

Established:	07/08/08
Resolution:	08-0274
Spec Adopted:	08/08/08
Ratifying Resolution:	CS08-091
Unit Change:	01/01/10
Spec Amended:	01/07/10
Ratifying Resolution:	CS10-003
Title Chanted/Spec Amended:	09/20/12
Ratifying Resolution	CS2012-09-20-403

Spec Amended:To CSC:

CS Status:	Classified
Unit:	SCEA
FLSA Status:	Non-Exempt

Formerly assigned to OE3/Trades &
Maintenance Unit
Formerly titled: Solid Waste and Field
Recycling Specialist

PUBLIC WORKS FIELD SPECIALIST

DEFINITION

Under general supervision, monitors the quality of work performed by the City's street sweeping, solid waste, recycling, and maintenance contractors; investigates and responds to complaints; inspects for compliance with construction and demolition plans, verifies services at solid waste and recycling facilities, and performs other related duties.

CLASS CHARACTERISTICS

The Public Works Field Specialist works in an office setting for part of their time and out in the field performing visual inspections for the majority of their time. The Field Specialist communicates regularly by phone and email and is accessible to office staff, contractor representatives, and the general public whether working in the office or the field. Providing clear and accurate assessments of the conditions observed, developing prioritized work lists for contractors, and communicating clear instructions to laborers are key characteristics of the Field Specialist. Understanding applicable regulations, codes, and contract provisions and gaining compliance in each of these areas is a fundamental requirement of this position.

PRINCIPAL DUTIES (Illustrative Only)

- Inspects the condition of the City's infrastructure, streetscapes, and parks certifying the City's compliance with regulations and maintains required inspection certifications.
- Conducts inspections and evaluates the performance of street sweeping, solid waste and recycling franchised haulers, maintenance contractors; monitors for compliance with contract requirements and City standards.
- Provides recommendations to Management on proposed schedule changes as requested by contractors.
- Responds to and investigates street sweeping, solid waste and recycling complaints including un-permitted haulers as directed by the Solid Waste Manager.
- Investigates illegal dumping on City streets ~~and~~; issues written warning notices and citations to residents, commercial and industrial business owners and managers, and construction and demolition contractors in violation of solid waste and recycling ordinances; coordinates with Code Enforcement on SMC violations; responds to inquiries regarding related City ordinances.
- Obtains photographic evidence, documents contractor performance, and prepares reports pertaining to solid waste and recycling franchise agreements and maintenance contracts.
- Prepares and routes work orders to contractors as directed.
- Coordinates additional work, such as repairs, and recommends additional work needed
- May perform incidental maintenance or repairs as needed.
- Inspects and monitors green waste, recycling, and household waste for cross contamination.
- Coordinates solid waste cleanup efforts, maintenance requests and special events with other City departments.

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- Responds to public inquiries and provides information regarding the City's street sweeping, solid waste, recycling, and maintenance contract services.
- Performs regular inspections of contractors' vehicles and equipment as needed to ensure proper operation as required by the franchise agreements and maintenance contracts.
- Works to monitor the construction and demolition project for compliance with trash and recycling mandates.
- Administers bin enclosures review and approval process, works with Code Enforcement on bin enclosure issues, does plan checking for compliance with SMC building requirements, drafts bin enclosures correspondence for Public Works Director's signature.
- Working with the street sweeping contractor, oversees tree maintenance and clearance for street sweeping.
- Works with Public Works staff to monitor recycling compliance at City facilities.
- Conducts customer complaint investigations and documents problems.
- Verifies current activities and compliance status of solid waste facilities providing service in the Stockton area.

MINIMUM QUALIFICATIONS

Education/Experience:

Possession of a high school diploma or GED and three (3) years of general maintenance, building, or regulatory inspection experience. An Associate's Degree from an accredited college or university with major coursework in environmental science, industrial technology or closely related field is desirable.

Other Requirements:

- Must possess and maintain a valid California Class "C" Driver License;
- Must possess strength and stamina to lift and carry equipment weighing up to 50 pounds and agility to perform job duties from ladders;
- Must be willing to work outside in adverse weather conditions;
- Must be willing to respond to after-hours calls for service; and
- Specified positions may require additional certifications to perform inspections which certify the City's compliance with regulations.

Knowledge of:

- Street sweeping, solid waste and recycling franchise agreements and infrastructure, streetscape and park maintenance;
- Regulations governing solid waste, municipal street sweeping and solid waste and recycling collection activities, performance of maintenance on and inspection of infrastructure, streetscapes and parks;
- Procedures for investigating solid waste, recycling, street sweeping, infrastructure, streetscape and park complaints;

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- Inspection records, reports, and documentation;
- Maintenance Management Systems (MMS);
- Irrigation systems and central controls;
- Monitoring solid waste and recycling franchise agreements, maintenance contracts for performance and schedule compliance;
- Effective customer service skills; and
- Safe work methods and safety practices pertaining to the work.

Skill in:

- Monitoring the performance of the City's street sweeping, and solid waste and recycling franchise agreements, and maintenance contractors;
- Investigating solid waste and recycling, street sweeping, and maintenance contract inquiries and complaints by the public;
- Obtaining photographic evidence and preparing investigative reports;
- Tracking performance measures;
- Reading and interpreting plans and specifications;
- Performing minor maintenance and repairs which may require use of power and hand tools;
- Establishing and maintaining cooperative working relationships with other staff, contractors, other municipal departments and the general public; and
- Basic computer operations - word processing, excel spreadsheet, use of electronic email, etc.

Physical/Mental Requirements:

- Mobility - Frequent sitting and walking; occasional bending, squatting, climbing, kneeling, crawling, and twisting, pushing and pulling;
- Lifting/Carrying – Occasional carrying and lifting up to 50 lbs.;
- Vision – Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading and/or working in low-light conditions;
- Dexterity – Frequent typing; occasional grasping, holding, reaching, pushing, and pulling;
- Hearing/Talking – Frequent hearing and talking in person or over the telephone; ability to detect specific noises. May be required to wear hearing protection; may work in noisy conditions;
- Emotional/Psychological - Frequent coworker contact; may work independently or in group settings; must have the ability to comprehend, organize, communicate, and use independent judgement;
- Environmental Conditions – Frequent exposure to loud noise, chemicals, fumes, and other environmental substances;
- Working Conditions – Must be willing to work outdoors in all weather and topographic conditions and exposure to hazardous materials and bio-hazards, walking on uneven ground; working around equipment and machinery; wearing self-contained breathing equipment; working from heights, underground, in confined spaces, and in heavy traffic; and
- Special Requirements – Occasional weekends, holidays, overtime work as required, and work after-hours in response to emergency service call situations.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

Original signed by

ROSEMARY RIVASTERESIA HAASE
DIRECTOR OF HUMAN RESOURCES

DATE: September 6, 2012