SUMMARY

This position reports to the City Manager/Public Works Director and interfaces with him/her and the Public Works Manager in the maintenance and improvement of the City's infrastructure and management of the Capital Improvement Program with a combined budget of \$2.5 million. The City Engineer manages various capital improvements projects and reviews approximately 100 planning/building applications and 25 revocable licenses per year. This position receives clerical support for the production of correspondence, reports, and specifications.

DUTIES AND RESPONSIBILITIES

- Design, bidding, and construction management of various projects in the City's Capital Improvement Program, including underground utility districts.
- Review of applications submitted to the Planning and Building Department, including processing of revocable licenses.
- Assisting public and participating in resident committees.
- Represent the City at meetings; present verbal and audiovisual reports at City Council meetings; prepare special reports, projects and studies.
- Interfaces with all other City departments, utility companies, regulatory agencies; general public, and local public works departments by phone, fax, email, and in person.
- Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Design and construction processes.
- Comprehensive knowledge of civil engineering design and construction principles and practices as applied to public works projects.
- Methods of preparing designs, plans, specifications, estimates, and acquiring funding for the development of public works facilities.
- Principles of public financing, contracting, and budgeting.

Ability to:

- Prioritize a wide range of duties so as to meet budgets and deadlines.
- Serve a demanding public with courtesy and patience.
- Motivate contractors, consultants, and utilities to meet time and performance goals.
- Perform engineering drafting and design work for public works projects.
- Prepare estimates and specifications.
- Plan, organize, direct, coordinate, perform and evaluate the public works functions of the City.
- Formulate, evaluate, and make recommendations on policies and procedures affecting the City's public works services.
- Prepare annual budget requests and control expenditures.
- Provide clear, concise, and professionally sound consultation to the City Council, city manager, and other interested parties on public works, building, and engineering issues.

- Make effective public presentations.

Physical ability to:

- Work at a desk for approximately six hours per day.
- Work at a computer keyboard using a mouse for approximately 1.5 hours at a time.
- When visiting construction sites, walk on uneven and slipper surfaces, be exposed to all weather conditions, dust and pollen, noise, and mechanical hazards such as construction equipment.
- Write, stand, reach, twist, turn, and stoop for prolonged periods in performance of daily office activities.
- Use near and far vision in reading, reviewing plans and blueprints, and using the computer monitor.
- Use hearing when working on the phone and speaking when communicating with individuals and groups.
- Lift, drag, and push files, paper, and documents weighing up to 20 pounds.
- Sustain prolonged periods of concentration to compose documents and perform analytical work amidst frequent interruptions.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- B.S. degree in civil or municipal engineering.
- Ten years of increasingly responsible public works experience including at least two years in a management or supervisory capacity.
- Possession of a valid Certificate of Registration as a Civil or Municipal Engineer issued by the California State Board of Registration for Professional Engineers.
- Possession of a Class C California Driver's License and an acceptable driving record.

10.4.3 MAINTENANCE WORKER I/II

CLASSIFICATION: Regular, full-time positions.

DEPARTMENT: Public Works

POSITION SUMMARY

Under general supervision by the Public Works Manager or Senior Maintenance Worker, performs a variety of manual and semiskilled tasks involving maintenance and cleaning of streets, storm drains, public rights-of-way, landscaped areas, equipment, buildings and other public facilities. Operates power driven, hand held and “walk behind” equipment.

The Public Works Department is composed of the City Manager/Public Works Director, City Engineer, Public Works Manager, a Senior Maintenance Worker and two Maintenance Workers.

GENERAL DESCRIPTION

Maintenance Worker I is the entry level to the classification series. Under close supervision, the Maintenance Worker I performs semi-skilled and repetitive tasks, while learning to use and apply the methods, materials, tools and equipment involved. The Maintenance Worker I may operate street sweeping equipment.

Maintenance Worker II is the full working level of the series. At this level, the Maintenance Worker II performs highly skilled tasks, works with greater independence, and performs more equipment operation. Employees in this classification may work without direct site supervision. Maintenance Worker II operates street sweeping equipment.

Supervision of other employees is not a duty of this class.

DUTIES AND RESPONSIBILITIES

- Performs maintenance and repair tasks involving carpentry, electrical, plumbing, and/or vehicle maintenance.
- Operates power equipment such as chainsaws, power saws, gas trimmers, electric blowers, pumps and generators, and similar equipment.
- Removes debris and assists in cleaning and clearing of public parks, lanes, storm d rain systems and recreation facilities.
- Installs street signs and post and pavement markers.
- Constructs guardrails, sheds, signposts, and similar minor structures.
- Operates City vehicles and equipment such as dump truck, loader, pickup trucks, street sweeper and brush chipper.
- Uses shovels, rakes, other hand tools.
- Paints curbs, handrails, and similar facilities.
- Performs routine and special maintenance on vehicles and other City equipment.
- Has knowledge of basic safety procedures.
- Performs related duties and responsibilities as required.

Additional Duties and Responsibilities of Maintenance Worker II:

- Operates and performs routine maintenance and replacement tasks on street sweeper.
- Completes activity reports and keeps maintenance records.

- Oversees the routine work of Maintenance Worker I.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Some or all of the following: basic carpentry, electrical, landscape maintenance, plumbing and vehicle maintenance.

Ability to:

- Read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information to residents and other City employees.
- Add, subtract, multiply and divide, measure using fractions and/or decimals of a foot.
- Apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Physical ability to:

- Stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Use close vision, distance vision, color vision, peripheral vision, depth perception, and adjust focus.
- Work in all weather conditions including wet, hot, and cold.
- May use cleaning and lubricating chemicals and ingredients which would expose the employee to fumes, dust, and air contaminants which may cause eye and skin irritation.
- Climb up ladders, use power and noise producing tools and equipment, and drive motorized vehicles, which would expose the employee to mechanical, electrical, and traffic hazards.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- Graduation from high school or equivalent.
- A valid California Class C driver's license and acceptable driving record.

Prior experience in the operation of power driven equipment or previous maintenance experience is desirable but not required.

Additional Qualifications for Maintenance Worker II:

- Three years of increasingly responsible experience in the maintenance and construction of public works facilities, equivalent to the Maintenance Worker I Classification with the City of Belvedere.

10.4.4 PUBLIC WORKS MANAGER

CLASSIFICATION: Exempt (salaried), full-time position.

DEPARTMENT: Public Works.

POSITION SUMMARY

This management position reports directly to the City Manager/Public Works Director and works under his general direction to plan and execute the City's Public Works Departmental plan. This position is responsible for supervising the maintenance crew and contracted firms in the maintenance and repair of streets, storm drains, public rights-of-way, landscaped areas, equipment, buildings and other public facilities. The Public Works Manager administers a public works operations and maintenance budget of approximately \$750,000 annually, which includes the operations of the City Engineer.

The Public Works Department is composed of the City Manager/Public Works Director, City Engineer, Public Works Superintendent, a Senior Maintenance worker and two Maintenance Workers. He/She is responsible for hiring, training, directing, and evaluating the maintenance workers. He/She is not assigned personal clerical support and therefore generates most of his/her own paperwork.

DUTIES AND RESPONSIBILITIES

- Prioritizes and assigns daily workloads to maintenance crew; organizes and checks work performed by parks maintenance, building maintenance, and other outside contractors.
- Provides oversight to the City's Engineering Office.
- Receives and responds to citizen inquiries and complaints regarding the City infrastructure on a daily basis.
- Issues and monitors encroachment and road closure permits.
- Audits and approves department invoices.
- Coordinates City stormwater program, attends bi-monthly MCSTOPPP meetings, enforces municipal storm water regulations, and conducts inspections.
- Serves as staff liaison to the citizen volunteer Parks & Open Space Committee.
- Administers City safety policies and implements standard operating procedures.
- Purchases tools and equipment and manages preventative maintenance.
- Maintains appropriate files and work records; performs various administrative duties as necessary.
- Performs annual tree hazard inspection and makes recommendations for removal.
- Conducts annual sidewalk hazard inspection and property owner notifications.
- Attends seminars, workshops, and professional meetings to keep abreast of changing trends in the public works field.
- Oversees pavement markings and signage on public rights-of-way.
- Performs related duties and responsibilities as required

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic computer programs.
- Basic understanding of carpentry, plumbing, and electrical.

- Working knowledge of landscape maintenance and irrigation systems.
- Basic understanding of the maintenance, repair and safe operation of vehicles, equipment, power tools and hand tools.

Ability to:

- Use a computer for word processing, spreadsheets, email, and GIS applications.
- Good reading comprehension and writing skills and the ability to keep accurate records.
- Supervise and coordinate the activities of semi-skilled and skilled workers
- Use common sense.
- Focus and meet deadlines despite constant interruptions.
- Demonstrate courtesy and good communication skills in educating the public regarding the established policies and procedures of the public works department.

Physical ability to:

- Work at a computer keyboard with a mouse for an average of 2 hours per day.
- Stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movements in the performance of daily duties.
- Use near and far vision in reading, using the computer monitor, performing inspections, and supervising and participating in work activities.
- Use hearing when working on the phone and avoiding hazards in the field. Using speaking when communicating with groups and individuals.
- Repetitively take handwritten notes, use hand tools, shovel, operate a motor vehicle.
- Lift, carry, and push tools, equipment, tree branches, and supplies up to 50 pounds.
- Work in all weather conditions including wet, hot, and cold.
- May use cleaning and lubricating chemicals and ingredients which would expose the employee to fumes, dust, and air contaminants which may cause eye and skin irritation.
- Climb up ladders, use power and noise producing tools and equipment, and drive motorized vehicles including a tractor and street sweeper, which would expose the employee to mechanical, electrical, and traffic hazards.
- Operate maintenance vehicles and equipment.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- High school graduation or equivalent.
- Seven years of increasingly responsible experience in street maintenance, storm drain maintenance, parks and landscape maintenance, building and facility management, public works construction projects, or related field.
- Five years of recent supervisory experience.
- Possession of a valid California Class C driver's license and satisfactory driving record.
- Certification by the International Society of Arborists as an arborist within 12-months of employment.
- Successful completion of training in hazardous materials first response, work zone traffic control, first aid, confined space awareness, and CPR.
- A bachelor's or associate's degree in construction technology, engineering, horticulture, public administration, business administration or a related field is highly desirable.

(Revised 2009)

10.4.5 SENIOR MAINTENANCE WORKER

CLASSIFICATION: Regular, full-time position.

DEPARTMENT: Public Works

POSITION SUMMARY

Under general supervision by the Public Works Superintendent, performs a variety of manual and semiskilled, and skilled tasks involving maintenance and cleaning of streets, storm drains, public rights-of-way, landscaped areas, equipment, buildings and other public facilities. Operates power driven, hand held and “walk behind” equipment, street sweeper and tractor.

The Public Works Department is composed of the City Manager/Public Works Director, City Engineer, Public Works Superintendent, a Senior Maintenance worker and two Maintenance Workers.

GENERAL DESCRIPTION

Senior Maintenance Worker is the highest level to the classification series. At this level, employees are expected to be proficient in performing all skilled tasks, work independently, operate all equipment, and understand safe working practices.

Employees in this classification may assist the Public Works Superintendent in training and on-site supervision of other maintenance workers.

DUTIES AND RESPONSIBILITIES

- Supervising crew in the cutting and trimming the City right-of-way (approx. 13 road miles) with an eye toward both safety and aesthetics.
- Removes debris and assists in cleaning and clearing of public parks, lanes, storm d rain systems and recreation facilities.
- Operating street sweeping equipment.
- Operates power equipment such as chainsaws, power saws, gas trimmers, electric blowers, pumps and generators, and similar equipment.
- Performing maintenance and repair tasks involving carpentry, electrical, plumbing, and/or vehicle maintenance.
- Operates City vehicles and equipment such as dump truck, loader, pickup trucks, street sweeper and brush chipper.
- Ordering necessary parts and materials associated with repairs.
- Keeping records to document public works activities.
- Training and overseeing the routine work of Maintenance Workers I and II.
- Installs street signs and post and pavement markers.
- Performs routine and special maintenance on vehicles and other City equipment.
- Instructs Maintenance Worker I and II on safe use and operation of tools and equipment.
- Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Carpentry, general electrical, plumbing, welding, and vehicle maintenance.

- Safety procedures related to the safe operation of tools and equipment.
- Proper etiquette for interacting with residents, City Hall workers, and vendors and contractors.

Ability to:

- Use hand tools such as shovels and rakes.
- Journeyman level skills in mechanics and carpentry.
- Operate heavy equipment on narrow road.
- Read and comprehend instructions, correspondence, and memos; write simple correspondence; effectively present information to residents and other City employees.
- Understand and carry out detailed written and oral instructions.
- Add, subtract, multiply and divide, measure using fractions and/or decimals of a foot.
- Apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Apply department and City policies and procedures to making decisions in the field.
- Identify specific hazards and defects while performing annual inspections of City infrastructure.
- Maintain constant awareness of safety, both for self and co-workers.

Physical ability to:

- Stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Repetitively use clippers, hedge trimmers, weed eaters, chain saw, chipper, shovel, street sweeper, tractor, dump truck, trash pumps, concrete mixer, pickup truck, and a variety of power tools.
- Use close vision, distance vision, color vision, peripheral vision, depth perception, and adjust focus.
- Work in all weather conditions including wet, hot, and cold.
- May use cleaning and lubricating chemicals and ingredients which would expose the employee to fumes, dust, and air contaminants which may cause eye and skin irritation.
- Climb up ladders, use power and noise producing tools and equipment, and drive motorized vehicles, which would expose the employee to mechanical, electrical, and traffic hazards.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- High school graduation or equivalent.
- Five years of increasingly responsible experience in the maintenance and construction of public works facilities, equivalent to the Maintenance Worker II Classification with the City of Belvedere.
- A valid California Class C driver's license and acceptable driving record.
- An associate's degree in construction technology, engineering, horticulture or a related field is highly desirable.

10.4.6 MAINTENANCE SUPERVISOR

CLASSIFICATION: Regular, full-time position.

DEPARTMENT: Public Works

POSITION SUMMARY

Under general supervision by the Public Works Manager, supervises and participates with Maintenance Workers in performing a variety of manual, semiskilled, and skilled tasks involving maintenance and cleaning of streets, storm drains, public rights-of-way, landscaped areas, equipment, buildings and other public facilities. Operates power driven, hand held and “walk behind” equipment, street sweeper and tractor.

The Public Works Department is composed of the Public Works Manager, City Engineer, Maintenance Supervisor and two Maintenance Workers.

GENERAL DESCRIPTION

Maintenance Supervisor is the highest level to the classification series. At this level, employees are expected to supervise and be proficient in communicating effectively with the public both orally, electronic and in handwriting, perform all skilled tasks related to Public Works, work independently, operate all equipment, and understand safe working practices.

Employees in this classification may assist the Public Works Manager in training and on-site supervision of maintenance workers of public facilities.

DUTIES AND RESPONSIBILITIES

- Works with Public Works Manager to prioritize and assign daily workloads to maintenance crew; organizes and checks work performed by parks maintenance, building maintenance, and other outside contractors.
- Review and approve Encroachment Permit and Road Closure applications
- Operate and instruct subordinates in the safe operation of City vehicles and equipment such as dump truck, loader, pickup trucks, street sweeper and brush chipper.
- Identifies hazardous conditions and make recommendations to correct such hazards.
- Review Sewer lateral video inspections for Residential Building Reports.
- Supervising crew in the cutting and trimming of the City right-of-way (approx. 13 road miles) with an eye toward both safety and aesthetics.
- Coordinates specialty work with contractors.
- Purchases tools and equipment as directed by Public Works Manager.
- Maintains appropriate maintenance files and work records; performs various administrative duties as directed.
- Removes debris and assists in cleaning and clearing of public parks, lanes, storm drain systems and recreation facilities.
- Conducts Tri- annual sidewalk hazard inspection and marking.
- Operates and instructs others on the safe operation of power equipment such as chainsaws, power saws, gas trimmers, electric blowers, pumps and generators, and similar equipment.
- Performs routine and special maintenance on vehicles and other City equipment.
- Performing maintenance and repair tasks involving carpentry, electrical, plumbing, and/or

vehicle maintenance.

- Ordering necessary parts and materials associated with repairs.
- Operate street sweeping equipment as necessary.
- Training and overseeing the routine work of Maintenance Workers I and II.
- Installs street signs and post and pavement markers.
- Instructs Maintenance Worker I and II on safe use and operation of tools and equipment.
- Performs other related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic computer skills including use of email and word processing programs
- Proper etiquette for interacting with residents, City Hall workers, and vendors and contractors.
- Carpentry, general electrical, plumbing, welding, and vehicle maintenance.
- Working knowledge of landscape maintenance and irrigation systems.
- Safety procedures related to the safe operation of tools and equipment.

Ability to:

- Apply common sense understanding to carry out detailed written or oral instructions.
- Use a computer for word processing, spreadsheets and email
- Operation of mobile technology devices including Smart phone
- Understand and carry out detailed written and oral instructions.
- Good reading comprehension and writing skills and the ability to keep accurate records.
- Take handwritten notes, use hand tools and operate a motor vehicle.
- Read and comprehend instructions, correspondence, and memos; write simple correspondence; effectively present information to residents and other City employees.
- Apply department and City policies and procedures to making decisions in the field.
- Use hand tools such as shovels and rakes.
- Journeyman level skills in mechanics and carpentry.
- Operate heavy equipment on narrow roads.
- Add, subtract, multiply and divide, measure using fractions and/or decimals of a foot.
- Identify specific hazards and defects while performing annual inspections of City infrastructure.
- Maintain constant awareness of safety, both for self and co-workers.

Physical ability to:

- Stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Repetitively use clippers, hedge trimmers, weed eaters, chain saw, chipper, shovel, street sweeper, tractor, dump truck, trash pumps, concrete mixer, pickup truck, and a variety of power tools.
- Use close vision, distance vision, color vision, peripheral vision, depth perception, and adjust focus.
- Work in all weather conditions including wet, hot, and cold.
- May use cleaning and lubricating chemicals and ingredients which would expose the

- employee to fumes, dust, and air contaminants which may cause eye and skin irritation.
- Climb up ladders, use power and noise producing tools and equipment, and drive motorized vehicles, which would expose the employee to mechanical, electrical, and traffic hazards.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- High school graduation or equivalent.
- Five years of increasingly responsible experience in the maintenance and construction of public works facilities, equivalent to the Maintenance Worker II Classification with the City of Belvedere.
- A valid California Class C driver's license and acceptable driving record.

An associate's degree in construction technology, engineering, horticulture or a related field is highly desirable.

(Added 6/9/2014.)