



City of Santa Clara

Meeting Agenda

Civil Service Commission

Thursday, February 13, 2025

6:00 PM

Hybrid Meeting
City Hall Council
Chambers/Virtual
1500 Warburton Avenue
Santa Clara, CA, 95050

The City of Santa Clara is conducting the Civil Service Commission in a hybrid manner (in-person and a method for the public to participate remotely).

• Via Zoom:

<https://santaclaraca.zoom.us/j/82497868823?pwd=pKSM4g0xuJN3b2fkH8rUSjOuw9rbqC.1>

Webinar ID: 824 9786 8823

Passcode: 332703

OR

Phone: 1 (669) 900-6833

CALL TO ORDER AND ROLL CALL

Pledge of Allegiance

CONSENT CALENDAR

- 1.a 25-213** [Action to Approve the Civil Service Commission Meeting Minutes of January 22, 2025](#)

Recommendation: Approve the Civil Service Commission meeting minutes of January 22, 2025.

ATTACHMENTS

1. Meeting Minutes - January 22, 2025

- 1.b 25-184** [Note and File the Current Status and Requisition Report Dated January 31, 2025](#)

Recommendation: Note and file the Current Status and Requisition Report dated January 31, 2025

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS

- 2. 25-185 [Action to Modify Police Training Coordinator \(Job Code 648\) Class Specification](#)

Recommendation: Approve the modified Police Training Coordinator Class Specification (Job Code 648)

- 3. 25-186 [Action to Modify Grounds Maintenance Worker I \(Job Code 485\) Class Specification and Add Grounds Maintenance Worker I \(Job Code 485A\) Class Specification](#)

Recommendation: Approve the modified Grounds Maintenance Worker I (Job Code 485) and Grounds Maintenance Worker I (Job Code 485A) Class Specifications

- 4. 25-191 [Action to Modify the Class Specification and Weighting Plan for Grounds Maintenance Worker II \(Job Code 490\) and Add Grounds Maintenance Worker II \(Job Code 490A\) Class Specification](#)

Recommendation: Approve the modified Grounds Maintenance Worker II (Job Code 490) and Grounds Maintenance Worker II (Job Code 490A) class specifications and modify the weighting plan to 50% performance exam and 50% oral board exam

- 5. 25-192 [Action to Modify the Class Specification and Weighting Plan for Grounds Maintenance Worker III \(Job Code 495\) and Add Grounds Maintenance Worker III \(Job Code 495A\) Class Specification](#)

Recommendation: Approve the modified Grounds Maintenance Worker III (Job Code 495) and Grounds Maintenance Worker III (Job Code 495A) class specifications and modify the weighting plan to 100% oral board exam

STAFF REPORT

COMMISSIONERS REPORT

ADJOURNMENT

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

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Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

25-213

Agenda Date: 2/13/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Approve the Civil Service Commission Meeting Minutes of January 22, 2025

RECOMMENDATION

Approve the Civil Service Commission meeting minutes of January 22, 2025.

ATTACHMENTS

1. Meeting Minutes - January 22, 2025



City of Santa Clara

Meeting Minutes

Civil Service Commission

01/22/2025

6:00 PM

Hybrid Meeting
 City Hall Council Chambers/Virtual
 1500 Warburton Avenue
 Santa Clara, CA, 95050

Special Meeting

The City of Santa Clara is conducting the Civil Service Commission in a hybrid manner (in-person and a method for the public to participate remotely).

• Via Zoom:

<https://santaclaraca.zoom.us/j/82497868823?pwd=pKSM4g0xuJN3b2fkH8rUSjOuw9rbqC.1>

Webinar ID: 824 9786 8823

Passcode: 332703

OR

Phone: 1 (669) 900-6833

CALL TO ORDER AND ROLL CALL

Chair Felizardo called the meeting to order at 6:01 and lead the meeting with the Pledge of Allegiance.

Present 4 - Chair Franklin Felizardo, Commissioner Ron Billingsley, Commissioner Wesley Dudzinski, and Commissioner Samuel Pumarejo

Absent 1 - Commissioner Arti Purohit

CONSENT CALENDAR

1.a [24-1218](#) Action to Approve the Civil Service Commission Meeting Minutes of October 10, 2024

A motion was made by Commissioner Pumarejo, seconded by Commissioner Billingsley to approve the October 10, 2024 Civil Service Commission meeting minutes.

Aye: 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo

Absent: 1 - Commissioner Purohit

- 1.b [24-1265](#) Note and File the Current Status and Requisition Report Dated December 31, 2024

A motion was made by Commissioner Pumarejo, seconded by Commissioner Billingsley, to Note and File the Current Status and Requisition Report dated December 31, 2024.

Aye: 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo

Absent: 1 - Commissioner Purohit

PUBLIC PRESENTATIONS

None

GENERAL BUSINESS

2. [25-60](#) Action to Conduct Applicant Interviews and Appointment to the Salary Setting Commission

A motion was made by Commissioner Billingsley, seconded by Commissioner Pumarejo, to approve the Applicant Interviews and Appoint David Kertes to the Salary Setting Commission for a four (4) year term.

Aye: 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo

Absent: 1 - Commissioner Purohit

A motion was made by Commissioner Pumarejo, seconded by Commissioner Billingsley, to Appoint Mihir Kakkad to the Salary Setting Commission for a four (4) year term.

Aye: 3 - Chair Felizardo, Commissioner Billingsley, and Commissioner Pumarejo

Nay: 1 - Commissioner Dudzinski

Absent: 1 - Commissioner Purohit

3. [24-996](#) Action to Modify Senior Engineering Aide Class Specification (Job Code 745) and Retitle to Senior Engineering Technician

A motion was made by Commissioner Pumarejo, seconded by Commissioner Dudzinski, to Modify Senior Engineering Aide Class Specification and Retitle to Senior Engineering Technician.

Aye: 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo

Absent: 1 - Commissioner Purohit

-
4. [24-997](#) Action to Modify Engineering Aide Class Specification (Job Code 460) and Retitle to Engineering Technician (Job Code 460)
- A motion was made by Commissioner Dudzinski, seconded by Commissioner Pumarejo, to Modify the Engineering Aide Class Specification and Retitle to Engineering Technician.**
- Aye:** 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo
- Absent:** 1 - Commissioner Purohit
5. [24-998](#) Action to Modify Engineering Aide (Electric) Class Specification (Job Code 460A) and Retitle to Engineering Technician (Electric) (Job Code 460A)
- A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski, to Modify Engineering Aide (Electric) Class Specification and Retitle to Engineering Technician (Electric).**
- Aye:** 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo
- Absent:** 1 - Commissioner Purohit
6. [24-1005](#) Action to Modify Engineering Aide-Fiber Class Specification (Job Code 460F) and Retitle to Engineering Technician (Fiber) (Job Code 460F)
- A motion was made by Commissioner Pumarejo, seconded by Commissioner Billingsley, to Modify Engineering Aide-Fiber Class Specification and Retitle to Engineering Technician (Fiber).**
- Aye:** 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo
- Absent:** 1 - Commissioner Purohit
7. [24-1006](#) Action to Modify Principal Engineering Aide (Electric) Class Specification (Job Code 670) and Retitle to Principal Engineering Technician (Electric) (Job Code 670)
- A motion was made by Commissioner Billingsley, seconded by Commissioner Dudzinski, to Modify Principal Engineering Aide (Electric) Class Specification and Retitle to Principal Engineering Technician.**
- Aye:** 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo
- Absent:** 1 - Commissioner Purohit

8. [24-1007](#) Action to Modify Principal Engineering Aide (Civil) Class Specification (Job Code 670A) and Retitle to Principal Engineering Technician (Civil) (Job Code 670A)

A motion was made by Commissioner Dudzinski, seconded by Commissioner Pumarejo, to Modify Principal Engineering Aide (Civil) Class Specification and Retitle to Principal Engineering Technician (Civil).

Aye: 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo

Absent: 1 - Commissioner Purohit

STAFF REPORT

None

COMMISSIONERS REPORT

None

ADJOURNMENT

A motion was made by Commissioner Pumarejo, seconded by Commissioner Dudzinski, to adjourn the meeting at 7:12 p.m.

Aye: 4 - Chair Felizardo, Commissioner Billingsley, Commissioner Dudzinski, and Commissioner Pumarejo

Absent: 1 - Commissioner Purohit

MEETING DISCLOSURES

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Agenda Report

25-184

Agenda Date: 2/13/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Note and File the Current Status and Requisition Report Dated January 31, 2025

RECOMMENDATION

Note and file the Current Status and Requisition Report dated January 31, 2025

ATTACHMENT

1. Current Status and Requisition Report Dated January 31, 2025

Current Status and Requisition Report*
Dated January 31, 2025

Requisition	Classification	Department	No. Positions Approved to Fill
2319571	Staff Aide I	City Manager's Office	1
2319625	Assistant/Associate Planner	Community Development	2
2319566	Combination Inspector	Community Development	4
2319605/2419651	Office Specialist II	Community Development	3
2419653	Office Specialist IV	Community Development	1
2419665	Staff Aide I	Community Development	1
2319549	Electric Meter Technician	Electric Utility	2
2319553	Electric Utility Electrician	Electric Utility	4
2319548	Electric Utility Electrician Technician	Electric Utility	1
2319538	Electric Utility Engineer	Electric Utility	5
TBD	Electric Utility Generation Technician	Electric Utility	2
TBD	Electric Utility Network Administrator	Electric Utility	2
22340	Electric Utility Programmer Analyst	Electric Utility	2
2319540	Electric Water and Sewer Operator	Electric Utility	1
TBD	Journey Lineworker/Apprentice	Electric Utility	3
TBD	Office Specialist III	Electric Utility	1
2319588	Power Contract Specialist	Electric Utility	1
2319535/2319539	Senior Electric Utility Engineer	Electric Utility	3
2419660	Senior Electric Utility Generation Technician	Electric Utility	1
2419659	Senior Instrument and Control Technician	Electric Utility	1
2319498	Senior Resource Analyst	Electric Utility	1
2319569	Accounting Technician II	Finance	2
2319616	Buyer	Finance	1
2419677	Chief Storekeeper	Finance	1
2419678	Materials Handler	Finance	1
2319609	Meter Reader	Finance	1
TBD	Fire Prevention Specialist I	Fire	1
2419649	Office Specialist II	Fire	2
2419680	Permit Technician I	Fire	1
2319635	Librarian I/II	Library	1
2419661	Senior Library Assistant	Library	1
2419667/2419668	Grounds Maintenance Worker I/II	Parks & Recreation	13
2419670	Parks Maintenance Craft Worker	Parks & Recreation	1
2319579	Recreation Coordinator	Parks & Recreation	2
98-19-650C/35-14-689C	Community Service Officer I/II	Police	2
2319636	Jail Service Officer	Police	1
2319594	Police Officer Recruit/Lateral	Police	9
19256/20275/21321	Police Records Specialist II	Police	2
TBD	Public Safety Dispatcher I/II	Police	7
2419645	Police Training Coordinator	Police	1
2319631	Associate Engineer (Civil)	Public Works	1
2419676	Code Enforcement Technician	Public Works	1
2419582	Senior Engineering Aide	Public Works	1

Current Status and Requisition Report*

Dated January 31, 2025

Requisition	Classification	Department	No. Positions Approved to Fill
2319637	Senior Civil Engineer	Public Works	1
2419663	Street Maintenance Worker I	Public Works	1
TBD	Associate Engineer (Civil)	Water and Sewer Utilities	1
2319628	Code Enforcement Officer	Water and Sewer Utilities	1
2319624	Code Enforcement Technician	Water and Sewer Utilities	1
2319557	Equipment Operator	Water and Sewer Utilities	1
2319529/2319617	Pump Maintenance Technician	Water and Sewer Utilities	1
2419560	Senior Civil Engineer	Water and Sewer Utilities	1
TBD	Utility Business System Specialist	Water and Sewer Utilities	1
2319629	Utility Inspection Technician	Water and Sewer Utilities	1
2319638	Water & Sewer Maintenance Worker I	Water and Sewer Utilities	3
		Total	108

Current Status and Requisition Report*

Dated January 31, 2025

Classified New Hires, Promotions, and Rehires from July 1, 2024 - January 31, 2025

New Hires	29
Promotions	23
Transfers	0
Rehires	1
Total	53

Classified Positions Filled December 2024 - January 2025

Classification	Department	No. of Hires/Promotions/Transfers
Public Safety Dispatcher II	Police	1
Community Service Officer II	Police	2
Grounds Maintenance Worker III	Parks & Recreation	1
Pump Maintenance Technician	Water & Sewer Utilities	1
Library Circulation Supervisor	Library	1
	Total	6

*Data includes classified positions, covered by the Civil Service Rules, and excludes unclassified and as-needed recruitments.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
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Agenda Report

25-185

Agenda Date: 2/13/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Police Training Coordinator (Job Code 648) Class Specification

BACKGROUND

The Human Resources Department proposes to modify the classification (class) specification for Police Training Coordinator (Job Code 648). The request for Commission approval of the modification is based on Personnel & Salary Resolution Sec. 6(d) which states, "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

DISCUSSION

Generally, the Police Training Coordinator will work with staff to identify training needs and opportunities within the Police Department, including: scheduling training activities and functions, ensuring compliance with all applicable Federal, State, and local laws and regulations, as well as department policies and procedures, and maintaining records related to the program. The proposed revisions to the Police Training Coordinator (Job Code 648) class specification include updates to the *Summary* section, administrative updates to add a *Distinguishing Characteristics* section, and updates to the *Typical Duties* section. The *Minimum Qualifications/Experience* section has been updated to lower the required number of years of experience requirement from five (5) years to two (2) years of experience. The proposed experience requirement is in alignment with comparator agency classifications. Lowering the experience requirement will broaden the number of applicants applying to the recruitment. There is no proposed acceptable substitution for the college units since this classification is responsible for performing advanced technical and administrative work, research, prepares reports and written materials, and makes recommendations which cannot be fully substituted in experience for structured and skill-based learning that college coursework provides.

These revisions were reviewed with the impacted bargaining group.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to revising the class specification.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified Police Training Coordinator Class Specification (Job Code 648)

Reviewed by: Ashley Lancaster, Human Resources Deputy Director

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification (clean) Police Training Coordinator (Job Code 648)
2. Class Specification (track changes version) Police Training Coordinator (Job Code 648)

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: POLICE TRAINING COORDINATOR (JOB CODE 648)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police	Police Lieutenant	Non-Exempt

CLASS SUMMARY

This is a single incumbent classification that works with staff to identify training needs and opportunities within the Police Department, including scheduling training activities and functions, ensuring compliance with all applicable Federal, State, and local laws and regulations, as well as department policies and procedures, and maintaining records related to the program. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn class that coordinates and implements the Police Department's training program for all sworn and non-sworn staff. This class is distinguished from other administrative support classes in that it performs complex technical duties that require advanced knowledge in the area of specialization of training program coordination. Employees at this level are required to be fully trained in all the procedures related to assigned area of responsibility. Employees are expected to produce work products that are complete and thorough with limited supervision.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Education equivalent to sixty (60) semester units or ninety (90) quarter units of academic level courses from an accredited college or university in public administration, business administration, criminology, police science, or a closely related field; and
- Two (2) years of progressively responsible administrative or technical experience in employee development and training, preferably within a public agency.

ACCEPTABLE SUBSTITUTION

None

LICENSES/CERTIFICATIONS

Possession of an appropriate, valid California Class C driver's license is required at the time of appointment and for the duration of employment.

DESIRABLE QUALIFICATIONS

- A Bachelor's degree from an accredited college or university in public administration, business administration, criminology, police science, or a closely related field is desirable.
- Experience in a municipal law enforcement agency is highly desirable.
- Completion of a California POST Training Coordinator Course or equivalent.

POLICE TRAINING COORDINATOR (648)

OTHER REQUIREMENTS

- Must be able to perform the essential functions of the job assignment.
- Ability to work various schedules, including day, evening, night, and weekend shifts.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision, the incumbent:

- Plans, oversees, coordinates, and implements the Police Department training program for all sworn and non-sworn staff in coordination with their supervisor
- Assists Police Department staff with individual training plans and makes recommendations for training; ensures that staff complies with Peace Officer Standards and Training (P.O.S.T.) Continued Professional Training requirements and/or specialized training; assists in identifying and resolving problems related to training issues
- Maintains detailed calendar of department training events, activities, and hosting events; arranges appointments, schedules, conferences, travel arrangements, and itineraries
- Assumes responsibility for the oversight and administration of the Police Department's annual training budget; forecasts, tracks, and controls expenditures related to the training program
- Tracks employee training hours and expenses; updates and maintains specialized database systems
- Notifies P.O.S.T. of all newly hired and terminated police officers and dispatchers, as well as any change-of-status events
- Tracks employee career development program and college units for sworn staff; advises employees of eligibility and compensation amounts
- Establishes and maintains a vast network of training and employee development resources including fostering close working relationships with community colleges
- Coordinates special projects, assignments, and activities as assigned
- Performs administrative duties required in the maintenance of the department's firing range including ensuring proper upkeep of the range, contract administration for use by outside agencies, and purchasing of supplies including gas masks, firearms, Tasers, and other related equipment
- Performs a wide variety of specialized technical and advanced administrative work, including ordering and maintaining supplies, verifying accuracy of information, researching discrepancies, and recording information
- Prepares and maintains accurate and complete records of the work performed; prepares clear and concise reports to monitor the success of training programs; creates related written materials
- Plans, organizes, assigns, supervises, and reviews the work of assigned non-sworn staff and volunteers
- Attends departmental, City, and external meetings as necessary to attain and convey information regarding the area of assignment including monthly training and grant meetings

POLICE TRAINING COORDINATOR (648)

- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval; ensures compliance with applicable Federal, State, and local laws, rules, regulations, and ordinances
- Drive to and from various locations to evaluate, coordinate, prepare, and meet with other department personnel in preparation for training
- Performs other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles, practices, and methods of administering and coordinating a comprehensive police training program
- Functions, principles, and practices of law enforcement agencies
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Supplies and equipment utilized at a firing range at a level sufficient to assume responsibility for making purchasing recommendations for the range
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures
- Business letter writing and basic report preparation techniques; effective communication techniques in public presentations
- Record keeping principles and procedures
- Basic mathematical principles
- Modern office practices, methods, and computer equipment and applications related to the work, including word-processing, spreadsheet, database, and graphic design programs
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for providing a high level of customer service by effectively dealing with internal and external customers, vendors, and contractors
- Office safety practices, procedures, and standards

Ability to:

- Coordinate, direct, and implement a comprehensive training program suited to meet the needs of the community and Police Department
- Recommend and implement goals, objectives, and practices for providing an effective and efficient training program
- Learn the certification and licensure requirements for sworn and non-sworn staff
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of assigned staff
- Prepare written reports and correspondence
- Make sound, independent decisions within established policy and procedural guidelines
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Operate modern office equipment, including computer equipment and specialized software applications programs
- Communicate effectively, both orally and in writing

POLICE TRAINING COORDINATOR (648)

- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift up to 25 pounds as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the general supervision from an assigned Police Lieutenant or other supervisory classification designated by the Chief of Police.

SUPERVISION EXERCISED

May provide technical and functional direction to clerical and lower-level staff as assigned.

CLASSIFICATION HISTORY

Rev. 09/2016; Rev. 02/2025

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: POLICE TRAINING COORDINATOR (JOB CODE 648)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Police</u>	<u>Police Lieutenant</u>	<u>Non-Exempt</u>

CLASS SUMMARY Description

This is a single incumbent classification that works with staff to identify training needs and opportunities within the Police Department, including; scheduling training activities and functions; ensurings compliance with all applicable Federal, State, and local laws and regulations, as well as department policies and procedures; and maintainings records related to the program. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn class that coordinates and implements the Police Department's training program for all sworn and non-sworn staff. This class is distinguished from other administrative support classes in that it performs complex technical duties that require advanced knowledge in the area of specialization of training program coordination. Employees at this level are required to be fully trained in all the procedures related to assigned area of responsibility. to Employees are expected to produce work products that are complete and thorough with limited supervision.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Education equivalent to sixty (60) semester units or ninety (90) quarter units of academic level courses from an accredited college or university in public administration, business administration, criminology, police science, or a closely related field; and
- Two (2) ~~Five (5)~~ years of progressively responsible administrative or technical professional experience in employee development and training, preferably within a public agency.

ACCEPTABLE SUBSTITUTION

None

LICENSES/CERTIFICATIONS

Possession of an appropriate, valid California Class C driver's license is required at the time of appointment and for the duration of employment.

DESIRABLE QUALIFICATIONS

- A Bachelor's degree from an accredited college or university in public administration, business administration, criminology, police science, or a closely related field is desirable.
- Experience in a municipal law enforcement agency is highly desirable.
- Completion of a California POST Training Coordinator Course or equivalent.

POLICE TRAINING COORDINATOR (648)

OTHER REQUIREMENTS

- Must be able to perform the essential functions of the job assignment.
- Ability to work various schedules, including day, evening, night, and weekend shifts.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision, the incumbent:

- Plans, oversees, coordinates, and implements the Police Department training program for all sworn and non-sworn staff in coordination with their supervisor
- Assists Police Department staff with individual training plans and makes recommendations for training; ensures that staff complies with Peace Officer Standards and Training (P.O.S.T.) Continued Professional Training requirements and/or specialized training; assists in identifying and resolving problems related to training issues
- Maintains detailed calendar of department training events, activities, and hosting events; arranges appointments, schedules, conferences, travel arrangements, and itineraries
- Assumes responsibility for the oversight and administration of the Police Department's annual training budget; forecasts, tracks, and controls expenditures related to the training program
- Tracks employee training hours and expenses; updates and maintains specialized database systems
- Notifies P.O.S.T. of all newly hired and terminated police officers and dispatchers, as well as any change-of-status events
- Tracks employee career development program and college units for sworn staff; advises employees of eligibility and compensation amounts
- Establishes and maintains a vast network of training and employee development resources including fostering close working relationships with community colleges
- Coordinates special projects, assignments, and activities as assigned
- Performs administrative duties required in the maintenance of the department's firing range including ensuring proper upkeep of the range, contract administration for use by outside agencies, and purchasing of supplies including gas masks, firearms, Tasers, and other related equipment
- Performs a wide variety of specialized technical and advanced administrative work, including ordering and maintaining supplies, verifying accuracy of information, researching discrepancies, and recording information
- Prepares and maintains accurate and complete records of the work performed; prepares clear and concise reports to monitor the success of training programs; creates related written materials
- Plans, organizes, assigns, supervises, and reviews the work of assigned non-sworn staff and volunteers
- Attends departmental, City, and external meetings as necessary to attain and convey information regarding the area of assignment including monthly training and grant meetings

POLICE TRAINING COORDINATOR (648)

- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval; ensures compliance with applicable Federal, State, and local laws, rules, regulations, and ordinances
- Performs other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles, practices, and methods of administering and coordinating a comprehensive police training program
- Functions, principles, and practices of law enforcement agencies
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Supplies and equipment utilized at a firing range at a level sufficient to assume responsibility for making purchasing recommendations for the range
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures
- Business letter writing and basic report preparation techniques; effective communication techniques in public presentations
- Record keeping principles and procedures
- Basic mathematical principles
- Modern office practices, methods, and computer equipment and applications related to the work, including word-processing, spreadsheet, database, and graphic design programs
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for providing a high level of customer service by effectively dealing with internal and external customers, vendors, and contractors
- Office safety practices, procedures, and standards

Ability to:

- Coordinate, direct, and implement a comprehensive training program suited to meet the needs of the community and Police Department
- Recommend and implement goals, objectives, and practices for providing an effective and efficient training program
- Learn the certification and licensure requirements for sworn and non-sworn staff
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of assigned staff
- Prepare written reports and correspondence
- Make sound, independent decisions within established policy and procedural guidelines
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Operate modern office equipment, including computer equipment and specialized software applications programs
- Communicate effectively, both orally and in writing
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations

POLICE TRAINING COORDINATOR (648)

- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb and lift up to 25 pounds as necessary to perform assigned duties

SUPERVISION RECEIVED

Works under the general supervision from an assigned Police Lieutenant or other supervisory classification designated by the Chief of Police.

SUPERVISION EXERCISED

May provide technical and functional direction to clerical and lower-level staff as assigned.

CLASSIFICATION HISTORY

Rev. 09/2016; Rev. 02/2025



Agenda Report

25-186

Agenda Date: 2/13/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify Grounds Maintenance Worker I (Job Code 485) Class Specification and Add Grounds Maintenance Worker I (Job Code 485A) Class Specification

BACKGROUND

The Human Resources Department proposes to modify the classification (class) specification for Grounds Maintenance Worker I (Job Code 485). The request for Commission approval of the modification is based on Personnel & Salary Resolution Sec. 6(d) which states, "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

DISCUSSION

The Human Resources Department and Parks & Recreation Department coordinated to update the Grounds Maintenance Worker I (Job Code 485) class specification. The primary purpose of the classification update was to merge the Grounds Maintenance Worker I (Job Code 485) and Cemetery Worker I (Job Code 290) classifications into one classification titled Grounds Maintenance Worker I (Job Code 485). Merging the classifications will assist with staffing capacity and will allow incumbents to cross train across the Department. The Cemetery Worker I (Job Code 290) classification will be deleted. There is one (1) incumbent in the Cemetery Worker I (Job Code 290) classification and they will be placed in the Grounds Maintenance Worker I (Job Code 485) classification. As employees are hired, rehired, or promoted, they will be placed into the Grounds Maintenance Worker I (Job Code 485) classification.

Revisions to the classification include updates throughout the classification including adding the *Class Summary* section, *Distinguishing Characteristics* section, and updates to the *Typical Duties* and *Knowledge, Skills, and Abilities* sections. The *Minimum Qualifications* section has been updated to expand the type of experience required and clarify the required licenses and certifications.

Additionally, there are eleven (11) incumbents in the Grounds Maintenance Worker I (Job Code 485) classification that will be grandfathered into the existing classification. It is proposed the existing classification be renumbered to Grounds Maintenance Worker I (Job Code 485A). Current incumbents will be moved to this classification. This classification will be considered a terminal classification, meaning no employees will be hired, rehired, and/or promoted into this classification.

These revisions were reviewed with the impacted bargaining group.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to revising the class specification.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <mailto:clerk@santaclaraca.gov> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified Grounds Maintenance Worker I (Job Code 485) and Grounds Maintenance Worker I (Job Code 485A) Class Specifications

Reviewed by: Ashley Lancaster, Human Resources Deputy Director

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification (clean) Grounds Maintenance Worker I (Job Code 485)
2. Class Specification (track changes version) Grounds Maintenance Worker I (Job Code 485)
3. Class Specification (clean) Grounds Maintenance Worker I (Job Code 485A)
4. Class Specification (track changes version) Grounds Maintenance Worker I (Job Code 485A)

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: GROUNDS MAINTENANCE WORKER I (JOB CODE 485)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks & Recreation	Varies	Non-Exempt

CLASS SUMMARY

The Grounds Maintenance Worker I is the first-level classification in the Grounds Maintenance Worker series. Under immediate supervision, incumbents perform entry level work in maintenance at parks, cemeteries, aquatic and other recreational facilities. Incumbents perform semi-skilled maintenance, janitorial, construction and repair work of landscaped median, park and recreation areas, city pools and city trees. Incumbents in this classification may be assigned to work at City parks, cemeteries, and recreational facility assignments depending upon training requirements and operational needs. When assigned to the cemetery, incumbents perform cemetery operations including maintenance of the cemetery, preparation for burial sites and services, and coordination with the public for burial needs and services. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Grounds Maintenance Worker I is distinguished from the higher-level Grounds Maintenance Worker II classification in that the latter performs duties of a more complex nature and with a greater degree of independence, and the Grounds Maintenance Worker II may provide lead direction to Grounds Maintenance Worker I. Grounds Maintenance Worker I performs work which is closely supervised, work methods are explained in specific terms, and work is subject to frequent review.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or tested equivalent (for example, GED or other state or federally recognized high school equivalency exam); and
- One (1) year recent experience in grounds, landscape, street, water/sewer, building maintenance, pool maintenance or in construction.

LICENSES/ CERTIFICATIONS

- Possession of an appropriate, valid California Class C driver's license is required.
- Possession of a California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in at least category B or C, is required prior to completion of the probationary period;
- Certification in Forklift operation prior to completion of the probationary period.

DESIRABLE QUALIFICATIONS

- Possession of a QAC in categories B and C is desirable.
- Possession of a Certified Pool Operator (CPO) certificate from the Pool and Hot Tub Alliance (PTHA) prior to the completion of the probationary period.

OTHER REQUIREMENTS

GROUNDS MAINTENANCE WORKER I (JOB CODE 485)

- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- May be required to work in inclement weather and/or during odd or unusual hours in shift assignments, in emergency situations, to be available on an “on-call” basis, as assigned, and to respond to public hazards involving landscaping and street trees.
- Must be able to perform all the essential functions of the job assignment, with or without reasonable accommodation.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under immediate supervision, the incumbent will:

- Perform general landscape construction and maintenance work of public landscaped areas including playgrounds, sports fields and other park areas; painting; pruning and maintenance of trees, shrubs and groundcovers, including raking leaves
- Assist with a variety of tasks including carpentry, painting, plumbing, electrical, masonry, pool and fountain operation and building maintenance
- Clean park amenities including recreation buildings, restroom facilities, aquatic facilities, and picnic areas
- Fertilize, water, weed, spray, edge, and mow lawns and groundcovers at parks, recreational facilities, and cemeteries
- Install and maintain irrigation systems
- Repair and maintain function of sprinklers, water systems, drinking fountains in all park facilities
- Operate equipment including but not limited to trucks, tractors, power mowers, power edgers, power shears, trenchers, power vacuums, manual and power spray equipment, rototillers, air compressors and pneumatic tools, hydraulic pruning tools, sod cutters, aerators, floor maintenance machines, chain saws, brush chippers, forklifts, and related equipment
- Assist in scraping, caulking, and painting park buildings and equipment
- Perform heavy physical work
- Perform other related duties as assigned.

When assigned to the Parks Division:

In addition to the duties noted above:

- Rake and shovel sand around playground equipment
- Drag, water, and mark baseball diamonds, and other recreation areas

When assigned to the Cemetery Division:

In addition to the duties noted above:

- Receive and inter human remains
- Prepare grave sites according to selection, lot, and plot numbers and mark off areas to be

GROUNDS MAINTENANCE WORKER I (JOB CODE 485)

excavated

- Build wooden forms for concrete slabs
- Line graves with concrete slabs to receive caskets
- Mix and prepare concrete to construct foundations for grave markers
- Support the set up and breakdown for ceremonies for burials and funerals
- Position caskets on loading devices
- Install flower vases and grave markers on gravesites
- May assist the public in locating grave sites

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Tools, equipment and procedures used in landscape construction and maintenance
- Environmental and safety practices, procedures and standards

Ability to:

- Perform landscape construction and maintenance work
- Operate landscape construction and maintenance equipment
- Make minor equipment repairs and adjustments
- Follow oral and written instructions
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Interact tactfully and courteously with the public to answer policy and procedural questions related to cemetery operations, interment, and related services, as applicable
- Remain composed and retain a professional demeanor while working with grieving families, as applicable
- Organize and coordinate a variety of tasks to ensure funeral/burial services are properly completed
- Walk or stand for extended periods of time
- Perform heavy physical labor including the lifting of up to 90 lbs. of static weight
- Bend, stoop, reach, carry, crawl, climb, lift, walk or stand for extended periods of time and as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines

SUPERVISION RECEIVED

Works under the immediate supervision of Grounds Maintenance Worker II and III, Park Foreperson, or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training of new personnel.

CLASSIFICATION HISTORY

Established 09/2006; Rev. 02/2025

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: GROUNDS MAINTENANCE WORKER I (JOB CODE 485)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Parks & Recreation</u>	<u>Varies</u>	<u>Non-Exempt</u>

CLASS SUMMARY

The Grounds Maintenance Worker I is the first-level classification in the Grounds Maintenance Worker series. Under immediate supervision, incumbents perform entry level work in maintenance at parks, cemeteries, aquatic and other recreational facilities. Incumbents perform semi-skilled maintenance, janitorial, construction and repair work of landscaped median, park and recreation areas, city pools and city trees. Incumbents in this classification may be assigned to work at City parks, cemeteries, and recreational facility assignments depending upon training requirements and operational needs. When assigned to the cemetery, incumbents perform cemetery operations including maintenance of the cemetery, preparation for burial sites and services, and coordination with the public for burial needs and services. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Grounds Maintenance Worker I is distinguished from the higher-level Grounds Maintenance Worker II classification in that the latter performs duties of a more complex nature and with a greater degree of independence, and the Grounds Maintenance Worker II may provide lead direction to Grounds Maintenance Worker I. Grounds Maintenance Worker I performs work which is closely supervised, work methods are explained in specific terms, and work is subject to frequent review.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or tested equivalent (for example, GED or other state or federally recognized high school equivalency exam)~~possession of a G.E.D.;~~ and
- One (1) year recent experience in grounds, landscape, street, water/sewer, building maintenance, pool maintenance or in construction.

LICENSES ~~and~~/ CERTIFICATIONS

- Possession of an appropriate, valid California Class C driver's license is required.
- ~~For positions within the Street Department, P~~possession of a California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in at least category B or C, ~~or F~~ is required prior to completion of the probationary period; ~~certification in categories B, C, and F is desired. For Grounds Maintenance Worker I positions in other departments, the QAC is desirable.~~
- Certification in Forklift operation prior to completion of the probationary period.
- ~~Possession of a Pool Operator Certification by the National Swimming Pool Foundation (NSPF) or Aquatic Facility Operator designation prior to completion of the probationary period. Possession of a Certified Pool Operator (CPO) certificate from the Pool and Hot Tub Alliance (PTHAA) prior to the completion of the probationary period.~~

GROUNDS MAINTENANCE WORKER I (JOB CODE 485)

DESIRABLE QUALIFICATIONS

- Possession of a QAC in categories B and C, ~~and F~~ is desirable.
- Possession of a Pool Operator Certification by the National Swimming Pool Foundation (NSPF) or Aquatic Facility Operator designation prior to completion of the probationary period. Possession of a Certified Pool Operator (CPO) certificate from the Pool and Hot Tub Alliance (PTHA) prior to the completion of the probationary period.

OTHER REQUIREMENTS

- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- May be required to work in inclement weather and/or during odd or ~~and~~ unusual hours in shift ~~on regular~~ assignments, in emergency situations, to be available on an “on-call” basis, as assigned, and to respond to public hazards involving landscaping and street trees.
- Must be able to perform all ~~of~~ the essential functions of the job assignment, with or without reasonable accommodation.

TYPICAL DUTIES

~~Specific job duties of this position~~ This description may not be included in the list below, all the duties listed below, nor do the examples cover all duties, ~~which~~ that may be performed.

Under immediate supervision, the incumbent will:

- ~~Performs construction and maintenance of public landscaped areas~~ Perform general landscape construction and maintenance work of public landscaped areas including playgrounds, sports fields and other park areas; painting; pruning and maintenance of trees, shrubs and groundcovers, including raking leaves
- ~~Assist with a variety of tasks including carpentry, painting, plumbing, electrical, masonry, pool and fountain operation and building maintenance~~
- ~~Clean park amenities including recreation buildings, facilities-restroom facilities, aquatic facilities, and picnic areas~~
- ~~Assists in the pruning and spraying of trees~~
- ~~Fertilizees, waters, weeds, sprays, edges, and mows lawns and groundcovers at parks, recreational facilities, and cemeteries~~
— ~~Fertilizes, waters, sprays, and prunes trees, shrubs, and groundcover~~
- ~~Install and maintain irrigation systems~~
- ~~Sweeps and cleans recreation buildings, kitchens, offices, and rest rooms~~
- ~~Cleans bicycle racks, barbecue areas, walls, and windows~~
- ~~Rakes leaves~~
- ~~Makes repairs on sprinklers, water systems, drinking fountains, and buildings~~ Repair and maintain function of sprinklers, water systems, drinking fountains in all park facilities
- ~~Rakes and shovels sand around playground equipment~~
- Operates equipment including but not limited to trucks, tractors, power mowers, power edgers, power shears, trenchers, power vacuums, manual and power spray equipment, rototillers, air compressors and pneumatic tools, hydraulic pruning tools, sod cutters,

GROUNDS MAINTENANCE WORKER I (JOB CODE 485)

aerators, floor maintenance machines, chain saws, brush chippers, forklifts, and related equipment

- Assists in scraping, caulking, and painting park buildings and equipment
- ~~Drags, waters, and marks baseball diamonds, and other recreation areas~~
- Performs heavy physical work
- Performs other related duties as assigned.

When assigned to the Parks Division:

In addition to the duties noted above:

- Rakes and shovels sand around playground equipment
- Drag, water, and mark baseball diamonds, and other recreation areas

When assigned to the Cemetery Division:

In addition to the duties noted above:

- Receive and inter human remains
- Prepare grave sites according to selection, lot, and plot numbers and mark off areas to be excavated
- Build wooden forms for concrete slabs
- Line graves with concrete slabs to receive caskets
- Mix and prepare concrete to construct foundations for grave markers
- Support the set up and breakdown for ceremonies for burials and funerals
- Position caskets on loading devices
- Install flower vases and grave markers on gravesites
- May assist the public in locating grave sites

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Tools, equipment and procedures used in landscape construction and maintenance
- Environmental and safety practices, procedures and standards

Ability to:

- Perform landscape construction and maintenance work
- Operate landscape construction and maintenance equipment
- Make minor equipment repairs and adjustments
- Follow oral and written instructions
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Interact tactfully and courteously with the public to answer policy and procedural questions related to cemetery operations, interment, and related services, as applicable
- Remain composed and retain a professional demeanor while working with grieving families, as applicable

GROUNDS MAINTENANCE WORKER I (JOB CODE 485)

- Organize and coordinate a variety of tasks to ensure funeral/burial services are properly completed
- Walk or stand for extended periods of time
- Perform heavy physical labor including the lifting of up to 950 lbs. of static weight
- Bend, stoop, reach, carry, crawl, climb, ~~and~~ lift, walk or stand for extended periods of time and-as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines

SUPERVISION RECEIVED

Works under the immediate supervision of Grounds Maintenance Worker II and III, ~~Senior Tree Trimmer~~, Park Forepersonman/Forewoman, ~~Landscape Foreman/Forewoman~~, or other supervisor as assigned.

SUPERVISION EXERCISED

May assist in the training of new personnel.

CLASSIFICATION HISTORY

Established 09/2006; Rev. 02/2025

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: GROUNDS MAINTENANCE WORKER I (JOB CODE 485A)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks & Recreation	Various	Non-Exempt

CLASS SUMMARY

This is a terminal classification. “Terminal” means that no new employees may be hired, rehired and/or promoted into this classification.

TYPICAL DUTIES

Specific job duties of this position may not be included in the list below, nor do the examples cover all duties, which may be performed.

Under immediate supervision:

- Performs construction and maintenance of public landscaped areas
- Assists in the pruning and spraying of trees
- Fertilizes, waters, weeds, sprays, edges, and mows lawns and groundcovers
- Fertilizes, waters, sprays, and prunes trees, shrubs, and groundcover
- Sweeps and cleans recreation buildings, kitchens, offices, and rest rooms
- Cleans bicycle racks, barbecue areas, walls, and windows
- Rakes leaves
- Makes repairs on sprinklers, water systems, drinking fountains, and buildings
- Rakes and shovels sand around playground equipment
- Operates trucks, tractors, power mowers, power edgers, power shears, trenchers, power vacuums, manual and power spray equipment, rototillers, air compressors and pneumatic tools, hydraulic pruning tools, sod cutters, aerators, floor maintenance machines, chain saws, brush chippers, forklifts, and related equipment
- Assists in scraping, caulking, and painting park buildings and equipment
- Drags, waters, and marks baseball diamonds, and other recreation areas
- Performs heavy physical work
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or possession of a G.E.D.; and
- One (1) year recent experience in grounds, landscape, street, water/sewer, building maintenance, or in construction.

LICENSE AND CERTIFICATES

- Possession of an appropriate, valid California Class C driver's license is required.
- For positions within the Street Department, possession of a California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in at least category B, C, or F is required prior to completion of the probationary period; certification in categories B, C, and F

GROUND MAINTENANCE WORKER I (485A)

is desired. For Grounds Maintenance Worker I positions in other departments, the QAC is desirable.

OTHER REQUIREMENTS

- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations
- May be required to work odd and unusual hours on regular assignments and to respond to public hazards involving landscaping and street trees
- Must be able to perform all of the essential functions of the job assignment

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Tools, equipment and procedures used in landscape construction and maintenance
- Environmental and safety practices, procedures and standards

Ability to:

- Perform landscape construction and maintenance work
- Operate landscape construction and maintenance equipment
- Make minor equipment repairs and adjustments
- Follow oral and written instructions
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Walk or stand for extended periods of time
- Perform heavy physical labor including the lifting of up to 50 lbs. of static weight
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines

SUPPLEMENTAL INFORMATION

SUPERVISION EXERCISED

May assist in the training of new personnel.

SUPERVISION RECEIVED

Works under the immediate supervision of Grounds Maintenance Worker II and III, , Senior Tree Trimmer, Park Foreman/Forewoman, Landscape Foreman/Forewoman, or other supervisor as assigned.

CLASSIFICATION HISTORY

Established 11/2006; Rev. 02/2025

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: GROUNDS MAINTENANCE WORKER I (JOB CODE 485A)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Parks & Recreation</u>	<u>Various</u>	<u>Non-Exempt</u>

CLASS SUMMARY

This is a terminal classification. "Terminal" means that no new employees may be hired, rehired and/or promoted into this classification.

TYPICAL DUTIES

Specific job duties of this position may not be included in the list below, nor do the examples cover all duties, which may be performed.

Under immediate supervision:

- Performs construction and maintenance of public landscaped areas
- Assists in the pruning and spraying of trees
- Fertilizes, waters, weeds, sprays, edges, and mows lawns and groundcovers
- Fertilizes, waters, sprays, and prunes trees, shrubs, and groundcover
- Sweeps and cleans recreation buildings, kitchens, offices, and rest rooms
- Cleans bicycle racks, barbecue areas, walls, and windows
- Rakes leaves
- Makes repairs on sprinklers, water systems, drinking fountains, and buildings
- Rakes and shovels sand around playground equipment
- Operates trucks, tractors, power mowers, power edgers, power shears, trenchers, power vacuums, manual and power spray equipment, rototillers, air compressors and pneumatic tools, hydraulic pruning tools, sod cutters, aerators, floor maintenance machines, chain saws, brush chippers, forklifts, and related equipment
- Assists in scraping, caulking, and painting park buildings and equipment
- Drags, waters, and marks baseball diamonds, and other recreation areas
- Performs heavy physical work
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or possession of a G.E.D.; and
- One (1) year recent experience in grounds, landscape, street, water/sewer, building maintenance, or in construction.

LICENSE AND CERTIFICATES

- Possession of an appropriate, valid California Class C driver's license is required.
- For positions within the Street Department, possession of a California Department of Food and Agriculture Qualified Applicator Certificate (QAC) in at least category B, C, or F is required prior to completion of the probationary period; certification in categories B, C, and F

GROUND MAINTENANCE WORKER I (485A)

is desired. For Grounds Maintenance Worker I positions in other departments, the QAC is desirable.

OTHER REQUIREMENTS

- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations
- May be required to work odd and unusual hours on regular assignments and to respond to public hazards involving landscaping and street trees
- Must be able to perform all of the essential functions of the job assignment

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Tools, equipment and procedures used in landscape construction and maintenance
- Environmental and safety practices, procedures and standards

Ability to:

- Perform landscape construction and maintenance work
- Operate landscape construction and maintenance equipment
- Make minor equipment repairs and adjustments
- Follow oral and written instructions
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Walk or stand for extended periods of time
- Perform heavy physical labor including the lifting of up to 50 lbs. of static weight
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines

SUPPLEMENTAL INFORMATION

SUPERVISION EXERCISED

May assist in the training of new personnel.

SUPERVISION RECEIVED

Works under the immediate supervision of Grounds Maintenance Worker II and III, , Senior Tree Trimmer, Park Foreman/Forewoman, Landscape Foreman/Forewoman, or other supervisor as assigned.

CLASSIFICATION HISTORY

Established 11/2006; Rev. 02/2025



Agenda Report

25-191

Agenda Date: 2/13/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify the Class Specification and Weighting Plan for Grounds Maintenance Worker II (Job Code 490) and Add Grounds Maintenance Worker II (Job Code 490A) Class Specification

BACKGROUND

The Human Resources Department proposes to modify the classification (class) specification for Grounds Maintenance Worker II (Job Code 490). The request for Commission approval of the modification is based on Personnel & Salary Resolution Sec. 6(d) which states, "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

The Human Resources Department requests Commission approval of a modification to the examination weighting plan for Grounds Maintenance Worker II (Job Code 490) to remove the written exam and replace it with a performance exam weighted at 50% performance exam and 50% oral board exam. This request is based on the authority of Civil Service Rule 3.1, "The Commission shall determine whether the examination shall consist of a written, oral, or performance, or psychological, investigative, physical test, or any combination thereof, and shall indicate the procedure in the announcement." This request has been coordinated with the Parks and Recreation Department.

DISCUSSION

The Human Resources Department and Parks & Recreation Department coordinated to update the Grounds Maintenance Worker II (Job Code 490) class specification. The primary purpose of the classification update was to merge the Grounds Maintenance Worker II (Job Code 490) and Cemetery Worker II (Job Code 295) classifications into one classification titled Grounds Maintenance Worker II (Job Code 490). Merging the classifications will assist with staffing capacity and will allow incumbents to cross train across the Department. The Cemetery Worker II (Job Code 295) classification will be deleted. There are no employees in the Cemetery Worker II (Job Code 295) classification. As employees are hired, rehired, or promoted, they will be placed into the Grounds Maintenance Worker II (Job Code 490) classification.

Revisions to the classification include updates throughout the classification including adding the *Class Summary* section, *Distinguishing Characteristics* section, and updates to the *Typical Duties* and *Knowledge, Skills, and Abilities* sections. The *Minimum Qualifications* section has been updated to clarify the required licenses and certifications.

Additionally, there are six (6) incumbents in the Grounds Maintenance Worker II (Job Code 490) classification that will be grandfathered into the existing classification. It is proposed the existing classification be renumbered to Grounds Maintenance Worker II (Job Code 490A). Current incumbents will be moved to this classification. This classification will be considered a terminal classification, meaning no employees will be hired, rehired, and/or promoted into this classification.

The revisions to the class specification were reviewed with the impacted bargaining group.

Additionally, the City is requesting to update the weighting plan from a 50% written exam and 50% oral board exam to a 50% performance exam and 50% oral board exam. Replacing the written examination with a hands

on practical will better assess the skills of the candidates ability to perform tasks on the job. This will align with the testing process for the Grounds Maintenance Worker I (Job Code 385) which is a 100% performance examination.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to revising the class specification.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified Grounds Maintenance Worker II (Job Code 490) and Grounds Maintenance Worker II (Job Code 490A) class specifications and modify the weighting plan to 50% performance exam and 50% oral board exam

Reviewed by: Ashley Lancaster, Human Resources Deputy Director

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification (clean) Grounds Maintenance Worker II (Job Code 490)
2. Class Specification (track changes version) Grounds Maintenance Worker II (Job Code 490)
3. Class Specification (clean) Grounds Maintenance Worker II (Job Code 490A)
4. Class Specification (track changes version) Grounds Maintenance Worker II (Job Code 490A)

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: GROUNDS MAINTENANCE WORKER II (JOB CODE 490)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks & Recreation	Varies	Non-Exempt

CLASS SUMMARY

The Grounds Maintenance Worker II is the intermediate level classification in the Grounds Maintenance Worker series. Incumbents in this classification may rotate through City parks, cemeteries, aquatic and other recreational facility assignments dependent on operational needs and may direct the activities of a work site crew or operate independent of a crew. Under general supervision, performs work and complex duties with a greater degree of independence. Incumbents may be assigned to the operation of construction equipment, and to perform maintenance, janitorial, construction, and repair work of landscaped areas, including trees, medians, parks, pools, and other recreation facilities, as required. In addition, the position is responsible for cemetery field operations including maintenance of the cemetery, preparation for burial sites and services, and coordination with the public for burial needs and services. May oversee as-needed personnel or a larger park amenity. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Grounds Maintenance Worker II is distinguished from the Grounds Maintenance Worker I in that the former performs more complex duties with a greater degree of independence. Incumbents in this classification have experience beyond the entry level. This class differs from Grounds Maintenance Worker III in that the latter class supervises and provides lead direction over larger numbers of personnel and crews and has a broader work assignment.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation of high school or tested equivalent (for example, GED or other state or federally recognized high school equivalency exam); and
- Two (2) years of experience in professional landscape construction or grounds maintenance work involving basic carpentry, plumbing, medium equipment operation and repair, horticulture or pool maintenance.

LICENSES/ CERTIFICATIONS

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.
- As a condition of employment in designated positions, possession of a valid California Class A or B Commercial driver's license with applicable endorsements will be required if necessary for the performance of typical job duties.
- Possession of California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) in categories B and C is required prior to completion of the probationary period.
- Possession of a Certified Pool Operator (CPO) certificate from the Pool and Hot Tub Alliance (PTHA) is required at time of appointment and for duration of employment.
- Certification in Forklift operation is required at time of appointment and for duration of

GROUND MAINTENANCE WORKER II (JOB CODE 490)

employment.

DESIRABLE QUALIFICATIONS

- Experience using an automated work order system.

OTHER REQUIREMENTS

- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- May be required to work in inclement weather, and/or during odd or unusual hours in shift assignments, in emergency situations, to be available on an "on-call" basis as assigned, and to respond to public hazards involving landscaping and street trees.
- Must be able to perform all the essential functions of the job assignment, with or without reasonable accommodation.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision, the incumbent will:

- Perform a variety of tasks including carpentry, painting, plumbing, electrical, masonry, pool and fountain operation, building maintenance and upkeep. May perform these tasks under the supervision of the GMIII.
- Install and maintain irrigation, sewer and drainage systems
- Manage accounting including invoices, packing slips, and purchase orders
- Apply pesticides in a safe and effective manner
- Assist in the ordering, receiving, storing, and issuance of materials, supplies, tools, and equipment
- Perform general landscape construction and maintenance work of public landscaped areas
- Maintain and clean public buildings and facilities
- Operate a mobile device/computer such as a smart phone or tablet to read, respond and input data for an automated work order and enterprise asset management systems
- Operate, service, repair, adjust, and maintain a variety of equipment and tools including but not limited to trucks, trailers, tractor/loaders, trenchers, welders, pressure washers, compressors, mowers, edgers, trimmers, hydraulic, pneumatic and gasoline saws, sign machines, paint sprayers, power tools, and specialized turf equipment
- Performs all duties of a Grounds Maintenance Worker I
- Perform other related duties as assigned.

When assigned to the Cemetery Division:

In addition to the duties noted above:

- Operate construction equipment and tools on a regular basis to excavate and prepare burial sites
- Inter, disinter, and re-inter human remains

GROUND MAINTENANCE WORKER II (JOB CODE 490)

- Prepare grave sites according to selection, lot, and plot numbers and mark off areas to be excavated
- Build wooden forms for concrete slabs
- Line graves with concrete slabs to receive caskets
- Mix and prepare concrete to construct foundations for grave markers
- Support the set up and breakdown of ceremonies for burials and funerals
- Position caskets on loading devices
- Install flower vases and concrete grave markers
- Provide customer assistance to the public, including information and referral services related to burials and location of grave sites

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Tools, equipment and procedures used in landscape construction and maintenance
- Carpentry, painting, cement work, mechanical equipment operation and repair
- Pesticide application laws and regulations
- Principles and practices of operating an irrigation system
- Principles, procedures, and practices of the interment and disposal of human remains
- Federal and State laws, and City policies and procedures relating to cemetery operation and interment
- Environmental and safety practices, procedures and standards.

Ability to:

- Perform or learn a wide variety of maintenance tasks including maintenance and repair of pool equipment and recreation apparatus
- Complete work orders in an enterprise asset management system using a mobile device/computer such as a smart phone or tablet
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Understand and carry out written and oral instructions
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the public
- Interact tactfully and courteously with the public to answer policy and procedural questions related to cemetery operations, interment, and related services
- Remain composed and retain a professional demeanor while working with grieving families
- Organize and coordinate a variety of details to ensure funeral/burial services are properly and accurately scheduled and completed, as applicable
- Perform heavy physical labor including the lifting of up to 90 lbs. of static weight Bend, stoop, reach, carry, crawl, climb lift, and walk or stand for extended periods of time and as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines

GROUNDS MAINTENANCE WORKER II (JOB CODE 490)

SUPERVISION RECEIVED

Works under the supervision of Grounds Maintenance Worker III, Park Foreperson, or other supervisor as assigned.

SUPERVISION EXERCISED

May lead or train staff as assigned.

CLASSIFICATION HISTORY

Established 09/2006; Rev. 12/2018; Rev. 02/2025

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: GROUNDS MAINTENANCE WORKER II (JOB CODE 490)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Parks & Recreation</u>	<u>Varies</u>	<u>Non-Exempt</u>

Description-CLASS SUMMARY

The Grounds Maintenance Worker II is the intermediate _-level classification in the Grounds Maintenance Worker series. ~~Incumbents are assigned to the Parks and Recreation Department. Incumbents in this classification may rotate through City parks, cemeteries, aquatic and other recreational facility assignments dependent on operational needs and may direct the activities of a work site crew or operate independent of a crew. Under general supervision, performs work and complex duties with a greater degree of independence. Incumbents may be assigned to the operation of construction equipment, and to perform maintenance, janitorial, construction, and repair work of landscaped areas, including trees, medians, parks, pools, and other recreation facilities, as required. In addition, the position is responsible for cemetery field operations including maintenance of the cemetery, preparation for burial sites and services, and coordination with the public for burial needs and services. May oversee as-needed personnel or a larger park amenity. Performs related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS

Grounds Maintenance Worker II ~~This class~~ is distinguished from the Grounds Maintenance Worker I in that the former performs more complex duties with a greater degree of independence. Incumbents in this classification have experience beyond the entry _-level, ~~but are not yet expected to perform the full range of duties of the series.~~ This class differs from Grounds Maintenance Worker III in that the latter class supervises and provides lead direction over larger numbers of personnel and crews and has a broader work assignment.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation of high school or tested equivalent (for example, GED or other state or federally recognized high school equivalency exam)~~possession of a G.E.D.~~; and
- Two (2) years of experience in professional landscape construction or grounds maintenance work involving basic carpentry, plumbing, medium equipment operation and repair, horticulture or pool maintenance.

LICENSES/~~and~~ CERTIFICATIONS

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.
- As a condition of employment in designated positions, possession of a valid California Class A or B Commercial driver's license with applicable endorsements will be required if necessary for the performance of typical job duties.
- Possession of California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) in categories B ~~and~~, C, ~~and~~ F is required prior to completion of the probationary period.
- Possession of a ~~A~~ Pool Operator Certification by the National Swimming Pool Foundation

GROUND MAINTENANCE WORKER II (JOB CODE 490)

~~(NSPF) and/or Aquatic Facility Operator designations is required at time of appointment and for duration of employment. is desirable. Possession of a Certified Pool Operator (CPO) certificate from the Pool and Hot Tub Alliance (PTHA) is required at time of appointment and for duration of employment.~~

- ~~Certification in Forklift operation is required at time of appointment and for duration of employment.~~

DESIRABLE QUALIFICATIONS

~~A Pool Operator Certification by the National Swimming Pool Foundation (NSPF) and/or Aquatic Facility Operator designations is desirable.~~

- ~~Previous supervisory experience.~~
- Experience using an automated work order system.

OTHER REQUIREMENTS

- ~~Incumbents may be required to work in inclement weather.~~
- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- May be required to work in inclement weather, and/or during odd or unusual hours in shift assignments, in emergency situations, and to be available on an "on-call" basis as assigned, and to respond to public hazards involving landscaping and street trees.
- Must be able to perform all ~~of~~ the essential functions of the job assignment, with or without reasonable accommodation.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision, the incumbent will:

- ~~Performs~~ a variety of ~~sub-journey level craft~~ tasks including carpentry, painting, plumbing, electrical, masonry, pool and fountain operation, building maintenance and upkeep. May perform these tasks under the supervision of the GMIII.
- Install and maintain irrigation, sewer and drainage systems
- Manage accounting including invoices, packing slips, and purchase orders
- Apply pesticides in a safe and effective manner
- Assist in the ordering, receiving, storing, and issuance of materials, supplies, tools, and equipment
- ~~Performs~~ general landscape construction and maintenance work of public landscaped areas
- ~~Maintains~~ and ~~cleans~~ public buildings and facilities
- ~~Operates~~ a mobile device/computer such as a smart phone or tablet to read, respond and input data for an automated work order and enterprise asset management systems
- ~~Operates, services, repairs, adjusts, and maintains~~ a variety of equipment and tools including but not limited to trucks, trailers, tractor/loaders, trenchers, welders, pressure washers, compressors, mowers, edgers, trimmers, hydraulic, pneumatic and gasoline

GROUNDS MAINTENANCE WORKER II (JOB CODE 490)

saws, sign machines, paint sprayers, power tools, and specialized turf equipment

- ~~Maintains stock control system~~
- ~~Checks incoming goods against invoices, packing slips, and purchase orders~~
- ~~Applies pesticides in a safe and effective manner~~
- ~~Assists in the ordering, receiving, storing, and issuance of materials, supplies, tools, and equipment~~
- Performs all ~~of the~~ duties of a Grounds Maintenance Worker I
- Perform other related duties as assigned.

When assigned to the Cemetery Division:

In addition to the duties noted above:

- Operate construction equipment and tools on a regular basis to excavate and prepare burial sites
- Inter, disinter, and re-inter human remains
- Prepare grave sites according to selection, lot, and plot numbers and mark off areas to be excavated
- Build wooden forms for concrete slabs
- Line graves with concrete slabs to receive caskets
- Mix and prepare concrete to construct foundations for grave markers
- Support the set up and breakdown of ceremonies for burials and funerals
- Position caskets on loading devices
- Install flower vases and concrete grave markers
- Provide customer assistance to the public, including information and referral services related to burials and location of grave sites

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Tools, equipment and procedures used in landscape construction and maintenance
- Carpentry, painting, cement work, mechanical equipment operation and repair
- Pesticide application laws and regulations
- Principles and practices of operating an irrigation system
- Principles, procedures, and practices of the interment and disposal of human remains
- Federal and State laws, and City policies and procedures relating to cemetery operation and interment
- Environmental and safety practices, procedures and standards.

Ability to:

- Perform or learn a wide variety of maintenance tasks including maintenance and repair of pool equipment and recreation apparatus
- Complete work orders in an enterprise asset management system using a mobile device/computer such as a smart phone or tablet
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals

GROUNDS MAINTENANCE WORKER II (JOB CODE 490)

- Understand and carry out written and oral instructions
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the ~~general~~ public
- Interact tactfully and courteously with the public to answer policy and procedural questions related to cemetery operations, interment, and related services
- Remain composed and retain a professional demeanor while working with grieving families
- Organize and coordinate a variety of details to ensure funeral/burial services are properly and accurately scheduled and completed, as applicable
- ~~Perform heavy physical labor including the lifting of up to 90 lbs. of static weight~~
- Bend, stoop, reach, carry, crawl, climb ~~and lift, and walk or stand for extended periods of time and as necessary up to 50 pounds~~ to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- ~~Walk or stand for extended periods of time.~~

SUPERVISION RECEIVED

Works under the supervision of Grounds Maintenance Worker III, Park Foreperson, or other supervisor as assigned.

SUPERVISION EXERCISED

May lead or train staff as assigned.

CLASSIFICATION HISTORY

Established 09/2006; Rev. 12/2018; Rev. 02/2025

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: GROUNDS MAINTENANCE WORKER II (JOB CODE 490A)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Parks & Recreation</u>	<u>Various</u>	<u>Non-Exempt</u>

CLASS SUMMARY Description

This is a terminal classification. “Terminal” means that no new employees may be hired, rehired and/or promoted into this classification. The Grounds Maintenance Worker II is the intermediate-level classification in the Grounds Maintenance Worker series. Incumbents are assigned to the Parks and Recreation Department. This class is distinguished from the Grounds Maintenance Worker I in that the former performs more complex duties with a greater degree of independence. Incumbents in this classification have experience beyond the entry-level, but are not yet expected to perform the full range of duties of the series.

TYPICAL DUTIES

Duties include, but are not limited to, the following:

Under general supervision:

- Performs a variety of sub-journey level craft tasks involving carpentry, painting, plumbing, electrical, masonry, pool and fountain operation, building maintenance and upkeep
- Performs general landscape construction and maintenance work
- Maintains and cleans public buildings and facilities
- Operates a mobile device/computer such as a smart phone or tablet to read, respond and input data for an automated work order and enterprise asset management system
- Operates, services, repairs, adjusts, and maintains a variety of equipment and tools including but not limited to trucks, trailers, tractor/loaders, trenchers, welders, pressure washers, compressors, mowers, edgers, trimmers, hydraulic, pneumatic and gasoline saws, sign machines, paint sprayers, power tools, and specialized turf equipment
- Installs and maintains irrigation, sewer and drainage systems
- Maintains stock control system
- Checks incoming goods against invoices, packing slips, and purchase orders
- Applies pesticides in a safe and effective manner
- Assists in the ordering, receiving, storing, and issuance of materials, supplies, tools, and equipment
- Performs all of the duties of a Grounds Maintenance Worker I
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation of high school or possession of a G.E.D.; and
- Two (2) years of experience in professional landscape construction or grounds maintenance work involving basic carpentry, plumbing, medium equipment operation and repair, horticulture or pool maintenance.

GROUND MAINTENANCE WORKER II (490A)

Desirable Qualifications:

A Pool Operator Certification by the National Swimming Pool Foundation (NSPF) and/or Aquatic Facility Operator designations is desirable.

LICENSE AND CERTIFICATES

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.
- As a condition of employment in designated positions, possession of a valid California Class A or B Commercial driver's license with applicable endorsements will be required if necessary for the performance of typical job duties.
- Possession of California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) in categories B, C, and F is required prior to completion of the probationary period.

OTHER REQUIREMENTS

- Incumbents may be required to work in inclement weather.
- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- May be required to work unusual hours in shift assignments, in emergency situations and to be available on an "on-call" basis as assigned.
- Must be able to perform all of the essential functions of the job assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Tools, equipment and procedures used in landscape construction and maintenance
- Carpentry, painting, cement work, mechanical equipment operation and repair
- Pesticide application laws and regulations
- Principles and practices of operating an irrigation system
- Environmental and safety practices, procedures and standards

Ability to:

- Perform or learn a wide variety of maintenance tasks including maintenance and repair of pool equipment and recreation apparatus
- Complete work orders in an enterprise asset management system using a mobile device/computer such as a smart phone or tablet
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Bend, stoop, reach, carry, crawl, climb and lift up to 50 pounds to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Walk or stand for extended periods of time

SUPPLEMENTAL INFORMATION

GROUNDS MAINTENANCE WORKER II (490A)

SUPERVISION EXERCISED

May lead or train staff as assigned.

SUPERVISION RECEIVED

Works under the supervision of Grounds Maintenance Worker III, Park Foreperson, or other supervisor as assigned.

CLASSIFICATION HISTORY

Established 11/2006; Rev. 02/2025

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: GROUNDS MAINTENANCE WORKER II (JOB CODE 490A)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks & Recreation	Various	Non-Exempt

CLASS SUMMARY

This is a terminal classification. “Terminal” means that no new employees may be hired, rehired and/or promoted into this classification. The Grounds Maintenance Worker II is the intermediate-level classification in the Grounds Maintenance Worker series. Incumbents are assigned to the Parks and Recreation Department. This class is distinguished from the Grounds Maintenance Worker I in that the former performs more complex duties with a greater degree of independence. Incumbents in this classification have experience beyond the entry-level, but are not yet expected to perform the full range of duties of the series.

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- Performs general landscape construction and maintenance work
- Maintains and cleans public buildings and facilities
- Operates a mobile device/computer such as a smart phone or tablet to read, respond and input data for an automated work order and enterprise asset management system
- Operates, services, repairs, adjusts, and maintains a variety of equipment and tools including but not limited to trucks, trailers, tractor/loaders, trenchers, welders, pressure washers, compressors, mowers, edgers, trimmers, hydraulic, pneumatic and gasoline saws, sign machines, paint sprayers, power tools, and specialized turf equipment
- Installs and maintains irrigation, sewer and drainage systems
- Maintains stock control system
- Checks incoming goods against invoices, packing slips, and purchase orders
- Applies pesticides in a safe and effective manner
- Assists in the ordering, receiving, storing, and issuance of materials, supplies, tools, and equipment
- Performs all of the duties of a Grounds Maintenance Worker I
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation of high school or possession of a G.E.D.; and
- Two (2) years of experience in professional landscape construction or grounds maintenance work involving basic carpentry, plumbing, medium equipment operation and repair, horticulture or pool maintenance.

GROUND MAINTENANCE WORKER II (490A)

Desirable Qualifications:

A Pool Operator Certification by the National Swimming Pool Foundation (NSPF) and/or Aquatic Facility Operator designations is desirable.

LICENSE AND CERTIFICATES

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.
- As a condition of employment in designated positions, possession of a valid California Class A or B Commercial driver's license with applicable endorsements will be required if necessary for the performance of typical job duties.
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- Incumbents may be required to work in inclement weather.
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- Must be able to perform all of the essential functions of the job assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Tools, equipment and procedures used in landscape construction and maintenance
- Carpentry, painting, cement work, mechanical equipment operation and repair
- Pesticide application laws and regulations
- Principles and practices of operating an irrigation system
- Environmental and safety practices, procedures and standards

Ability to:

- Perform or learn a wide variety of maintenance tasks including maintenance and repair of pool equipment and recreation apparatus
- Complete work orders in an enterprise asset management system using a mobile device/computer such as a smart phone or tablet
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Bend, stoop, reach, carry, crawl, climb and lift up to 50 pounds to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Walk or stand for extended periods of time

SUPPLEMENTAL INFORMATION

GROUNDS MAINTENANCE WORKER II (490A)

SUPERVISION EXERCISED

May lead or train staff as assigned.

SUPERVISION RECEIVED

Works under the supervision of Grounds Maintenance Worker III, Park Foreperson, or other supervisor as assigned.

CLASSIFICATION HISTORY

Established 11/2006; Rev. 02/2025



Agenda Report

25-192

Agenda Date: 2/13/2025

REPORT TO CIVIL SERVICE COMMISSION

SUBJECT

Action to Modify the Class Specification and Weighting Plan for Grounds Maintenance Worker III (Job Code 495) and Add Grounds Maintenance Worker III (Job Code 495A) Class Specification

BACKGROUND

The Human Resources Department proposes to modify the classification (class) specification for Grounds Maintenance Worker III (Job Code 495). The request for Commission approval of the modification is based on Personnel & Salary Resolution Sec. 6(d) which states, "Classification specifications for positions in the Classified Service must first be approved and adopted by the City of Santa Clara Civil Service Commission before they may be approved and adopted by the City Council."

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DISCUSSION

The Human Resources Department and Parks & Recreation Department coordinated to update the Grounds Maintenance Worker III (Job Code 495) class specification. The primary purpose of the classification update was to merge the Grounds Maintenance Worker III (Job Code 495) and Cemetery Worker III (Job Code 300) classifications into one classification titled Grounds Maintenance Worker III (Job Code 495). Merging the classifications will assist with staffing capacity and will allow incumbents to cross train across the Department. The Cemetery Worker III (Job Code 300) classification will be deleted. There is one (1) incumbent in the Cemetery Worker III (Job Code 300) classification and they will be placed in the Grounds Maintenance Worker III (Job Code 495) classification. As employees are hired, rehired, or promoted, they will be placed into the Grounds Maintenance Worker III (Job Code 495) classification.

Revisions to the classification include updates throughout the classification including adding the *Class Summary* section, *Distinguishing Characteristics* section, and updates to the *Typical Duties* and *Knowledge, Skills, and Abilities* sections. The *Minimum Qualifications* section has been updated to expand the type of experience required and clarify the required licenses and certifications.

There are seven (7) incumbents in the Grounds Maintenance Worker III (Job Code 495) classification and they will be grandfathered into the existing classification. It is proposed that the existing classification be renumbered to Grounds Maintenance Worker III (Job Code 495A). Current incumbents will be moved to this classification. This classification will be considered a terminal classification, meaning no employees will be hired, rehired, and/or promoted into this classification.

These revisions to update the class specification were reviewed with the impacted bargaining group. Additionally, the City is requesting to update the weighting plan from a 50% written exam and 50% oral board exam to a 100% oral board exam. This is a supervisory position and will be responsible for supervising the

work of Grounds Maintenance Workers. Generally, this is a promotional recruitment and the oral board examination will be more important for assessing supervising and advanced soft skills that are needed for this position. This will also align with the testing requirements of similar classified positions in other Departments, such as Street Maintenance Worker III (Job Code 813).

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to revising the class specification.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the modified Grounds Maintenance Worker III (Job Code 495) and Grounds Maintenance Worker III (Job Code 495A) class specifications and modify the weighting plan to 100% oral board exam

Reviewed by: Ashley Lancaster, Human Resources Deputy Director

Approved by: Aracely Azevedo, Director of Human Resources

ATTACHMENTS

1. Class Specification (clean) Grounds Maintenance Worker III (Job Code 495)
2. Class Specification (track changes version) Grounds Maintenance Worker III (Job Code 495)
3. Class Specification (clean) Grounds Maintenance Worker III (Job Code 495A)
4. Class Specification (track changes version) Grounds Maintenance Worker III (Job Code 495A)

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: GROUNDS MAINTENANCE WORKER III (JOB CODE 495)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks & Recreation	Varies	Non-Exempt

CLASS SUMMARY

The Ground Maintenance Worker III is the senior level classification in the Grounds Maintenance Worker classification series. Incumbents in this classification may rotate through City parks, cemeteries, aquatic and other recreational facility assignments dependent on operational needs. This classification participates in the construction and maintenance of public facilities, including parks, pools, cemeteries, and recreational facilities. In addition, the position may be responsible for managing all cemetery field operations including site preparation for burial services. Work is supervised by the Parks Manager or other supervisor as assigned, and checked by review of field inspections and reports. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Grounds Maintenance Worker III is distinguished from the lower classifications in the Grounds Maintenance Worker series in the former is responsible for the lead supervision of work site crews and considerable latitude is given in determining how the work is accomplished. This class differs from that of Grounds Maintenance Worker II in that incumbents of the latter class lead smaller crews and often receive guidance from a Grounds Maintenance Worker III. Grounds Maintenance Worker III is distinguished from the Park Foreperson in that the latter is responsible for supervising the maintenance of the City’s parks and related facilities.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or tested equivalent (for example, GED or other state or federally recognized high school equivalency exam); and
- Three (3) years of increasingly responsible experience performing professional landscape construction or grounds maintenance work involving basic carpentry, plumbing, medium equipment operation and repair, horticulture or pool maintenance, in at least two (2) of the following areas: irrigation, sports courts and athletic fields, aquatic facilities and decks, playground apparatus inspection/maintenance, pathways, lighting and electrical, roofing, and cemetery maintenance and operations; and
- One (1) year of the required experience must be in a lead or supervisory role.

ACCEPTABLE SUBSTITUTION

Experience as a Grounds Maintenance Worker II, Street Maintenance Worker II, Water and Sewer Maintenance Worker II or Building Maintenance Worker with the City of Santa Clara may substitute on a one (1) year for one (1) year basis for the required experience.

LICENSES/CERTIFICATIONS

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.
- As a condition of employment in designated positions, possession of a valid California

GROUND MAINTENANCE WORKER III (JOB CODE 495)

Class A or B Commercial driver's license with applicable endorsements will be required if necessary for the performance of typical job duties.

- Possession of California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) in categories B, C, and F is required at the time of application.
- Possession of a Certified Pool Operator (CPO) certificate from the Pool and Hot Tub Alliance (PTHA) is required at time of appointment and for duration of employment.
- Certification in forklift operation is required at time of appointment and for the duration of employment.
- Incumbents shall be required to obtain and maintain the above requirements for the duration of employment and any other license(s) and/or certificate(s) that may be required by future Federal, State, and/or local law, regulation or mandate for the performance of the job duties.

DESIRABLE QUALIFICATIONS

- Possession of International Society of Arboriculture (ISA) Arborist certification
- Possession of Certified Playground Safety Inspector (CPSI) certification

OTHER REQUIREMENTS

- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- May be required to work in inclement weather, and/or during odd or unusual hours in shift assignments, in emergency situations, to be available on an "on-call" basis as assigned, and to respond to public hazards involving landscaping and street trees.
- Must be able to perform all the essential functions of the job assignment, with or without reasonable accommodations.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision, the incumbent will:

- Plan, prioritize and review the work of a small crew
- Assign, supervise, and participate in the construction and work for maintenance of parks, recreational facilities, cemetery facilities, and public landscaped areas
- Participate in and supervise the field activities of employees involved in landscape operations including horticulture and pest management, drainage and controlled irrigation systems, lawns, groundcover, shrubs, trees, bedding plants and burial sites at cemetery
- Supervise cemetery workers involved in assisting the public for burial services
- Assist with training staff in proper operation of associated equipment
- Coordinate and arrange necessary equipment, materials, and facilities for all work at park facilities and cemeteries
- Monitor projects to ensure schedules are maintained and deadlines are met
- Oversee and inspect completed work to ensure conformance to project specifications and standards
- Operate and maintain swimming pools, reflecting pools, fountains, and associated

GROUND MAINTENANCE WORKER III (JOB CODE 495)

- circulation/filtration systems
- Maintain and clean public buildings and facilities
- Operate, service, repair, adjust, and maintain a variety of equipment and tools including but not limited to trucks, trailers, tractor/loaders, trenchers, welders, pressure washers, compressors, mowers, edgers, trimmers, hydraulic, pneumatic and gasoline saws, sign machines, paint sprayers, power tools, and specialized turf equipment
- Perform all of the duties of a Grounds Maintenance Worker I and II
- Operate a mobile device/computer such as a smart phone or tablet to read, respond and input data for an automated work order management system
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Landscape construction and maintenance methods and procedures including the use of landscape and irrigation equipment, tools, and materials
- Federal and State laws, and City policies and procedures relating to cemetery operation and interment
- Cemetery rules and regulations involving interring and disposing of human remains
- Horticulture and pest management
- Environmental and safety practices, procedures, and standards as applied to landscape construction, maintenance, and repair
- Custodial and building maintenance practices
- Proper and safe mechanical and power equipment and tool operation including landscape construction and maintenance equipment
- Masonry work
- Reflecting pool, swimming pool, and fountain maintenance
- Carpentry, painting, cement work, power equipment and tool repair
- Principles and practices of technical and functional supervision and training

Ability to:

- Supervise, train and evaluate staff
- Understand and follow written and oral instructions
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative and harmonious working relationship with those contacted in the course of work, including the public
- Interact tactfully and courteously with the public to answer policy and procedural questions relating to cemetery operations, interment, and related services
- Remain composed and maintain a professional demeanor while working with grieving families
- Install, maintain and repair irrigation systems from point of connection to controller
- Perform heavy physical labor including the lifting of up to 90 lbs. of static weight
- Bend, stoop, reach, carry, crawl, climb, lift, walk or stand for extended periods of time and as necessary to perform assigned duties

GROUND MAINTENANCE WORKER III (JOB CODE 495)

- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Demonstrate initiative and exercise good judgment in the performance of duties
- Use mobile devices to read, respond and input data for an automated work order management system

SUPERVISION RECEIVED

Works under the general direction of the Parks Manager or other supervisor as assigned. May receive lead direction from Park Foreperson, Park Maintenance Crafts Worker, or other supervisor as assigned staff.

SUPERVISION EXERCISED

Supervises subordinate staff as assigned.

CLASSIFICATION HISTORY

Established 05/2007; Rev. 08/2016; Rev. 02/2025

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: GROUNDS MAINTENANCE WORKER III (JOB CODE 495)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Parks & Recreation</u>	<u>Varies</u>	<u>Non-Exempt</u>

Description CLASS SUMMARY

The Ground Maintenance Worker III is the senior level classification in the Grounds Maintenance Worker classification series. Incumbents in this classification may rotate through City parks, cemeteries, aquatic and other recreational facility assignments dependent on operational needs. An employee in this class is primarily responsible for the lead supervision of a small crew of workers and This classification participates in the construction and maintenance of public landscape areas and park facilities, including parks, pools, cemeteries, and recreational facilities. In addition, the position may be responsible for managing all cemetery field operations including site preparation for burial services. Work is supervised by the Parks Manager or other supervisor as assigned, Landscape Foreman/Forewoman or Park Foreman/Forewoman and checked by review of field inspections or a review of field and reports. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Grounds Maintenance Worker III is distinguished from the lower classifications in the Grounds Maintenance Worker series in the former is responsible for the lead supervision of work site crews and considerable latitude is given in determining how the work is accomplished. This class differs from that of Grounds Maintenance Worker II in that incumbents of the latter class lead smaller crews and often receive guidance from a Grounds Maintenance Worker III. Grounds Maintenance Worker III is distinguished from the Park Foreperson in that the latter is responsible for supervising the maintenance of the City's parks and related facilities.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or tested equivalent (for example, GED or other state or federally recognized high school equivalency exam) possession of a G.E.D.; and
- Three (3) years of increasingly responsible experience performing professional landscape construction or grounds maintenance work involving basic carpentry, plumbing, medium equipment operation and repair, horticulture or pool maintenance, in at least two (2) of the following areas: irrigation, sports courts and athletic fields, aquatic facilities and decks, playground apparatus inspection/maintenance, pathways, lighting and electrical, roofing, and cemetery maintenance and operations; and
- One (1) year of the required experience must be in a lead or supervisory role.

Possible ACCEPTABLE SUBSTITUTION

Experience as a Grounds Maintenance Worker II, Street Maintenance Worker II, Water and Sewer Maintenance Worker II or Building Maintenance Worker with the City of Santa Clara

GROUND MAINTENANCE WORKER III (JOB CODE 495)

may substitute on a one (1) year for one (1) year basis for the required experience.

LICENSES/~~AND~~ CERTIFICATIONS

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.
- As a condition of employment in designated positions, possession of a valid California Class A or B Commercial driver's license with applicable endorsements will be required if necessary for the performance of typical job duties.
- ~~Possession of California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) in categories B, C, and F is required at the time of application.~~
- ~~Possession of a Pool Operator Certification by the National Swimming Pool Foundation (NSPF) and/or Aquatic Facility Operator designations is required at time of appointment and for the duration of employment.~~ Possession of a Certified Pool Operator (CPO) certificate from the Pool and Hot Tub Alliance (PTHA) is required at time of appointment and for duration of employment.
- ~~Certification in forklift operation is required at time of appointment and for the duration of employment.~~
- Incumbents shall be required to obtain and maintain the above requirements for the duration of employment and any other license(s) and/or certificate(s) that may be required by future Federal, State, and/or local law, regulation or mandate for the performance of the job duties.

DESIRABLE QUALIFICATIONS

- Possession of International Society of Arboriculture (ISA) Arborist certification
- Possession of Certified Playground Safety Inspector (CPSI) certification

OTHER REQUIREMENTS

- Incumbents of this classification may be subject to ~~pass a City background investigation, which will include fingerprinting, and~~ drug and/or alcohol testing as mandated by federal regulations.
- May be required to work in inclement weather, and/or during odd or unusual hours in shift assignments, in emergency situations, and to be available on an "on-call" basis as assigned, and to respond to public hazards involving landscaping and street trees.
- Must be able to perform all the essential functions of the job assignment, with or without reasonable accommodations.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Duties include, but are not limited to, the following:

Under general supervision, the incumbent will:

GROUNDS MAINTENANCE WORKER III (JOB CODE 495)

- Plan, prioritize and review the work of a small crew
- Assign, supervise, and participate in the construction and work for maintenance of parks, recreational facilities, cemetery facilities, and public landscaped areas
- Participate in and supervise the field activities of employees involved in landscape operations including horticulture and pest management, drainage and controlled irrigation systems, lawns, groundcover, shrubs, trees, bedding plants and burial sites at cemetery
- Supervise cemetery workers involved in assisting the public for burial services
- Assist with training staff in proper operation of associated equipment
- ~~Supervise and participate in the installation and maintenance of drainage and automatic irrigation systems, lawns, groundcover, shrubs, trees, and a variety of bedding plants~~
- Coordinate and arrange necessary equipment, materials, and facilities for all work at park facilities and cemeteries
- Monitor projects to ensure schedules are maintained and deadlines are met
- Oversee and inspect completed work to ensure conformance to project specifications and standards, and contract requirements
- Operate and maintain swimming pools, reflecting pools, fountains, and associated circulation/filtration systems
- Maintain and clean public buildings and facilities
- Operate, service, repair, adjust, and maintain a variety of equipment and tools including but not limited to trucks, trailers, tractor/loaders, trenchers, welders, pressure washers, compressors, mowers, edgers, trimmers, hydraulic, pneumatic and gasoline saws, sign machines, paint sprayers, power tools, and specialized turf equipment
- Perform all of the duties of a Grounds Maintenance Worker I and II
- Operate a mobile device/computer such as a smart phone or tablet to read, respond and input data for an automated work order management system
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- ~~—Landscape construction and maintenance methods and procedures including the use of landscape and irrigation equipment, tools, and materials~~
- Federal and State laws, and City policies and procedures relating to cemetery operation and interment
- Cemetery rules and regulations involving interring and disposing of human remains
- Horticulture and pest management
- Environmental and safety practices, procedures, and standards as applied to landscape construction, maintenance, and repair
- Custodial and building maintenance practices
- Proper and safe mechanical and power equipment and tool operation including landscape construction and maintenance equipment
- Masonry work
- Reflecting pool, swimming pool, and fountain maintenance

GROUNDS MAINTENANCE WORKER III (JOB CODE 495)

- Carpentry, painting, cement work, power equipment and tool repair
- Principles and practices of technical and functional supervision and training

Ability to:

- Supervise, train and evaluate staff
- Understand and follow written and oral instructions
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative and harmonious working relationship with those contacted in the course of work, including the ~~general~~ public
- Interact tactfully and courteously with the public to answer policy and procedural questions relating to cemetery operations, interment, and related services
- Remain composed and maintain a professional demeanor while working with grieving families
- Install, maintain and repair irrigation systems from point of connection to controller
- Perform heavy physical labor including the lifting of up to 90 lbs. of static weight
- Bend, stoop, reach, carry, crawl, climb, lift, walk or stand for extended periods of time and ~~lift a minimum of 95 pounds~~ as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Demonstrate initiative and exercise good judgment in the performance of duties
- Use mobile devices to read, respond and input data for an automated work order management system

SUPERVISION RECEIVED

Works under the general direction of the Parks Manager or other supervisor as assigned. Foreman/Forewoman, Landscape Foreman/Forewoman, or other supervisor as assigned. May receive lead direction from Park Foreperson, Park Maintenance Crafts Worker, or other supervisor as assigned staff.

SUPERVISION EXERCISED

Supervises subordinate staff as assigned.

CLASSIFICATION HISTORY

Established 05/2007; Rev. 08/2016; Rev. 02/2025

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: GROUNDS MAINTENANCE WORKER III (JOB CODE 495A)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks & Recreation	Various	Non-Exempt

CLASS SUMMARY

This is a terminal classification. “Terminal” means that no new employees may be hired, rehired and/or promoted into this classification. An employee in this class is primarily responsible for the lead supervision of a small crew of workers and participation in the construction and maintenance of public landscape areas and park facilities. Considerable latitude is given in determining how the work is accomplished. Work is supervised by the Landscape Foreman/Forewoman or Park Foreman/Forewoman and checked by field inspections or a review of field reports.

TYPICAL DUTIES

Duties include, but are not limited to, the following:

Under general supervision:

- Plan, prioritize and review the work of a small crew
- Assign, supervise, and participate in the construction and maintenance of park facilities and public landscape areas
- Participate in and supervise the field activities of employees involved in landscape operations including horticulture and pest management
- Supervise and participate in the installation and maintenance of drainage and automatic irrigation systems, lawns, groundcover, shrubs, trees, and a variety of bedding plants
- Operate and maintain swimming pools, reflecting pools, fountains, and associated circulation/–filtration systems
- Maintain and clean public buildings and facilities
- Operate, service, repair, adjust, and maintain a variety of equipment and tools including but not limited to trucks, trailers, tractor/loaders, trenchers, welders, pressure washers, compressors, mowers, edgers, trimmers, hydraulic, pneumatic and gasoline saws, sign machines, paint sprayers, power tools, and specialized turf equipment
- Perform all of the duties of a Grounds Maintenance Worker I and II
- Operate a mobile device/computer such as a smart phone or tablet to read, respond and input data for an automated work order management system
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or possession of a G.E.D.; and
- Three (3) years of increasingly responsible landscape construction or maintenance work in at least two (2) of the following areas: irrigation, sports courts and athletic fields, aquatic facilities and decks, playground apparatus inspection/maintenance, pathways, lighting and electrical, roofing

Possible Substitutions:

GROUND MAINTENANCE WORKER III (495A)

Experience as a Grounds Maintenance Worker II, Street Maintenance Worker II, Water and Sewer Maintenance Worker II or Building Maintenance Worker with the City of Santa Clara may substitute on a one (1) year for one (1) year basis for the required experience.

LICENSE AND CERTIFICATES

- As a condition of employment in designated positions, possession of a valid California Class A or B Commercial driver's license with applicable endorsements will be required if necessary for the performance of typical job duties
- Possession of California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) in categories B, C, and F is required at the time of application

OTHER REQUIREMENTS

- Incumbents of this classification may be subject to pass a City background investigation, which will include fingerprinting, and drug and/or alcohol testing as mandated by federal regulations
- May be required to work unusual hours in shift assignments, in emergency situations, and to be available on an "on-call" basis as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Landscape construction and maintenance methods and procedures including the use of landscape and irrigation equipment, tools, and materials
- Environmental and safety practices, procedures, and standards as applied to landscape construction, maintenance, and repair
- Custodial and building maintenance practices
- Proper and safe mechanical and power equipment and tool operation including landscape construction and maintenance equipment
- Masonry work
- Reflecting pool, swimming pool, and fountain maintenance
- Carpentry, painting, cement work, power equipment and tool repair
- Principles and practices of technical and functional supervision and training

Ability to:

- Supervise, train and evaluate staff
- Understand and follow written and oral instructions
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative and harmonious working relationship with those contacted in the course of work, including the general public
- Bend, stoop, reach, carry, crawl, climb, walk or stand for extended periods of time and lift a minimum of 50 pounds as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Demonstrate initiative and exercise good judgment in the performance of duties
- Use mobile device to read, respond and input data for an automated work order management system

GROUNDS MAINTENANCE WORKER III (495A)

SUPPLEMENTAL INFORMATION

SUPERVISION EXERCISED

Supervises subordinate staff as assigned.

SUPERVISION RECEIVED

Works under the general direction of Park Foreman/Forewoman, Landscape Foreman/Forewoman, or other supervisor as assigned.

CLASSIFICATION HISTORY

Established 05/2005; Rev. 08/2016; Rev. 02/2025

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: GROUNDS MAINTENANCE WORKER III (JOB CODE 495A)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>Parks & Recreation</u>	<u>Various</u>	<u>Non-Exempt</u>

CLASS SUMMARY Description

This is a terminal classification. “Terminal” means that no new employees may be hired, rehired and/or promoted into this classification. An employee in this class is primarily responsible for the lead supervision of a small crew of workers and participation in the construction and maintenance of public landscape areas and park facilities. Considerable latitude is given in determining how the work is accomplished. Work is supervised by the Landscape Foreman/Forewoman or Park Foreman/Forewoman and checked by field inspections or a review of field reports.

TYPICAL DUTIES

Duties include, but are not limited to, the following:

Under general supervision:

- Plan, prioritize and review the work of a small crew
- Assign, supervise, and participate in the construction and maintenance of park facilities and public landscape areas
- Participate in and supervise the field activities of employees involved in landscape operations including horticulture and pest management
- Supervise and participate in the installation and maintenance of drainage and automatic irrigation systems, lawns, groundcover, shrubs, trees, and a variety of bedding plants
- Operate and maintain swimming pools, reflecting pools, fountains, and associated circulation/–filtration systems
- Maintain and clean public buildings and facilities
- Operate, service, repair, adjust, and maintain a variety of equipment and tools including but not limited to trucks, trailers, tractor/loaders, trenchers, welders, pressure washers, compressors, mowers, edgers, trimmers, hydraulic, pneumatic and gasoline saws, sign machines, paint sprayers, power tools, and specialized turf equipment
- Perform all of the duties of a Grounds Maintenance Worker I and II
- Operate a mobile device/computer such as a smart phone or tablet to read, respond and input data for an automated work order management system
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or possession of a G.E.D.; and
- Three (3) years of increasingly responsible landscape construction or maintenance work in at least two (2) of the following areas: irrigation, sports courts and athletic fields, aquatic facilities and decks, playground apparatus inspection/maintenance, pathways, lighting and electrical, roofing

Possible Substitutions:

GROUND MAINTENANCE WORKER III (495A)

Experience as a Grounds Maintenance Worker II, Street Maintenance Worker II, Water and Sewer Maintenance Worker II or Building Maintenance Worker with the City of Santa Clara may substitute on a one (1) year for one (1) year basis for the required experience.

LICENSE AND CERTIFICATES

- As a condition of employment in designated positions, possession of a valid California Class A or B Commercial driver's license with applicable endorsements will be required if necessary for the performance of typical job duties
- Possession of California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) in categories B, C, and F is required at the time of application

OTHER REQUIREMENTS

- Incumbents of this classification may be subject to pass a City background investigation, which will include fingerprinting, and drug and/or alcohol testing as mandated by federal regulations
- May be required to work unusual hours in shift assignments, in emergency situations, and to be available on an "on-call" basis as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Landscape construction and maintenance methods and procedures including the use of landscape and irrigation equipment, tools, and materials
- Environmental and safety practices, procedures, and standards as applied to landscape construction, maintenance, and repair
- Custodial and building maintenance practices
- Proper and safe mechanical and power equipment and tool operation including landscape construction and maintenance equipment
- Masonry work
- Reflecting pool, swimming pool, and fountain maintenance
- Carpentry, painting, cement work, power equipment and tool repair
- Principles and practices of technical and functional supervision and training

Ability to:

- Supervise, train and evaluate staff
- Understand and follow written and oral instructions
- Communicate effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Establish and maintain a cooperative and harmonious working relationship with those contacted in the course of work, including the general public
- Bend, stoop, reach, carry, crawl, climb, walk or stand for extended periods of time and lift a minimum of 50 pounds as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Demonstrate initiative and exercise good judgment in the performance of duties
- Use mobile device to read, respond and input data for an automated work order management system

GROUNDS MAINTENANCE WORKER III (495A)

SUPPLEMENTAL INFORMATION

SUPERVISION EXERCISED

Supervises subordinate staff as assigned.

SUPERVISION RECEIVED

Works under the general direction of Park Foreman/Forewoman, Landscape Foreman/Forewoman, or other supervisor as assigned.

CLASSIFICATION HISTORY

Established 05/2005; Rev. 08/2016; Rev. 02/2025