

FISCAL CLERK I
FISCAL CLERK II (Non-Confidential)

DEFINITION

To perform a variety of financial and accounting clerical duties; to maintain related financial records; and to provide administrative support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Fiscal Clerk I - This is the entry level class in the Fiscal Clerk series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Fiscal Clerk I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Fiscal Clerk II - This is the journey level class in the Fiscal Clerk series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Fiscal Clerk I

Receives immediate supervision from a Finance supervisor; and may receive technical and functional supervision from Accounting Technician.

Fiscal Clerk II

Receives general supervision from a Finance supervisor; and may receive technical and functional supervision from Accounting Technician.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform financial, accounting or statistical office support duties in a centralized accounting setting, including accounts payable, accounts receivable, payroll and purchasing functions.

Maintain the necessary accounting records to support processed transactions related to area of assignment.

Receive checks by mail and cash over the counter; process and balance accordingly.

Make mathematical calculations.

Record or post information, data and figures; code and enter invoices; verify entries to ensure accuracy.

Process invoices, create purchase orders, cut checks, execute electronic payments and provide information to vendors regarding such.

Issue receipts and balance accounts.

Maintain a variety of manual and automated records.

Assist in the preparation of technical reports and documentation related to area of assignment; compile and prepare routine reports.

Respond to questions from the general public and City staff regarding area of assignment.

Perform a variety of general administrative office support duties such as typing, proofreading, filing, and answering the telephone.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Fiscal Clerk I

Knowledge of:

Basic principles and practices of financial recordkeeping and bookkeeping.

Basic mathematics.

English usage, spelling, grammar, and punctuation.

Modern office practices and procedures

Computer equipment and software applications related to assignment.

Ability to:

Prepare, maintain, and reconcile various financial and accounting records.

Understand, interpret, apply and explain department policies, procedures and rules; learn organization, procedures and operations of the City as necessary to assume assigned responsibilities; explain, observe, identify and problem solve office operations and procedures for the public and with staff.

On a continuous basis, sit at a desk and/or stand at a counter for long periods of time; intermittently twist and reach office equipment; use telephone; write and use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn basic accounting principles and practices.

Make mathematical calculations with speed and accuracy.

Verify and check files and data.

Maintain neat and accurate files and records.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

One year of financial or accounting clerical experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Fiscal Clerk II

In addition to the qualifications for the Fiscal Clerk I:

Knowledge of:

Principles and practices of basic accounting.

Techniques and practices of technical report writing.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform detailed accounting clerical work with speed and accuracy.

Research and resolve discrepancies.

Work independently and prioritize work projects.

Experience and Training

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

Experience:

Two years of responsible experience similar to Fiscal Clerk I with the City of San Pablo.

Training:

Equivalent to the completion of the twelfth grade.

REVISED: JUNE 2003; MARCH 2019

FLSA: NON-EXEMPT

**MAINTENANCE WORKER I
MAINTENANCE WORKER II**

DEFINITION

To perform a wide variety of semi-skilled and skilled work in the maintenance and repair of streets, sidewalks, signs, storm drains; to spray, plant, water, remove and trim trees; to maintain and repair municipal buildings, facilities, and grounds or landscaped areas; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I - This is the entry level class in the Maintenance Worker series. Positions in this class typically have little or no directly related work experience. The Maintenance Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Maintenance Worker II - This is the journey level class in the Maintenance Worker series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level. This class is distinguished from the Senior Maintenance Worker in that the latter performs specialized duties requiring advanced knowledge and training and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Maintenance Worker I

Receives immediate supervision from the Maintenance Supervisor; and receives technical and functional supervision from Senior Maintenance Worker.

Maintenance Worker II

Receives general supervision from the Maintenance Supervisor; and receives technical and functional supervision from Senior Maintenance Worker.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Repair and patch asphalt; perform crack sealing in streets; clean and maintain medians.

Operate motorized vehicles and equipment including pickup truck, utility truck, backhoe, asphalt spreader, patch truck, boom lift truck, crane truck, front end loader, common hand and power tools, chainsaws, shovels, wrenches, detection devices, mobile radio, phone, and a ditch witch.

Perform routine inspection and preventive maintenance on assigned equipment by cleaning and checking equipment and tools before and after use; maintain records related to vehicle and equipment maintenance and activity; refer defects or needed repairs to supervisor.

Repair storm drains, catch basins, and storm drain lines.

Respond to emergency calls as necessary.

Participate in concrete work such as curb, gutter, and sidewalk repair.

Paint street crosswalks, curbs, intersections, and signs; perform graffiti abatement.

Perform creek clean-up activities as required.

Rake leaves and clean walks, fields, courts, and other facilities. Perform general grounds cleaning, including picking up rubbish and paper.

Plant trees, flowers, lawns, and shrubs; water, weed, trim, and fertilize shrubs, trees, and flower beds.

Apply pesticides and herbicides; remove dead, broken, and undesired branches and tops of trees using saws, axes, and other hand and power tools.

Inspect, maintain and repair irrigation systems and components; clean, inspect, maintain and repair sinks, toilets and drinking fountains.

Patch and plaster walls; paint the interior and exterior of buildings; notify appropriate authorities for major repairs to buildings and facilities.

Perform building maintenance tasks such as carpentry, painting, plumbing, landscaping, HVAC, electrical and mechanical work, tiling, roofing and fencing.

Troubleshoot, repair and replace electrical fixtures, switches, and related equipment.

Install and repair doors, windows, floors, lockers, gates, roofs and ceilings; install and repair cabinets, countertops, and other equipment requiring cabinet-making and carpentry tasks.

May sign in court workers and train less experienced staff in creek clean up duties.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Maintenance Worker I

Knowledge of:

Equipment, materials, methods and procedures used in maintenance, construction and repair activities.

Safe operation and maintenance of various tools and equipment.

Basic carpentry, painting, plumbing and other building maintenance and repair methods, techniques, and procedures.

Basic landscaping and tree trimming methods, techniques, equipment and procedures.

Ability to:

Perform tasks in the construction and maintenance of streets, parks, gutters, landscape, and public right- of- ways, building and facilities.

On a continuous basis, to know and understand custodial operations and observe safety rules; identify and locate equipment; read and interpret work orders; and remember equipment location.

On a continuous basis, stand and walk while performing maintenance duties. Intermittently, sit while reading or preparing reports; bend, squat, climb, kneel, and twist when performing maintenance on a facility; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less and occasionally lift and/or move up to 100 pounds.

Safely operate motorized vehicles and heavy equipment.

Operate a two-way radio and other communications equipment.

Safely perform physical tasks for extended periods of time.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Some construction or maintenance experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Maintenance Worker II

In addition to the qualifications for the Maintenance Worker I:

Knowledge of:

Operation of power equipment, including mowers, trucks, loaders, and related equipment.

Materials, methods and practices used in street construction.

Methods, techniques, and safety practices used in maintaining streets, catch basins, sidewalks, curbs, gutters, landscapes, and buildings.

Proper and effective use of tools and equipment used in parks, grounds, buildings and facilities.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform skilled and semi-skilled streets and parks maintenance work, including graffiti abatement, plumbing, carpentry, painting, electrical, and mechanical tasks.

Prepare grounds around plants and shrubs, including mixing and applying fertilizers.

Assist in the training of less experienced personnel.

Remove concrete and asphalt using a backhoe or a concrete saw.

Experience and Training

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

Experience:

Two years of responsible experience similar to Maintenance Worker I with the City of San Pablo.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license; possession of, or ability to obtain within six months of appointment, a Class B California driver's license with passenger and air brake endorsements.

Possession or ability to obtain within 12 months of appointment, and maintain a Qualified Applicator Certificate, category B and C, from the California Department of Pesticide Regulation as required by the position.

ESTABLISHED: MARCH 2019

FLSA: NON-EXEMPT

**PERMIT TECHNICIAN I
PERMIT TECHNICIAN II**

DEFINITION

To perform a variety of technical work in the permit and plan check process; to provide paraprofessional support and customer service duties for permitting and plan check functions; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Permit Technician I - This is the entry level class in the technical Permit Technician series. Positions in this class typically have little or no directly related work experience. The Permit Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Permit Technician II - This is the journey level class in the technical Permit Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Permit Technician I

Receives immediate supervision from an assigned supervisor; and may receive technical and functional supervision from a higher level class.

Permit Technician II

Receives general supervision from an assigned supervisor; and may receive technical and functional supervision from a higher level class.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist the general public at the front counter, in writing, or by phone regarding building and permit and plan check requirements, including but not limited to permit and plan check fees, plan review and plan check filing procedures and processing, and permit status.

Accept building permit applications; review applications for completeness; enter permit data into an automated database; route plans to other City departments and/or outside agencies for review and track plan review process.

Review, route and monitor plan check submittals, comments, and decisions.

Review minor applications for conformance with ordinances and department's standards, policies and guidelines.

Calculate and collect various fees; prepare fee estimates and apply fees to permits.

Review simple plans and issue over-the-counter permits.

Perform records research and compile data on inspections; process requests for inspection scheduling.

Compile data for various monthly reports.

Research and answer building and public works related questions; provide technical and clerical support for Development Services Division professional staff.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Permit Technician I

Knowledge of:

Concepts and techniques of customer service.

Correct English usage, spelling, grammar and punctuation.

Modern office methods, procedures and equipment.

Basic arithmetic calculations.

Computer software applicable to assignment.

Ability to:

Learn and apply building permit and plan checking policies, concepts and techniques.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Maintain, update, and ensure the accuracy of fiscal and customer records and data.

Make mathematical calculations.

Learn relevant state and local laws, codes, ordinances and regulations.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

One year of responsible office or clerical experience involving customer service is desirable.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in building, planning, construction, or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a Permit Technician certificate from the International Code Council is required within one year of appointment.

Permit Technician II

In addition to the qualifications for the Permit Technician I:

Knowledge of:

Operations, procedures, policies and precedents of the City and department.

Principles, methods and practices of plan checking.

Construction terminology.

Principles and techniques of work planning and coordination.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Work independently and balance multiple work assignments.

Review construction plans for completeness.

Interpret and explain relevant local, State, and Federal laws, rules and regulations regarding building and construction plans and permits.

Understand and apply customer service concepts and techniques.

Experience and Training

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

Experience:

Two years of responsible experience similar to Permit Technician I with the City of San Pablo.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in building, planning, construction, or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a Permit Technician certificate from the International Code Council.

ESTABLISHED: MARCH 2019

FLSA: NON-EXEMPT