

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING JULY 3, 1963

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 p.m.

PRESENT: Members J. Alexander, C. Alexander, Genshlea, Erickson, Street.  
ABSENT: None.

Minutes of the last regular meeting held June 26, 1963, were read and approved.

NEW EXAMINATIONS SCHEDULED:

been scheduled:

- #784 Fire Engineer
- #785 Parking Lot Attendant I
- #786 Parking Lot Attendant II

Secretary advised that the following examinations have

STENO-CLERK III EXAMINATION NO. 769  
Eligible Register

Written test scores and Personal Interview ratings in Steno-Clerk III

Examination No. 769, written test for which was held June 4, 1963, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 85 of a possible 135 items, qualifying 10 of 14 candidates appearing for the written test.

Qualifications Appraisal Board consisted of John Casali, Street Assessment and Real Estate Supervisor; F. C. Erickson, Civil Service Board member; and Rodney McWilliam, Personnel Officer.

The following eligible register was made effective June 13, 1963:

STENO-CLERK III EXAMINATION NO. 769

(Promotional)

- 1. Ruth Taylor 81.19%
- 2. Edna A. Wolfe 78.83

STENO-CLERK III EXAMINATION NO. 769

(Open)

1. Helen W. Fleck	85.76%
2. Carol P. Hewelcke	83.48
3. Cassandra M. Dandridge	80.59
4. M. Darlene Marsh	80.28
5. Edith McClure	79.25
6. Harriet S. Martin	78.45
7. Rose Ann Stark	76.49
8. Delores A. Rice	75.88

STENO-CLERK I EXAMINATION NO. 772  
Eligible Register

Written test scores and Personal

Interview ratings in Steno-Clerk I

Examination No. 772, written test for which was held June 18, 1963, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 52 of a possible 80 items, qualifying 6 candidates who appeared for the written test.

Qualifications Appraisal Board consisted of Earl Simons, Safety & Training Officer and Frank Cotta, Civil Defense Executive.

The following eligible register was made effective June 26, 1963:

STENO-CLERK I EXAMINATION NO. 772

1. Francès C. Porter	85.06%
2. Suzanne L. Pierce	80.85
3. Margaret Skawron	76.28
4. Janice K. Inclan	75.60
5. Diane C. Fisher	73.64
6. Elizabeth H. Moulton	72.93

IDENTIFICATION TECHNICIAN I  
EXAMINATION NO. 773  
Eligible Register

Personal Interview ratings in

Identification Technician I

Examination No. 773, held June 14, 1963, were reviewed, written test having been eliminated.

Qualifications Appraisal Board consisted of J. B. Guthrie, Headquarters Superintendent; John Crump, Identification Supervisor; and Phil Macdonald, Personnel Technician.

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IDENTIFICATION TECHNICIAN I  
EXAMINATION NO. 773 (Cont'd)

The following eligible register was made effective June 17, 1963:

IDENTIFICATION TECHNICIAN I EXAMINATION NO. 773

#1. Leslie A. Banta	100.00%
2. Robert D. Grabar	90.67

TREE TRIMMER II EXAMINATION 776:  
(Promotional)  
Eligible Register

Written test scores in Tree Trimmer II  
Examination No. 776 (Promotional),  
written test for which was held

June 19, 1963, were reviewed, personal interviews having been eliminated as per  
action of the board on June 26, 1963.

Secretary advised that the minimum qualifying score in the written test was  
set at 90 of a possible 140 items, qualifying 4 of 6 candidates appearing for the  
written test.

The following eligible register was made effective June 27, 1963:

TREE TRIMMER II EXAMINATION 776

1. Raymond E. Walpole	77.80%
2. Ronald W. Hermann	74.95
3. J. L. Hargis	73.30
4. Jimmie T. Miller	70.00

SIGNAL MAINTENANCE & REPAIRMAN  
EXAMINATION NO. 767  
Eligible Register

Written test scores and Personal  
Interview ratings in Signal Mainten-

ance and Repairman Examination No. 767, written test for which was held June 12,  
1963, were reviewed.

Secretary advised that the minimum qualifying score in the written test was  
set at 68 of a possible 115 items, qualifying 6 of 23 candidates appearing for the  
written test.

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SIGNAL MAINTENANCE & REPAIRMAN  
EXAMINATION NO. 767 (CONT'D)

Qualifications Appraisal Board consisted of Al Burlingame, Electrician Foreman and Rodney McWilliam, Personnel Officer.

The following eligible register was made effective June 26, 1963:

SIGNAL MAINTENANCE AND REPAIRMAN  
EXAMINATION NO. 767

#1.	Ted E. Hepworth	83.83%
#2.	William R. Kerner	83.40
3.	Ronald L. Silva	78.38
4.	Kazuto Matsumoto	73.53
5.	Robert O. Spears	72.68

( # Indicates applicant received 10 points Veteran's Credit.)

HEARING ON APPEAL OF SUSPENSION ORDER  
 Robert Davis, Painter

Secretary advised that the date of July 3, 1963, had been set by the

Board for a hearing as requested by Robert Davis, Painter in the Water Department, to appeal a 10-day suspension ordered by Ray Jones, Water & Sewer Utility Superintendent.

Letter from Ray Jones to Mr. Davis, dated June 20, 1963, ordering a suspension for failure to maintain adequate work production, was read.

Mr. Joe Slocumb, Maintenance Superintendent in the Water Department, upon whose recommendation the suspension action was taken, was present and outlined in detail the circumstances which led to the order of suspension, which included written and oral warnings on work performance and violations of departmental rules. Also present were Jerry Dugan, Painter Foreman; William Bailey, Painter, Willard Hence, Painter; William Rogers, Water Treatment Plant Supervisor and former Machinist Foreman; Louis Lassell, Machinist Foreman; and Robert Haynes, Machinist Foreman; who testified as to Mr. Davis' failure to do his proper share of work and instances of departmental rule violations. Copies of written warnings to Mr. Davis were read by Mr. Slocumb and made a part of the record.

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HEARING ON APPEAL OF SUSPENSION ORDER (CONT'D)  
Robert Davis, Painter

Mr. Davis stated that in his opinion the 10 day suspension order was not warranted. In particular, on a job which had taken him some 11 1/2 days and which was estimated could have been done in 4 1/2 to 5 1/2 days by other city painters, Mr. Davis contended that other preliminary work was involved, and disputed the time estimates made. Further, Mr. Davis contended that departmental rule violations relating to "coffee breaks", performance of machine shop work on his personal equipment, and time spent in unproductive work was not excessive.

Mr. Slocumb, Mr. Davis, and other witnesses present were questioned at length by the board members. After approximately one and one-half hours of testimony and questioning, motion was made by Mr. Genshlea that all parties be excused. Motion was seconded by Mr. Clarence Alexander and unanimously carried.

After discussion, motion was made by Mr. Erickson that the Board sustain the 10 day suspension of Mr. Davis ordered by Mr. Jones, Water & Sewer Utility Superintendent. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members C. Alexander, J. Alexander, Genshlea, Erickson, Street.

NOES: None.

REQUEST FOR RECONSIDERATION OF REINSTATEMENT  
Irving Davies

Communication from Irving Davies,  
former Patrolman in the Police  
Department dated July 2, 1963,

requesting reconsideration of the action taken by the Board on June 26, 1963, denying his request for reinstatement privileges, and further requesting a waiver or repeal of the provision requiring city residence during the period between resignation and reinstatement request, as a condition for consideration of reinstatement, was read.

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REQUEST FOR RECONSIDERATION  
OF REINSTATEMENT (CONT'D)

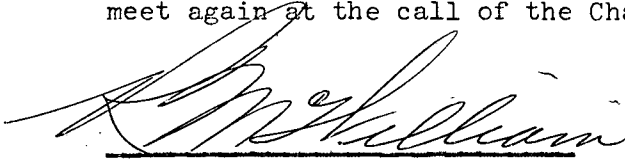
Secretary advised that this particular provision regarding city residence in the interim period between resignation and date of request for reinstatement was adopted as the result of an opinion from the city attorney dated December 30, 1960, in a similar case involving Glynn Allen.

After discussion, motion was made by Mr. Clarence Alexander that the request of Mr. Davies, as above outlined, be denied. Motion was seconded by Mr. Street, and carried by the following vote:

AYES: Members C. Alexander, J. Alexander, Genshlea, Erickson, Street.

NOES. None.

There being no further business, the meeting adjourned at 4:00 p.m. to meet again at the call of the Chair.

  
SECRETARY

  
PRESIDENT

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      JULY 17, 1963

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 p.m.

PRESENT: Members C. Alexander, Genshlea, Erickson, Street.

ABSENT: Member J. Alexander.

Minutes of the last regular meeting held July 3, 1963, were read and approved.

NEW EXAMINATION SCHEDULED:

Secretary advised that the following examination has been

scheduled:

#787 Machinist

GARDENER EXAMINATION NO. 768  
Eligible Register

Written test and Personal Interview ratings in Gardener Examination

#768, written test for which was held June 26, 1963, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 75 of a possible 125 items, qualifying 12 of 17 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Phil Macdonald, Personnel Technician; and William Chorley, Parks Superintendent.

The following eligible register was made effective July 10, 1963:

GARDENER EXAMINATION NO. 768

(Promotional)

1. Henry G. Chapman	81.26%
2. Tom Nicholas	78.00

(Open)

#1. Raymond L. Hughley	87.16%
2. Donald G. Shaul	86.84
#3. James W. Talbot	85.96
4. Leo Rosenberg	85.00
#5. Max Rhinehart	84.24
6. Howard Kashiwamoto	80.16
7. Renaldo Gonzales	77.36
8. Joe Corey	76.84
9. Rudy Garcia	74.00
10. Gregory J. Munizich	73.20

(# Indicates applicant received 10 points Veteran's Credit.)

GOLF COURSE MARSHAL EXAMINATION NO. 771  
Eligible Register

Written test scores and Personal Interview ratings in Golf Course

Marshal Examination No. 771, written test for which was held June 25, 1963, were:

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GOLF COURSE MARSHAL EXAMINATION NO. 711 (CONT'D)

reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 100 of a possible 170 items, qualifying 7 of 23 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Harry Renfree, Recreation General Supervisor; Clarence Alexander, Civil Service Board member; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective July 3, 1963:

GOLF COURSE MARSHAL EXAMINATION NO. 711

#1. Richard C. Warner	89.39%
#2. George L. Wicks	87.73
3. Herbert F. Greer	80.25
4. Ellas G. Elliott	77.57

(# Indicates applicant received 10 points Veteran's Credit.)

REAL PROPERTY APPRAISER EXAMINATION NO. 774:  
Eligible Register

Written test scores in Real  
Property Appraiser Examination

No. 774, held June 27, 1963, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 74 of a possible 123 items, qualifying 3 of 22 candidates appearing for the written test. Personal Interviews were ordered eliminated from the examination.

The following eligible register was made effective July 5, 1963:

REAL PROPERTY APPRAISER EXAMINATION NO. 774

#1. Wilford H. Pike	84.90%
#2. Donald J. Kassis	83.67
#3. Neil T. Austin	81.87

(# Indicates applicant received 10 points Veteran's Credit.)

EXTENSION OF ELIGIBLE REGISTERS:

Upon recommendation of the  
Secretary, the following eligible

registers were extended for one year to the dates indicated:



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EXTENSION OF ELIGIBLE REGISTERS (CONT'D)

Automotive Serviceman I #674 to July 6, 1964  
 Electrical Inspector #675 to July 28, 1964  
 Engineering Aid #676 to July 13, 1964  
 Motor Sweeper Operator #678 to July 20, 1963  
 Nurse #691 to August 23, 1964  
 Plumbing Inspector #681 to August 15, 1964  
 Utilities Serviceman #683 to August 23, 1964

REQUEST FOR VOLUNTARY DEMOTION:  
 Hilario Mata

Communication from Hilario Mata,  
 Truck Driver in the Street Cleaning

Division, dated July 5, 1963, requesting permission to take a voluntary demotion to the class of Laborer, was considered.

This request approved by Kent Link, Street Maintenance Superintendent.

Communication from Dr. S. R. Schweitzer, City Physician, dated June 20, 1963, recommending a change of job for Mr. Mata because of a diabetic condition, was read and ordered filed.

Motion was made by Mr. Street that the request by Mr. Mata for voluntary demotion to Laborer be approved. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members C. Alexander, Genshlea, Erickson, Street.

NOES: None.

FOREMAN I EXAMINATION NO. 770  
 Parks and Golf Courses  
 (Promotional)

Upon recommendation of the Secretary, it was the order of the Board that the minimum qualifying score in the written test for Foreman I Examination No. 770 (promotional) be set at 98 of a possible 135 items, qualifying 13 of 35 candidates appearing for the written test.

AMENDMENT OF CLASSIFICATION PLAN  
 Senior Sanitary Chemist  
 Sanitary Inspector

Communication from Ray Jones,  
 Water and Sewer Division Super-  
 intendent, dated July 16, 1963,

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AMENDMENT OF CLASSIFICATION PLAN (CONT'D)

requesting that the city's classification plan be amended to include two new classes of Sanitary Inspector and Senior Sanitary Chemist, was read and considered.

Mr. Jones appeared before the Board and advised that present laboratory facilities at the Jibboom Street Water Treatment Plant are to be moved to the new plant where laboratory testing and research work will be expanded, necessitating the establishment of the higher level classification. Copy of proposed specification for the class was submitted, and recommendation made that a salary range of \$660 to \$785 per month be assigned.

Request also made by Mr. Jones to establish a new class of Sanitary Inspector where the incumbent will perform routine water quality sampling and carry out a cross-connection program as required in the provisional permit for the operation of the new water treatment plant. Copy of proposed specification for the class was submitted, and recommendation made that a salary range of \$480 to \$575 per month be assigned.

The date of August 7, 1963, was set by the Board for a public hearing on adoption of specifications for these two new classes.

AMENDMENT OF CLASSIFICATION PLAN  
Sanitary Chemist

Request made by Ray Jones,  
Water and Sewer Division

Superintendent, in a letter dated July 16, 1963, for revision of specifications for the class of Chemist, and to change the title to Sanitary Chemist.

Mr. Jones outlined reasons for the requested change of title and specification revision, and copy of the proposed revised specification was submitted.

The date of August 7, 1963, was set by the Board for public hearing on adoption of the revised specification.

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SALARY CHANGES IN GOVERNMENTAL AGENCIES

A summary of actions taken or recommended by other California cities and local governmental agencies to change salary rates effective on or after July 1, 1963, was submitted by the Secretary.

Information was also submitted showing the relative level of the city's maximum salary rates for Patrolman and Firefighter, compared with other major California cities, Sacramento County, and State of California, prior to and after July 1, 1963. It was pointed out that in the cities of Berkeley and San Francisco, a salary differential was established between the two classes of Patrolman and Firefighter for the first time, with the maximum rate for Patrolman being approximately 5% higher than Firefighter in Berkeley; and approximately 2.4% higher in San Francisco.

The information submitted by the Secretary was discussed generally, and commented upon by John Steely and Carl Fisher, representatives of Sacramento Firefighters Union Local #522, who were present.

There being no further business, the meeting adjourned at 3:30 p.m. to meet again at the call of the Chair.

  
SECRETARY

  
PRESIDENT

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      AUGUST 7, 1963

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 p.m.

PRESENT: Members C. Alexander, J. Genshlea, F. C. Erickson, W. Street.

ABSENT: Member J. Alexander.

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Minutes of the last regular meeting held July 17, 1963, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have

been scheduled:

- #788 Traffic Linesman II
- #789 Supervising Plant Operator
- #790 Cook

WATER & SEWER FOREMAN I EXAMINATION NO. 779:  
Eligible Register

Written test scores and Personal Interview ratings in Water & Sewer

Foreman I Examination No. 779, written test for which was held June 16, 1963, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 84 of a possible 120 items, qualifying 9 of 13 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Earl Simons, Safety & Training Officer; John Varozza, Supervising Engineer; and Bill Street, Civil Service Board member.

The following eligible register was made effective July 26, 1963:

WATER & SEWER FOREMAN I EXAMINATION NO. 779

(Promotional)

- |                          |        |
|--------------------------|--------|
| 1. Dan Kness             | 88.25% |
| 2. Earl J. Keer          | 83.47  |
| 3. Arthur Kessler        | 82.57  |
| 4. Wilton L. Vaughan     | 79.97  |
| 5. Thomas VanderWerf     | 79.65  |
| 6. James L. Parsons      | 78.68  |
| 7. Harley E. Keener      | 77.75  |
| 8. Doyle A. Richardson   | 77.68  |
| 9. Clifford L. Wetherbee | 75.12  |

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AMENDMENT OF CLASSIFICATION PLAN

Sanitary Inspector  
Senior Sanitary Chemist  
Sanitary Chemist

Secretary advised that the date of August 7, 1963, had been set by the Board for hearing on adop-

tion of specifications for new classes of Sanitary Inspector and Senior Sanitary Chemist, and adoption of revised specification for class of Sanitary Chemist (formerly titled Chemist), as requested by Ray Jones, Water Division Superintendent.

There being no objections, motion was made by Mr. Street that the specifications as prepared by the Personnel Officer and made a part of these minutes be approved, and recommendation be made to the City Council that the salary ordinance be amended to include these classes at the salary levels below outlined:

Sanitary Inspector	\$480-\$575	(Range #32)
Sanitary Chemist	\$600-\$720	(Range #37)
Senior Sanitary Chemist	\$660-\$785	(Range #39)

Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members C. Alexander, J. Genshlea, F. C. Erickson, W. Street.

NOES: None.

REQUEST FOR HEARING

Earthey Dawson

Communication from Earthey Dawson, dated July 28, 1963, requesting a

hearing before the Board to appeal the order of discharge from his position as Refuse Collector in the Waste Removal Department, was read and considered.

It was the order of the Board that the date of August 14, 1963, be set for the hearing, to be held at 817 - 10th Street at 2:00 p.m.

REQUEST-LEAVE OF ABSENCE

Carmen Willett

Communication from Carmen Willett, Account Clerk I, in the Recreation

and Parks Department, dated August 2, 1963, requesting an extension of leave of absence to November 12, 1963, because of illness, was read and considered.

Communication from Reg Renfree, Director of Recreation and Parks, dated August 5, 1963, recommending approval of the request, was read and ordered filed.

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REQUEST-LEAVE OF ABSENCE (Cont'd)

Carmen Willett

Motion was made by Mr. Genshlea that the request made by Mrs. Willett be approved. Motion seconded by Mr. Street and carried by the following vote:

AYES: Members C. Alexander, J. Genshlea, F. C. Erickson, W. Street.

NOES: None.

SALARY DATA

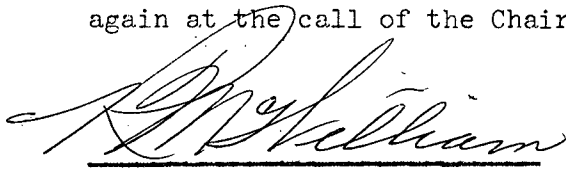
Additional information relating to salary actions and recommendations in other California cities and local governmental agencies; salary and wage trends in the Sacramento Metropolitan Area; comparative salary levels of Patrolman and Firefighter classes with other cities and agencies; appropriations by the Legislature for state employees salary increases; and other data was submitted by the Secretary for consideration.

John Steely and Carl Fisher, representing Sacramento Firefighters Local #522 were present and commented on the data presented.

A suggestion by the Personnel Officer for a joint meeting with the Council Civil Service Committee and the City Manager, prior to arriving at any decision on salary increases for city employees was discussed.

It was the order of the Board that the subject of salary increases be laid over to the next meeting scheduled for August 14, 1963, for further study and consideration.

There being no further business, the meeting adjourned at 3:30 p.m. to meet again at the call of the Chair.

  
SECRETARY

  
PRESIDENT

City of Sacramento

Class Specification Revised

August 7, 1963

SANITARY CHEMIST

1422

Nature of Work:

This is technical work involved in performing chemical and bacteriological tests of raw and treated water and other special tests as required at the American River Water Treatment Plant laboratory; and of raw sewage and effluent at the Sewage Treatment Plant laboratory. Emphasis of the work is on the performance of regular laboratory analysis of samples in order that the efficiency of plant operations may be continuously known, and in order that proper controls may be maintained of the various treatment processes.

Illustrative Examples of Work:

At the Sewage Treatment Plant: Incumbent works under the general direction of the Sewage Plant Supervisor, and performs routine and special chemical and bacteriological tests of raw sewage and effluent, and other tests as required on water and sewage solids.

Evaluates results of laboratory testing to determine efficiency of the treatment operating units; degree of pollution added to the Sacramento River; odor and industrial waste control in the sewage collection system.

Makes recommendations to the Sewage Plant Supervisor for adjustments to treatment operating units, changes in operational procedures and control of chemical dosages.

Prepares reports of laboratory tests and maintains records; directs and supervises the work of a laboratory assistant; acts for the Sewage Plant Supervisor in his absence.

Performs other related work as required.

At the American River Water Treatment Plant: Incumbent works under the direction of a Senior Sanitary Chemist and performs routine and special chemical tests of water samples at regular intervals for oxygen and carbon dioxide analysis, and for determination of alkalinity, mineral content, turbidity, and other chemical requirements.

Performs bacteriological tests of water samples to detect presence of bacteria which may be harmful to public health, or the present of organic materials.

Make analyses of aluminum sulfate, lime, calcium, and other chemical products used in the water treatment process.

Assists the Senior Sanitary Chemist in experimentation and research work; prepares reports of tests made and maintains records; acts for the Senior Chemist in his absence.

Performs other related work as required.

Knowledge, Abilities and Skills:

Considerable knowledge of the principles of chemistry and bacteriology, and of the techniques and practices of laboratory testing and analysis.

Considerable knowledge of the operation and care of specialized laboratory equipment.

Knowledge of the standard methods for the analysis of water and sewage samples.

Knowledge of the chemical and bacteriological characteristics of organisms, particularly micro-organisms common to water and sewage.

Ability to prepare analytical reports of tests and experiments, and to make operational recommendations based on the results of such tests.

Knowledge of the principles of water and sewage treatment.

Ability to keep accurate records of work performed.

**Desirable Experience and Training:**

Graduation from college with major work in chemistry, bacteriology, or chemical engineering and some experience in public health or chemical laboratory work; or completion of two years of college level study including basic courses in chemistry and bacteriology and at least four years of experience as described; or some other equivalent combination of training and experience.

The applicant should be a graduate of a college or university in the United States or a foreign country, or a graduate of a foreign university who has received a degree equivalent to that of a bachelor of science degree in the United States. The applicant should have completed at least two years of college level study including basic courses in chemistry and bacteriology and at least four years of experience as described; or some other equivalent combination of training and experience.

The applicant should have had at least one year of experience in a laboratory or office setting, or in a public health or chemical laboratory setting. The applicant should have had at least one year of experience in a laboratory or office setting, or in a public health or chemical laboratory setting. The applicant should have had at least one year of experience in a laboratory or office setting, or in a public health or chemical laboratory setting.

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Nature of Work:

This is technical work involving the operation of the laboratory at the American River Water Treatment Plant. The incumbent performs chemical and bacteriological analyses involving the water treatment process, requiring the application of technical knowledge and experience to maintain a potable high quality water supply. Work is performed under the general direction of a Sanitary Engineer.

This class is distinguished from the class of Chemist in that the incumbent has broader responsibility in the fields of research and experimentation, and supervises the work of other laboratory personnel.

Illustrative Examples of Work:

Plans, supervises, trains and reviews the work of the laboratory section at the American River Water Treatment Plant.

Supervises and conducts regular and special chemical analyses of samples of raw and treated water to determine treatment efficiency and chemical constituents.

Recommends steps to be taken to prevent or eliminate any contamination so that water may be maintained in a potable and palatable condition.

Where testing or research programs have been outlined in general terms, establishes principles, prepares and issues work schedules and assigns and directs the work of other laboratory personnel.

Performs bacteriological analyses and tests for coliform group of bacteria; identifies bacteriological growths by microscopic examinations.

Establishes procedures for making routine and special chemical and bacteriological tests and analyses.

Prepares reports of special laboratory projects and maintains records of laboratory activities.

Performs research and experimental work; devises, maintains, and evaluates experimental testing equipment and procedures.

Performs other related work as required.

Knowledge, Ability and Skills:

Thorough knowledge of the chemical and bacteriological characteristics of domestic water supplies.

Thorough knowledge of general chemical quantitative and qualitative analysis of organisms, particularly micro-organisms common to water.

Thorough knowledge of methods, procedures, techniques and equipment used in a modern chemical laboratory.

Thorough knowledge of the sources of information in fields related to water analysis and of the standard methods for the analysis of water.

Working knowledge of sampling techniques and statistical analysis, including probability theory.

Ability to analyze, interpret and apply effectively the results of routine and special laboratory tests.

Ability to prepare clear, concise reports of laboratory activities.

Ability to direct and train other laboratory personnel.

Desirable Experience and Training:

Graduation from college with major work in chemistry and bacteriology and at least two years of progressively responsible experience in laboratory testing, analysis, experimentation, or research work in a modern water or sewage treatment facility; or some other equivalent combination of training and experience.

The applicant should have a minimum of two years of progressively responsible experience in laboratory testing, analysis, experimentation, or research work in a modern water or sewage treatment facility; or some other equivalent combination of training and experience.

Additional information may be obtained from the following sources:

1. The applicant should have a minimum of two years of progressively responsible experience in laboratory testing, analysis, experimentation, or research work in a modern water or sewage treatment facility; or some other equivalent combination of training and experience.

2. The applicant should have a minimum of two years of progressively responsible experience in laboratory testing, analysis, experimentation, or research work in a modern water or sewage treatment facility; or some other equivalent combination of training and experience.

3. The applicant should have a minimum of two years of progressively responsible experience in laboratory testing, analysis, experimentation, or research work in a modern water or sewage treatment facility; or some other equivalent combination of training and experience.

4. The applicant should have a minimum of two years of progressively responsible experience in laboratory testing, analysis, experimentation, or research work in a modern water or sewage treatment facility; or some other equivalent combination of training and experience.

5. The applicant should have a minimum of two years of progressively responsible experience in laboratory testing, analysis, experimentation, or research work in a modern water or sewage treatment facility; or some other equivalent combination of training and experience.

Additional information may be obtained from the following sources:

6. The applicant should have a minimum of two years of progressively responsible experience in laboratory testing, analysis, experimentation, or research work in a modern water or sewage treatment facility; or some other equivalent combination of training and experience.

7. The applicant should have a minimum of two years of progressively responsible experience in laboratory testing, analysis, experimentation, or research work in a modern water or sewage treatment facility; or some other equivalent combination of training and experience.

8. The applicant should have a minimum of two years of progressively responsible experience in laboratory testing, analysis, experimentation, or research work in a modern water or sewage treatment facility; or some other equivalent combination of training and experience.

9. The applicant should have a minimum of two years of progressively responsible experience in laboratory testing, analysis, experimentation, or research work in a modern water or sewage treatment facility; or some other equivalent combination of training and experience.

10. The applicant should have a minimum of two years of progressively responsible experience in laboratory testing, analysis, experimentation, or research work in a modern water or sewage treatment facility; or some other equivalent combination of training and experience.

Nature of Work:

This is field inspection and investigation work in the Water Department, where the employee checks complaints, makes investigations and inspections in order to insure compliance with city ordinances, departmental rules, and state health codes pertaining to water distribution, waste disposal, and water consuming devices and equipment. Work is performed under the direction of a Sanitary Engineer.

Illustrative Examples of Work:

Makes investigations and tests of valves and fittings to detect cross-connections; makes routine inspections of cross-connection prevention devices; maintains a cross-connection record system.

Investigates complaints of water quality, volume, and pressure of water delivered to consumers.

Obtains data on air-conditioning, refrigeration and other water consuming devices for purposes of determination of water and sewer rates.

Collects water samples from storage facilities, distribution mains, consumer outlets and private supplies for laboratory analysis.

Investigates and traces the sources of undesirable commercial and industrial wastes entering the city sewers.

Makes leakage tests on pipe lines and fittings using a variety of sounding devices to locate leaks; tests pressure throughout the distribution system.

Checks canneries and other food processing plants for compliance with city ordinances on screening of sewage wastes.

Makes fire flow tests and occasionally flushes fire hydrants and dead-end lines.

Collects sewage samples from industrial plants and from city sanitary and storm sewers for laboratory analysis.

Operates a motor vehicle, and performs other related work as required.

Knowledge, Ability and Skills:

Knowledge of the sanitary laws, codes and rules of the State of California with respect to water and sewer systems.

Knowledge of city ordinances and departmental regulations pertaining to water service and waste disposal.

Knowledge of plumbing and piping systems, air-conditioning, refrigeration and other water consuming devices and equipment.

Ability to make simple field tests using pressure gauges and other field instruments.

Ability to make clear, concise reports and keep simple records.

Ability to meet and deal courteously and effectively with the public.

Desirable Experience and Training:

Education equivalent to graduation from a standard high school, preferably supplemented by college level laboratory science courses, and considerable experience in any type of work which would provide a working knowledge of piping system, mechanical water consuming equipment, and waste disposal systems.