AGENDA
JULY 15, 2025

NOTICE AND CALL OF SPECIAL MEETING
CITY COUNCIL
CITY OF YUBA CITY

5:15 P.M. SPECIAL MEETING
COUNCIL CHAMBERS/VIRTUAL

MAYOR	• Dave Shaw
VICE MAYOR	• Marc Boomgaarden
COUNCILMEMBER	• Toni Cole
COUNCILMEMBER	• Michael Pasquale
COUNCILMEMBER	• Wade Kirchner
CITY MANAGER	• Robert Bendorf
CITY ATTORNEY	• Shannon L. Chaffin

1201 Civic Center Blvd
Yuba City CA 95993

Wheelchair Accessible

AGENDA

*The City has adopted a Reasonable Accommodations Policy that provides a procedure for receiving and resolving requests for accommodation to participate in this meeting. Please visit yubacity.net ADA & Accessibility Resources page. If you need assistance in order to attend the City Council meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the City Council, the City is happy to help. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation; 72 hours in advance is suggested. Please contact City offices at (530) 822-4817 or **(TTY: 530-822-4732)**, so such aids or services can be arranged. Requests may also be made by email at cityclerk@yubacity.net or citymanager@yubacity.net or mail City Clerk, 1201 Civic Center Blvd, Yuba City, CA 95993.*

NOTICE AND CALL OF SPECIAL MEETING
CITY COUNCIL - CITY OF YUBA CITY
JULY 15, 2025

5:15 P.M. SPECIAL MEETING
COUNCIL CHAMBERS/VIRTUAL

PLEASE TAKE NOTICE, that pursuant to California Government Code Section 54956, Mayor Dave Shaw has called a Special Meeting of the City Council as set forth in this Agenda.

Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's office at 1201 Civic Center Blvd., Yuba City, during normal business hours. Such documents are also available on the City of Yuba City's website at www.yubacity.net, subject to staff's availability to post the documents before the meeting.

The Council Chambers will be open for public attendance and participation. The meeting will also be live-streamed for public viewing, but not participation, at the following link: https://yubacity-net.zoom.us/webinar/register/WN_1Aon2XZtSu6BDXjtEUvFKA. Emailed comments sent to cityclerk@yubacity.net at least 24 hours before the meeting will be distributed to the City Council prior to the meeting. Please identify the Agenda item(s) addressed by the comments.

Public Comment:
Any member of the public wishing to address the City Council on any item listed on the closed session agenda will have an opportunity to present public comment to the City Council in the Council Chamber prior to the City Council convening into closed session. Comments from the public will be limited to three minutes. No member of the public will be allowed to be present once the City Council convenes into closed session.

Special Meeting

Call to Order

Roll Call

__ Mayor Shaw
__ Vice Mayor Boomgaarden
__ Councilmember Kirchner
__ Councilmember Pasquale
__ Councilmember Cole

Closed Session

A. Liability Claim:
Claimant: Christina Atondo, Claim No. 25-19
Agency claimed against: City of Yuba City

Business

1 Creation of Development Services, Public Works, and Utilities Departments

Recommendation: Adopt a Resolution:

A. Creating a Development Services Department, Public Works Department, and Utilities Department;
B. Amending the Authorized Positions and Salary Schedule;
C. Approving new job descriptions and title changes; and
D. Authorizing the Director of Finance to amend the budget to implement the changes

Ceremonial Presentations

2 Introduction of new Development Services, Public Works, and Utilities Directors

Adjournment

CITY OF YUBA CITY
STAFF REPORT

Date: July 15, 2025
To: Honorable Mayor & Members of the City Council;
From: Human Resources Department
Presentation By: Robert Bendorf, City Manager

Summary

Subject: Creation of Development Services, Public Works, and Utilities Departments

Recommendation: Adopt a Resolution:

A. Creating a Development Services Department, Public Works Department, and Utilities Department;
B. Amending the Authorized Positions and Salary Schedule;
C. Approving new job descriptions and title changes; and
D. Authorizing the Director of Finance to amend the budget to implement the changes

Fiscal Impact: There is no additional cost resulting from these recommended actions. Sufficient funds have been included in the adopted budget for FY2025/26

Purpose:

To provide focused leadership for the City in the areas of Development Services, Public Works, and Utilities.

Council's Strategic Goal:

The recommended actions will address the Council's Strategic Goal of Fiscal Responsibility. The creation of three separate departments will flatten the existing organizational structure thereby operating our City government in a fiscally responsible and responsive manner.

Background:

In early June, the Director of Development Services and Public Works resigned. The Development Services and Public Works Department is the largest department in the City with 125 employees.

The department provides a wide array of services ranging from City planning, building permitting, inspections, code compliance; engineering, construction and maintenance for the City's infrastructure including streets, water, sewer and storm drainage systems; internal services such as fleet and facilities maintenance; operating and maintaining the City's water delivery system; providing safe drinking water; maintaining adequate storage to meet the water needs of the citizens of Yuba City; maintaining over 220 miles of sewer main across the City; and treating residential, commercial, and industrial

wastewater.

Analysis:

Before deciding whether to conduct a recruitment to replace the former Director of Development Services and Public Works, City staff carefully analyzed and considered multiple options. Ultimately it was decided that a recommendation for three individual departments – a Development Services Department, Public Works Department, and Utilities Department – would best meet the needs of the organization, our employees, and the citizens we serve, presently and into the future.

This recommended action would require the creation of a new Director of Development Services position and job description. The Development Services Department would be responsible for planning, building inspection, code enforcement and housing. The new Director position would continue to receive administrative support from a .4 full-time equivalent (FTE) Administrative Assistant.

The recommended new Public Works Director would also serve as the City Engineer. The Public Works Department would provide direction and oversight for engineering, the City's capital improvement program, street maintenance, facilities maintenance, and fleet maintenance. The Director would receive administrative support from a .6 FTE Administrative Assistant (shared with Development Services) and a new Administrative Analyst I/II position that was included in the adopted budget for FY2025/26.

The recommended new Utilities Department would be responsible for the water treatment plant, wastewater treatment facility, laboratory services, environmental compliance, wastewater collections, and water distribution. The department would be overseen by a new Director of Utilities. The approach of making Utilities its own department is a bit unconventional as most (not all) cities have this operation under Public Works. City staff is recommending something different with the primary reason being a much-needed focus on the infrastructure of the treatment plants, and the strong recommendation that the plants are the most "service critical" of the three areas (development services, public works, and utilities) as a reduction or failure in services would be catastrophic.

It is recommended that the salary for all three new department head positions be set at the same level, $155,912 to $189,512 annually. For Director of Development Services, this salary recommendation is approximately 10% below the average salaries in comparable cities, and 15% above the current salary for Deputy PW Director-Development Services. For Director of Public Works, the recommended salary is 15% above the current salary for Deputy PW Director-Engineering. The recommended salary for Director of Utilities was set using internal comparisons.

Fiscal Impact:

There is no additional cost resulting from these recommended actions. Sufficient funds have been included in the adopted budget for FY2025/26.

Alternatives:

1. Do not approve the creation of a Development Services Department, Public Works Department and Utilities Department.

2. Provide further direction to staff.

Recommendation:
Adopt a Resolution:
A. Creating a Development Services Department, Public Works Department, and Utilities Department;

B. Amending the Authorized Positions and Salary Schedule;
C. Approving new job descriptions and title changes; and
D. Authorizing the Director of Finance to amend the budget to implement the changes.

Attachments:
1. Attach 1 - Resolution
2. Attach 2 - Org Charts
3. Attach 3 - Class Specs

Prepared By:
Gina Rowland
Interim Human Resources Director

Submitted By:
Robert Bendorf
Interim City Manager

ATTACHMENT 1

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY AUTHORIZING THE CREATION OF THE DEVELOPMENT SERVICES DEPARTMENT, THE PUBLIC WORKS DEPARTMENT, AND THE UTILITIES DEPARTMENT, AMENDING THE AUTHORIZED POSITIONS AND SALARY SCHEDULE, APPROVING NEW JOB DESCRIPTIONS AND TITLE CHANGES, AND AUTHORIZING THE DIRECTOR OF FINANCE TO AMEND THE BUDGET TO IMPLEMENT THE CHANGES

WHEREAS, there is a vacancy in the Public Works and Development Services Director position due to the resignation of the incumbent; and

WHEREAS, City staff has analyzed and considered multiple options for the delivery of Development Services, Public Works and Utilities services to best meet the needs of the residents and employees presently and into the future; and

WHEREAS, in light of the City's existing structural budget deficit, the creation of three separate departments would achieve cost savings and flatten the existing organizational structure.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF YUBA CITY AS FOLLOWS:

SECTION I.

The Public Works and Development Services Department is restructured into the Development Services Department, the Public Works Department, and the Utilities Department, which are hereby created. References in the Municipal Code to "Public Works Director" shall henceforth refer to the Director of either the Department of Public Works, Development Services, or Utilities according to their supervisory duties based on the City's organizational charts and/or job descriptions.

SECTION II.

a. Amend the Authorized Positions to delete Public Works & Development Services Director from the following budget units:

FTE	Budget Unit
.5	1905, Public Works Administration
.25	7120, Water Treatment Plant
.25	8120, Wastewater Treatment Plant

b. Delete 1.0 FTE Deputy Director of Development Services from Budget Unit 1910, Planning.
c. Add 1.0 FTE Utilities Maintenance Superintendent to the following Budget Units:

FTE	Budget Unit
.34	3130, Street Maintenance
.08	3150, Electrical Maintenance
.29	7110, Water Distribution

.29	8110, Wastewater Collection

d. Add 1.0 FTE Director of Development Services to Budget Unit 1910, Planning.
e. Add 1.0 FTE Director of Public Works to Budget Unit 1905, Public Works Administration.
f. Add .5 FTE Director of Utilities to Budget Unit 7120, Water Treatment Plant.
g. Add .5 FTE Director of Utilities to Budget Unit 8120, Wastewater Treatment Plant.

SECTION III.

Amend the Salary Schedule to reflect the organizational changes.

a. Delete Public Works & Development Services Director.
b. Delete Deputy Director of Development Services.
c. Change the title from Public Works Administrative Manager to Utilities Administrative Manager.
d. Change the title from Public Works Maintenance Superintendent to Utilities Maintenance Superintendent.
e. Change the title from Deputy PW Director-Utilities to Deputy Director-Utilities.
f. Add Director of Development Services:

	1	2	3	4	5
JCN	12,993	--	--	--	15,793
TBD	74.96	--	--	--	91.11

g. Add Director of Public Works:

	1	2	3	4	5
JCN	12,993	--	--	--	15,793
TBD	74.96	--	--	--	91.11

h. Add Director of Utilities:

	1	2	3	4	5
JCN	12,993	--	--	--	15,793
TBD	74.96	--	--	--	91.11

SECTION IV.

Approve new job descriptions for Director of Development Services, Director of Public Works, Director of Utilities, and Deputy Director of Utilities.

SECTION V.

The changes set forth herein shall be effective retroactive to July 12, 2025. The Director of Finance is hereby authorized to make the necessary salary schedule, salary appropriation and budget modifications to implement the provisions of this resolution.

The foregoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 15th day of July 2025.

AYES:

NOES:

ABSENT:

_____
Dave Shaw, Mayor

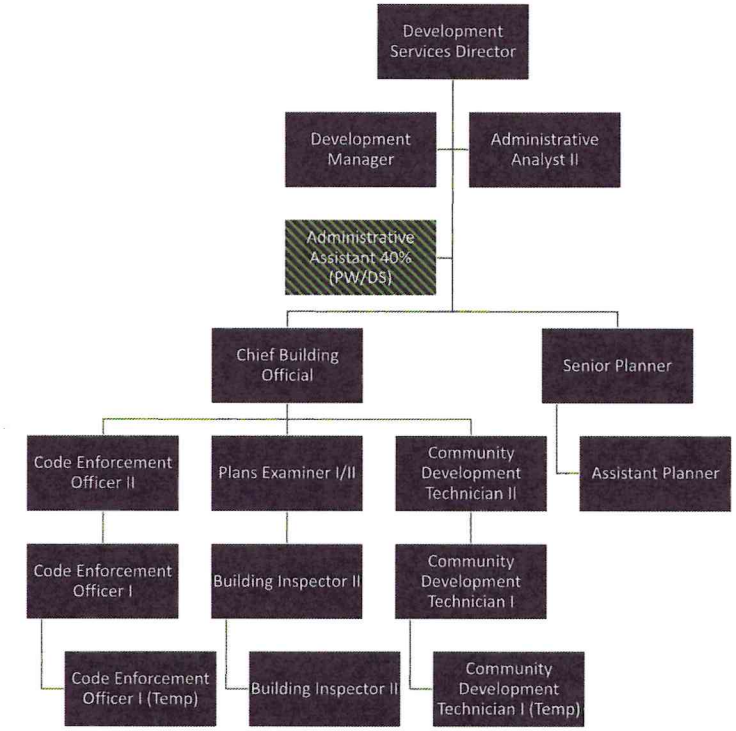
ATTEST:

_____
Ciara Wakefield, Deputy City Clerk

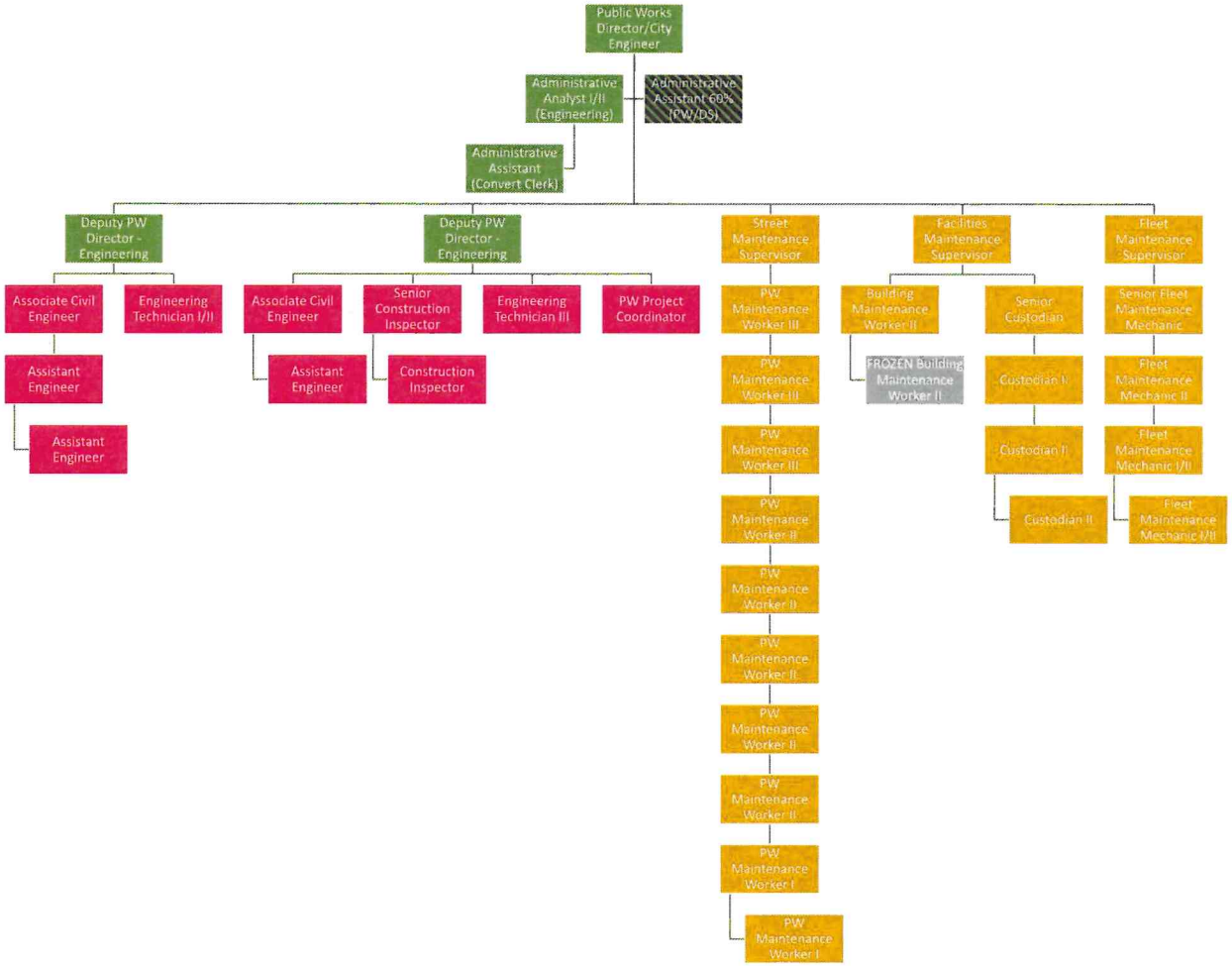
_____
Shannon L. Chaffin
City Attorney

ATTACHMENT 2

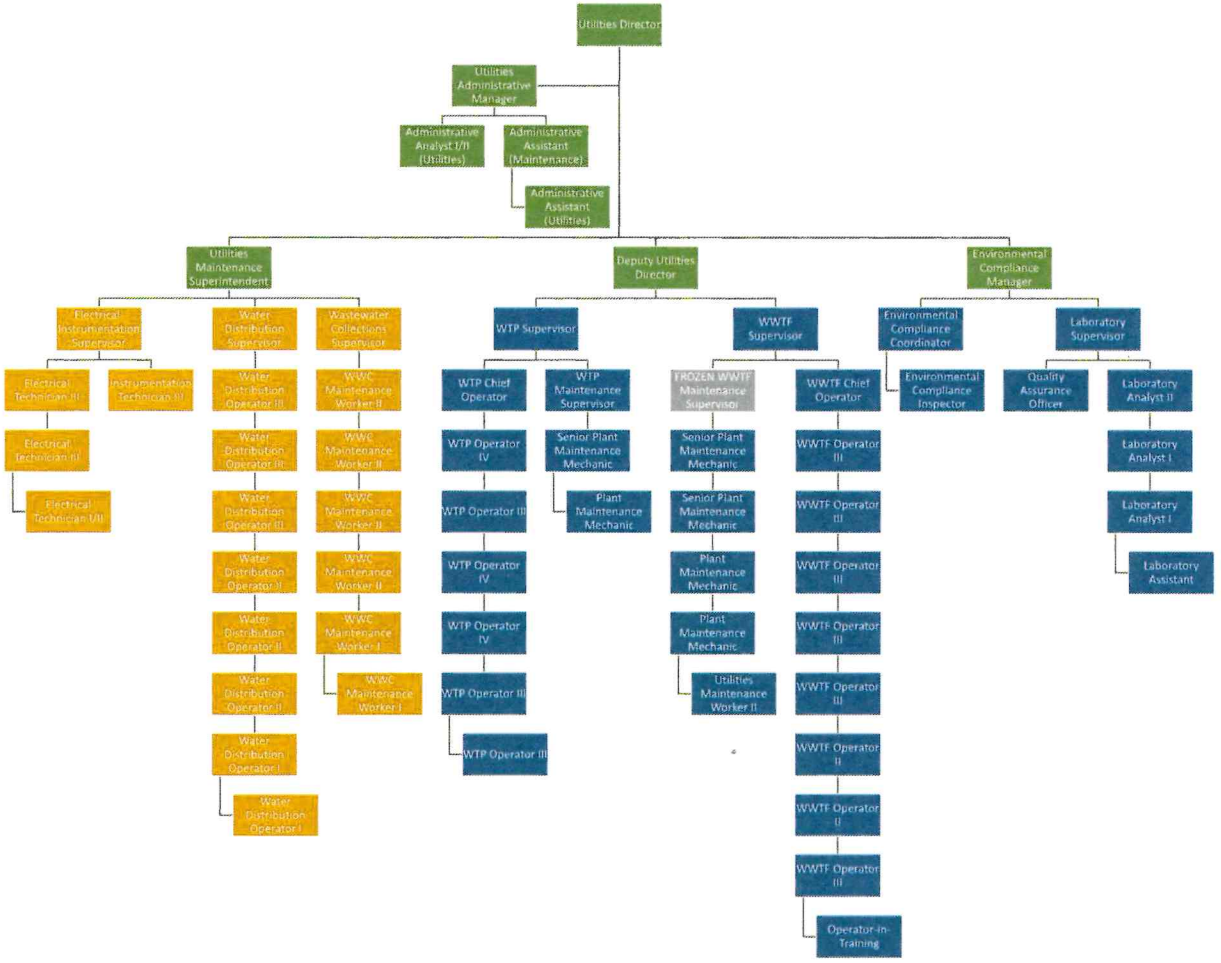
FY 25/26 Development Services Department



FY 25/26 Public Works Department



FY 25/26 Utilities Department



ATTACHMENT 3

July 2025
FLSA: Exempt

DIRECTOR OF DEVELOPMENT SERVICES

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Development Services Department including planning, building inspection, code enforcement, and housing; formulates departmental goals, objectives, policies and procedures, work standards, and internal controls; coordinates assigned activities with other City departments, elected officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is an "at will" department director classification that serves at the pleasure of the City Manager. The incumbent oversees, directs, and participates in all activities of the Development Services Department, including short- and long-term planning as well as development and administration of department policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals, and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for Development Services, including current, long-range, and environmental planning, historic preservation, building and safety, building plan check, permitting, and code compliance.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, priorities, procedures, and work standards for the Development Services Department; establishes, within City policy, appropriate service and staffing levels.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and

performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; oversees change management and implementation.
- Manages, develops and administers the Development Services annual budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Administers the City's zoning, subdivision and other land use ordinances and policies; prepares recommendations for revisions of such ordinances to conform to community characteristics and needs.
- Reviews and prepares recommendations on commercial, industrial and residential developments and projects; analyzes plans for major development projects and engineering plans for compliance with City's goals and policies, regulations and standards, and General Plan; reviews plans and studies that affect the City and projects within surrounding jurisdictions or those proposed by other regional agencies.
- Meets with developers, engineers, property owners, contractors, and other agencies to discuss potential project proposals, pre-applications, feasibility analysis, currently submitted proposals, and/or status of development projects.
- Manages or directs the management and implementation of routine to large and complex development projects; coordinates the preparation of environmental assessments and impact reports; makes recommendations on the impacts and mitigation measures for major development projects.
- Designs, prepares and recommends, administers, and revises codes and ordinances related to the General Plan, land use, subdivisions, and other development services matters; monitors overall growth and development relative to the General Plan.
- Develops and manages requests for proposals for professional and/or contracted services; reviews and approves or prepares contract specifications and scopes of work; evaluates proposals and recommends award; negotiates contracts; establishes schedule and performance criteria; administers contracts, supervises the work of consultants, and ensures compliance with specifications and City service quality and regulatory requirements; negotiates claims and disputes with contractors and consultants; approves invoices within signature authority.
- Conducts a variety of organizational and operational studies and investigations; recommends and implements modifications to programs, policies, and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects; makes presentations to the City Council, Planning Commission, and a wide variety of committees, boards, and commissions.
- Attends and participates in meetings and represents the City to elected officials, state, federal, and regional agencies, regulatory agencies, businesses, professional groups, and in meetings with the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of development services.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in planning, public administration, business administration, or a related field and six (6) years of progressively responsible experience in regional planning or community development, including at least three (3) years of management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership and conflict resolution.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget and contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of development services program development, implementation, and management in a municipal setting.
- California Environmental Quality Act (CEQA) requirements; California Subdivision Map Act requirements.
- Principles and practices of building safety and code compliance.
- Theory, principles, and content of General Plan, specific plans and land use regulations.
- Principles and practices of urban planning, growth management, and housing programs.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop, recommend, interpret and apply the City's General Plan, Zoning Ordinance and other related regulations; design, prepare and recommend appropriate codes and ordinances relating to the General Plan, specific plans, land use, subdivisions, and other development matters.
- Select and supervise staff, provide training and development opportunities, ensure work is performed

effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Development Services Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Develop plans, schedules, specifications and cost estimates for assigned projects; read and interpret design/technical specifications and drawings.
- Respond to and investigate inquiries and complaints and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of department goals and objectives.
- Conduct research, analyze and interpret data, draw conclusions, and summarize and present information, reports, and data in an effective manner.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Direct the preparation of and/or prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the mobility to stand and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

July 2025
FLSA: Exempt

DIRECTOR OF PUBLIC WORKS

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Public Works Department including engineering, capital improvement program (CIP), public works maintenance, facilities maintenance, and fleet maintenance and management; formulates departmental goals, objectives, policies and procedures, work standards, and internal controls; acts as the City Engineer; coordinates assigned activities with other City departments, elected officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is an "at will" department director classification that serves at the pleasure of the City Manager. The incumbent oversees, directs, and participates in all activities of the Public Works Department, including short- and long-term planning as well as development and administration of department policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals, and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for Public Works Department functions, programs, projects, and activities.
- Acts as the City Engineer.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Public Works Department; establishes, within City policy, appropriate budget, service, and staffing levels.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; oversees change management and implementation.
- Manages the development and administration of department and CIP budgets; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Plans, develops, and manages the City's capital improvement program (CIP) and/or infrastructure programs and projects, including directing the preparation of studies and reports, technical memoranda, plans, specifications, and cost estimates; develops recommendations regarding CIP project prioritization; reviews and approves engineering designs, project strategy, and implementation.
- Plans, organizes, coordinates and implements a variety of maintenance and special projects for the City; reviews plans for effectiveness and compliance; coordinates with other City departments, divisions, and/or other agencies to establish project goals, objectives, and specifications.
- Oversees the development and management of requests for proposals for professional and/or contracted services; reviews and approves or prepares contract specifications and scopes of work; evaluates proposals and recommends award; negotiates contracts; establishes schedule and performance criteria; administers contracts, supervises the work of consultants, and ensures compliance with specifications and City service quality and regulatory requirements; negotiates claims and disputes with contractors and consultants; approves invoices within signature authority.
- Conducts a variety of organizational and operational studies and investigations; recommends and implements modifications to programs, policies, and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects; makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in meetings and represents the City to elected officials, state, federal, and regional agencies, regulatory agencies, businesses, professional groups, and in meetings with the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Stays abreast of new trends and innovations in the field of public works services.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in engineering, public administration, business administration, or a related field and six (6) years of progressively responsible experience in municipal public works or civil engineering, including at least three (3) years of management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.
- Possession of a current and valid certificate of registration as a Professional Engineer in the State of California.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership and conflict resolution.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget and contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, services, and activities of comprehensive municipal public works and utilities programs.
- Principles and practices of engineering planning, design, and construction as applied to public works projects, utility systems, and/or private development projects.
- Advanced principles and practices of engineering, capital project development and management, construction and project management.
- Standard and accepted methods, materials, tools, and equipment utilized in the repair and construction of streets, curbs, and gutters; standard and accepted methods, materials, tools, and equipment utilized in the repair, installation, and construction of water, sewer and storm drainage lines, mains, and pumps.
- Basic fleet maintenance and mechanical techniques, equipment, and services.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Public Works Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to and investigate inquiries and complaints and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of department goals and objectives.
- Conduct research, analyze and interpret data, draw conclusions, and summarize and present information, reports, and data in an effective manner.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Direct the preparation of and/or prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the mobility to stand and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

July 2025
FLSA: Exempt

DIRECTOR OF UTILITIES

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Utilities Department including the water treatment plant, wastewater treatment facility, laboratory services, environmental compliance, electrical and instrumentation maintenance, wastewater collections, and water distribution; coordinates assigned activities with other City departments, elected officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is an "at will" department director classification that serves at the pleasure of the City Manager. The incumbent oversees, directs, and participates in major activities and programs of the Utilities Department, including short- and long-term planning, as well as development and administration of department policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the Department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the Department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals, and objectives within general policy guidelines.

TYPICAL JOB FUNCTIONS

The following list of job functions is descriptive of general duties and non-inclusive. Management reserves the right to add, modify, change, or rescind the work assignments and conditions of different positions.

- Oversees and directs Utilities Department functions, programs, projects, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Utilities Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Develops and directs the preparation and administration of the annual department budget; determines appropriate service fees; directs the forecast of additional funds needed for staffing, equipment,

materials, and supplies; researches and directs applications for grant funding; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the City Manager; directs the implementation of improvements.
- Selects, trains, motivates, directs, and evaluates department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Consults with the City's Engineering Division and assesses and plans for future operations and maintenance needs related to the water and wastewater systems; evaluates projects for consistency with the Water and Wastewater Master Plans.
- Manages the development, review, and submission of water resources, water quality, operations, and environmental/regulatory compliance reports and plans; represents the City to federal, state, and local agencies on regulatory compliance and reporting requirements.
- Plans, organizes, and coordinates water resources planning and analysis activities, including monitoring, coordinating, and projecting water rights needs.
- Oversees and directs water-quality planning, permitting, and regulatory compliance programs, including laboratory services and environmental compliance related to the treatment, quality, and distribution of water, collection and treatment of wastewater, and treatment plant process control efficiencies.
- Directs the preparation of utility rate generation documentation and supporting information; participates and provides leadership to public outreach groups and committees.
- Attends meetings and represents the Department to other City departments, elected officials, state, federal, and regional agencies, regulatory agencies, businesses, and in meetings with the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Develops and manages procurement of materials and supplies, technical services, and professional services; prepare specifications, Requests for Proposals, and scopes of work; evaluates proposals and recommends award; negotiates contracts; ensures purchase orders and contracts have the appropriate documentation, insurance, and signatures prior to the start of work; complies with City Purchasing Policies & Procedures, Municipal Code, and California Public Contract Code.
- Administers contracts and supervises the work of vendors, consultants, and contractors; ensures compliance with specifications and City service quality and regulatory requirements; establishes schedule and performance criteria; negotiates claims and disputes with contractors and consultants; monitors project and grant budgets; approves invoices within signature authority.
- Conducts a variety of organizational and operational studies and investigations; recommends and implements modifications to programs, policies, and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager; makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of water treatment and distribution, wastewater collection and treatment, electrical and instrumentation maintenance, environmental compliance, and laboratory services.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Stays abreast of new, proposed, and potential regulatory requirements and understands potential impacts to the City; ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in engineering, environmental science, chemistry, microbiology, public administration, business administration, or a related field.

Experience:

Six (6) years of increasingly responsible experience in the operation, design, construction, and maintenance of wastewater and/or water treatment facilities, including at least three (3) years of management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Possession of a Grade V Water Treatment Operator Certificate and/or Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board (SWRCB) is desired but not required.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of department.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership and conflict resolution.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Operational characteristics, services, and activities of utilities program areas including maintenance and operation of surface water treatment, water supply and monitoring wells, wastewater treatment, lift stations, storm pump stations, laboratory services, and pretreatment programs.
- Engineering principles and practices as applied to water and wastewater operations, including planning, design, construction, operation, and maintenance.
- Current methods, terminology, equipment, tools, and materials utilized in the operation, maintenance, and repair of water treatment systems, wastewater treatment systems, and related structures.
- Principles and practices of water resources engineering or planning.
- Principles, practices, techniques, equipment, and materials required for laboratory analyses related to the treatment, quality, and distribution of water, treatment of wastewater, and plant efficiencies.
- Methods for tracking and monitoring historical operational parameters to identify trends, plan performance, efficiency, and compliance with all regulations.
- Principles and practices of project management.
- Principles and practices of budget and contract preparation and management.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best

practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Principles and procedures of recordkeeping, technical report writing, and preparation of correspondence.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner; oversee and participate in the management of multiple work groups at multiple work sites.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Utilities Department.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques; keep abreast of new products and changing technology relevant to this position.
- Respond to and investigate inquiries and complaints and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of division and department goals and objectives.
- Conduct research, analyze and interpret data, draw conclusions, and summarize and present information, reports, and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the Department and City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer

keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the mobility to stand and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work varying work schedules, weekends, evenings, and holidays, and may be called back to work, as required to accommodate the City's needs. Managerial and supervisory employees are expected to be reasonably responsive during off-hours to provide support for their areas of assignment.

DISASTER SERVICE WORKER

All Yuba City employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3102; Labor Code Section 3211.92(b)). Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.

ACCOMMODATIONS

The City will make reasonable accommodations so that qualified employees can perform the essential functions of the job in accordance with the Americans with Disabilities Act of 1990 and other relevant legislation and regulations.

July 2025
FLSA: Exempt

DEPUTY DIRECTOR – UTILITIES

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for the Utilities Branch of the Public Works Department; coordinates assigned activities with other divisions, departments, and outside agencies; fosters cooperative working relationships among department branches and/or divisions and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director – Public Works and Development Services. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a Deputy Director classification in the Public Works Department. The incumbent oversees, directs, and participates in major activities and programs of the Utilities Branch, including water and wastewater treatment, environmental compliance, and laboratory, and is responsible for providing professional-level support to the Director – Public Works and Development Services in a variety of areas. Incumbents participate in short- and long-term planning, development, and administration of branch policies, procedures, and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating branch work with that of other divisions, departments, and public and private agencies. Responsibilities include performing and directing assigned branch's day-to-day functions. This class is distinguished from the Director – Public Works and Development Services in that the latter has overall management responsibility for all public works and development services programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for Utilities Branch functions, programs, projects, and activities.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned branch; recommends, within departmental policy, appropriate service and staffing levels; administers policies and procedures.
- Assists in managing and participates in the development and administration of the annual branch operating and capital improvement program budgets; monitors water and wastewater enterprise funds; recommends utility rates and fees; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; researches and applies for grant funding; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director and implements upon approval.
- Consults with the City's Engineering Branch and makes recommendations on future operations and maintenance needs related to the water and wastewater treatment plants and related facilities; evaluates projects for consistency with the Water and Wastewater Master Plans; participates in plan development and implementation.
- Manages the development, review, and submission of water resources, water quality, operations, and environmental/regulatory compliance reports and plans; represents the City to federal, state, and local agencies on regulatory compliance and reporting requirements.
- Manages water resources planning and analysis activities, including monitoring, coordinating, and projecting water right needs and recommending water restrictions, emergency response, and/or water conservation actions based on water supply and Urban Water Management Plan.
- Manages water quality planning, permitting, and regulatory compliance programs, including laboratory services and environmental compliance related to the treatment, quality, and distribution of water, collection and treatment of wastewater, and treatment plant process control efficiencies.
- Assists in the administration of the citywide industrial safety program by monitoring assigned facilities, infrastructure, and written programs for compliance.
- Attends meetings and represents the department to other City departments, elected officials, state, federal, and regional agencies, regulatory agencies, businesses, and in meetings with the public; explains and interprets branch programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Develops and manages procurement for materials, supplies, and professional and/or contracted services; prepares requests for proposals, specifications, and scopes of work; evaluates proposals and recommends award; negotiates contracts and establishes schedule and performance criteria; ensures compliance with insurance and documentation requirements, signature approvals, City purchasing policies and procedures and Municipal Code, and State public contracting codes.
- Administers contracts, supervises the work of consultants/contractors/vendors, and ensures compliance with specifications and City service quality and regulatory requirements; negotiates claims and disputes; monitors project and grant budgets; approves invoices within signature authority.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director – Public Works and Development Services; makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water treatment, wastewater treatment, environmental compliance, and laboratory services.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as the acting Director – Public Works and Development Services in the Director's absence.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to a bachelor's degree from an accredited college or university with major coursework in engineering, environmental science, chemistry, microbiology, public administration, business administration, or a related field.

Experience:
Eight (8) years of increasingly responsible experience in the operation, design, construction, and maintenance of wastewater and/or water utility systems, including two (2) years of management or supervisory responsibility.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of construction, operation, maintenance, and repair of water and wastewater infrastructure.
- Principles and practices of water resources engineering or planning.
- Principles, practices, techniques, equipment, and materials required for laboratory analyses related to the treatment, quality, and distribution of water, collection and treatment of wastewater, and plant efficiencies.
- Principles and practices of project management.
- Principles and practices of budget and contract preparation and management.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Utilities Branch.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to and investigate inquiries and complaints and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of branch and department goals and objectives.
- Conduct research, analyze and interpret data, draw conclusions, and summarize and present information, reports, and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the branch and City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the mobility to stand and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances

and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Appointment of Yuba City's new Department Directors

Phil Marler
Director of
Utilities

Josh Wolffe
Director of
Public Works

Doug Libby
Director of
Development Services