

CITY OF LOMPOC

ELECTRIC RECEIVING STATION SUPERVISOR

DEFINITION:

Under direction, to supervise, assign, schedule, and participate in the work of personnel engaged in skilled tasks related to the installation, maintenance, testing, and repair of substation equipment, electric metering systems, and related electrical infrastructure; to oversee hazardous materials handling procedures and regulatory compliance; and to perform related tasks as required.

CLASS CHARACTERISTICS:

This is a first-level supervisory classification within the Electric Division. The incumbent is responsible for the daily operations and productivity of staff involved in substation and metering system construction, maintenance, and repair. This position exercises independent judgment and provides technical direction to assigned personnel.

LICENSE AND CERTIFICATION REQUIRED:

Possession of a valid and appropriate California driver's license may be required. Must possess or have the ability to obtain the following within six months of employment:

- 40-hour California HAZWOPER Certification
- 8-hour California Supervisor Hazardous Materials Certification

ESSENTIAL FUNCTIONS

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Supervises and participates in skilled and semi-skilled work related to substation equipment, electric metering systems, and associated facilities.
2. Provides technical direction and resolves complex technical issues.
3. Oversees substation safety procedures and ensures compliance with safety regulations.
4. Assists with the planning and execution of electric system switching and operational protocols.
5. Assigns, schedules, and reviews the work of assigned personnel.
6. Trains staff in substation operations, maintenance procedures, and safety practices.
7. Responds to customer inquiries and service-related complaints.
8. Performs emergency trouble work as need arises.

**CITY OF LOMPOC
(Electric Receiving Station Supervisor)**

9. Conducts tests on newly installed equipment; troubleshoots faults in high voltage cables.
10. Maintains logs, test records, and prepares technical reports.
11. Develops and enforces hazardous materials handling procedures in accordance with federal, state, and local regulations.
12. Assists the Electrical Supervisor with safety program development and training.
13. Operates City vehicles in a safe and lawful manner.
14. Perform related work as required.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength: Heavy - Exert force of 50-100 pounds occasionally, or 25-50 pounds frequently, or 10-20 pounds constantly to lift, carry, push, pull, or move objects. Frequently stand or walk or sit, bend, stoop, push/pull, twist at the waist, and finger/type. Frequently reach below shoulder level, occasionally at or above shoulder level. Occasionally crouch, kneel, and climb stairs, ladders and scaffolding. Frequently extend neck from side to side and occasionally upward and downward. Rarely crawl. **Vision:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** hearing ability to effectively hear and comprehend oral instructions and communication.

Mental/Psychological: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from a supervisor; read/comprehend complex material; utilize complex math skills; utilize complex writing skills; understand, remember, and carry out complex job instructions. Respond quickly to changing situations under emergency pressures; deal with the general public; communicate effectively orally; work under pressure; work within deadlines; supervise other workers; train other workers.

ENVIRONMENTAL CONDITIONS:

Work both indoors and outdoors. Frequent exposure to radiation or electrical energy. Frequently work around machinery. Occasional exposure to dust, fumes, smoke, gases, and odors, and to slippery or uneven walking surfaces. Occasional use of a computer. Frequently drives or operates vehicles/equipment. Occasional exposure to excessive noises, chemicals, solvents, grease, or oil. Rarely exposed to flames/smoke. Work both alone and with others.

**CITY OF LOMPOC
(Electric Receiving Station Supervisor)**

MINIMUM QUALIFICATIONS:

Knowledge of:

- Advanced methods and practices in the installation, maintenance, testing, and calibration of substation and metering equipment
- Electrical theory, including college-level algebra and applied concepts
- Safety codes and standards, including GO 95, GO 128, and Cal/OSHA regulations
- Hazardous materials handling regulations (local, state, federal)
- Tools, equipment, and materials used in substation operations
- Principles of supervision, training, and performance evaluation
- Recordkeeping and reporting requirements, including computer-based systems

Ability to:

- Plan, supervise, assign, and review the work of skilled staff
- Troubleshoot and resolve technical problems
- Interpret and apply applicable regulations and codes
- Communicate clearly and effectively, both verbally and in writing
- Prepare detailed technical reports and maintain accurate records
- Operate vehicles and equipment safely
- Establish and maintain effective working relationships with those contacted in the course of work
- Work independently and make sound decisions under pressure

EDUCATION AND EXPERIENCE:

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is five years of journey-level experience as a Substation Technician performing skilled work, including lead or supervisory duties; **AND** completion of two years of vocational or technical training in electrical systems, metering, or a related field is highly desirable.

Est. 9/2025

CITY OF LOMPOC

EVIDENCE AND PROPERTY SPECIALIST

DEFINITION:

Under general supervision, receives, maintains, and disposes of evidence and property collected by Police Department personnel; and performs related work as required.

CLASS CHARACTERISTICS:

The Evidence and Property Specialist is a specialized journey-level civilian support classification in the Police Department. An employee in this classification performs a variety of duties pertaining to the maintenance and control of evidence and property obtained by the Police Department. Specific evidence and property experience are not required at the time of appointment, but employees are expected to perform a full range of duties assigned to this classification upon completion of departmental training. The Evidence and Property Specialist is distinguished from other civilian police support classifications by its focus on property and evidence functions.

LICENSES AND/OR CERTIFICATES REQUIRED:

Possession of a valid and appropriate California Driver's License is required. A valid California Law Enforcement Teletype Systems (CLETS) certificate is required within three (3) months of employment.

EXAMPLES OF DUTIES:

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specifically related additional/different duties from those set forth below to address business needs and changing business practices.

1. Receives, classifies, indexes, and stores evidence and property seized and recovered by police personnel, including money, firearms, narcotics, stolen property, and hazardous materials.
2. Determines appropriate and lawful disposition of evidence and property by reviewing case histories and disposition paperwork received from the court; prepares necessary paperwork for authorization by Investigations Unit personnel.
3. Releases and/or coordinates the transportation of evidence and property to crime laboratory, police personnel, courts, and other appropriate agencies; releases seized or recovered property to rightful property owners; coordinates periodic auctions of seized or unclaimed property that is authorized for release.
4. Participates in organizing and arranging for the proper destruction and disposal of firearms, hazardous materials, and narcotics.

**CITY OF LOMPOC
(Evidence and Property Specialist)**

5. Prepares deposit paperwork of unclaimed or confiscated money for the Finance Department for appropriate release into general fund or asset seizure; prepares and tracks the asset forfeiture packages account.
6. Conducts periodic audits and inventories of evidence and property; updates and maintains database systems, records, statistics, and files containing information on evidence and property transactions; ensures detailed documentation of collection, storage, and disposal of evidence and property.
7. Greets visitors at the property counter and callers on the telephone; answers questions from property owners, victims, officers, court, and legal representatives regarding evidence and property procedures, rules, and regulations.
8. Assists with the preparation of status reports regarding unit activities by researching, compiling, and summarizing information contained in various sources such as database software, logs, and other paper and electronic files.
9. Trains police officers and other police field personnel on the proper packaging, handling, and submission of evidence.
10. Duplicates audio and video evidence for court proceedings, discovery purposes, and other investigations.
11. Maintains current knowledge of pertinent federal, state, and local laws related to property management; attends training sessions on proper unit procedures such as firearm safety, hazardous materials awareness, evidence tracking and control, and evidence collection, packaging, and sealing techniques.
12. May testify in court regarding procedures for the chain-of-custody evidence handling, storage, security, and disposition.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: An employee in this class is regularly required to sit, stand, and walk for extended periods of time. The employee is expected to talk and hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms; bend, squat, or kneel; and lift, carry, push, and pull evidence, property, records, documents, and office supplies weighing up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

**CITY OF LOMPOC
(Evidence and Property Specialist)**

Mental/Psychological: The incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning. The employee works in a paramilitary environment with a highly structured chain-of-command system.

Work Environment: Constantly works indoors; occasionally works outdoors. Frequent use of products and equipment required in a standard office work setting; extensive contact with City staff and the general public. Works independently and with the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when outdoors.

SPECIAL REQUIREMENTS:

Satisfactory results from a background investigation, physical examination, and administrative screening. Required to work shifts that are typically ten (10) hours per day.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Pertinent federal, state, and local laws, codes, and regulations related to the handling of evidence and property
- Principles and procedures of record keeping and reporting
- Safety regulations and techniques involved in the handling of firearms, narcotics, hazardous materials, and other evidence and property
- Proper English usage, spelling, grammar, and punctuation

Ability to:

- Operate various types of standard office equipment, including a personal computer and related software
- Operate a motor vehicle in a safe manner
- Interpret, explain, and apply departmental policies and procedures and pertinent federal, state, and local laws, codes, and regulations
- Establish and maintain courteous and effective working relationships with staff, court representatives, law enforcement representatives, and others encountered in the course of the work
- Prepare and maintain accurate and precise written documents such as reports, records, forms, and correspondence
- Perform basic mathematical computations with speed and accuracy
- Exercise tact and diplomacy in dealing with sensitive and confidential issues and situations

**CITY OF LOMPOC
(Evidence and Property Specialist)**

- Communicate clearly and concisely, orally and in writing
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines
- Perform assignments with a high degree of independence
- Plan, organize, and prioritize projects and tasks in order to meet strict deadlines

EDUCATION AND EXPERIENCE:

A combination of education, experience, and training that has provided the necessary knowledge, skills, and abilities is required for entry into the classification. A typical combination includes: Graduation from high school, supplemented by college-level coursework in criminology or a related field; and two (2) years of technical or administrative law enforcement experience. A certificate of completion from a California Commission on Peace Officer Standards and Training (POST) certified Property Management course is desirable.

Est. 9/2025

CITY OF LOMPOC

INFORMATION SECURITY ANALYST

DEFINITION:

Under direction, to perform a wide range of professional, analytical and technical duties to protect the City's information systems, networks, and data from unauthorized access, use, disclosure, disruption, modification, or destruction; to assess cybersecurity risks and system vulnerabilities; to implement corrective measures, develop and enforce security policies, and promote employee awareness of cybersecurity best practices; and to perform related work as required.

CLASS CHARACTERISTICS:

This is a single-position, journey-level classification in the Information Technology Division. The incumbent is responsible for ensuring the security and integrity of the City's information systems through risk assessments, system monitoring, incident response, and development of cybersecurity protocols. Incumbent will assist with installation, maintenance, operation, and trouble diagnosis of the City's information technology systems. The position reports to the Information Systems Manager and works closely with other IT staff on system security, maintenance, and performance.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License may be required.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification. Incumbents may not perform all the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Serves as security analyst for network, operating systems and other data communication systems.
2. Develops, implements, and maintains cybersecurity frameworks, strategies, and protocols to protect City systems and data.
3. Conducts regular security assessments, vulnerability scans, audits, and penetration tests to identify risks and recommend mitigation measures.
4. Monitors system and network activity for unusual or suspicious behavior; investigates potential breaches and security incidents.
5. Responds to and documents cybersecurity incidents, assesses impact, and implements corrective actions.
6. Keeps current on emerging cybersecurity threats, vulnerabilities, trends, and technologies.
7. Collaborates with staff to ensure secure system configuration and compliance with industry standards and practices.

**CITY OF LOMPOC
(Information Security Analyst)**

8. Develops and maintains incident response and disaster recovery plans.
9. Assists in the development and enforcement of Citywide information security policies, standards, and procedures.
10. Provides cybersecurity awareness training and guidance to City employees.
11. Prepares reports, maintains security logs, and documents system changes and incidents.
12. May assist with general IT support, system maintenance, and troubleshooting as needed.
13. For cybersecurity; collects, records, and assesses large amounts of data on network and security system performance; identifies any risks in network performance and ensures data records are accurate and secure.
14. Performs other related duties as assigned.

PERIPHERIAL FUNCTIONS:

Provides technical support and user assistance related to system access and cybersecurity tools. May provide functional guidance or training to other staff during the implementation of cybersecurity initiatives. This position may require working irregular hours or on-call in response to security incidents or urgent IT issues.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength: Medium – Exert force of 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly to lift, carry, push, pull or move objects. Frequent typing and sitting. Occasional standing, walking, bending, stooping, crouching, reaching above and below shoulder level, pushing, pulling, twisting at the waist, handling, gripping, grasping. On rare occasions, kneeling, climbing stairs and ladders, extending the neck upward, downward, side to side. **Vision:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** effectively hear/comprehend oral instructions and communication.

Mental/Psychological:

Work cooperatively and interact appropriately with those contacted in the course of work without exhibiting extreme responses; respond appropriately to criticism from supervisor; read/comprehend complex materials; utilize simple math skills; utilize complex writing skills; understand, remember and carry out job instructions; respond quickly to changing priorities; communicate effectively orally and in writing; work under pressure; work within deadlines; and train other workers.

**CITY OF LOMPOC
(Information Security Analyst)**

ENVIRONMENTAL CONDITIONS:

Work is performed indoors. Constantly uses a computer. Frequently works with others. Occasionally works alone. Operates motorized equipment/vehicles. On rare occasions may work around machinery, be exposed to excessive noises, chemicals, electrical energy, solvents, grease or oil, slippery or uneven walking surfaces.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and techniques of security threats
- Basic math to develop equations in programming applications
- Network operating systems and network infrastructures
- Evaluate, recommend, implementation of security software
- Server administration to create a secure network environment (security protocols, policies and procedures)
- Understanding of security regulations and requirements
- Current developments in data processing technology
- Principles, methods and procedures of database systems, storage, and retrieval
- Principles of operation of local and wide area networks
- Internet configurations including equipment and software
- Anti-Virus protection and Security updates for Servers
- Wireless connectivity with VPN
- English language spelling, grammar and punctuation

Ability to:

- Write operating procedures and instructions
- Install and test new security software releases and put them into production after successful testing
- Integrate new software to assure adaptation with existing computer systems
- Troubleshoot problems with system software to successful resolution
- Work with vendors in solving problems with system, application and network software
- Prepare clear and concise memos and written reports
- Identify and take corrective actions to solve problems in software applications
- Review vendor software bulletins to avoid potential problems and install updates and modifications
- Install, customize, and maintain application software
- Provide on-going IT troubleshooting assistance to the City
- Apply patches to security hardware systems
- Networking experience used in various topologies and protocols
- Communicate effectively with all levels of computer users
- Train computer users in recognizing and avoiding security threats

**CITY OF LOMPOC
(Information Security Analyst)**

- Understand and carry out oral and written instructions
- Organize work and set priorities to meet deadlines
- Work within prescribed time constraints
- Plan, direct, and review work of personnel on a project basis
- Establish and maintain effective working relationships with those contacted in the course of the work

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. The typical qualifying background is a bachelor's degree in computer science or related field **AND** three years of increasingly responsible experience in a networked environment operating, installing, and maintaining operating systems and servers, establishing security protocols; managing security policy; managing security hardware and software, and providing technical support and assistance to users.

Substitution: In lieu of college coursework, qualifying experience may be substituted on a year-for-year basis. Formalized technical training programs and/or certifications, such as those conducted by commercial training organizations and university extensions, and/or training programs covering principles and methods of computer security and information technology, may be considered toward college coursework requirements.

Est. 9/2025

CITY OF LOMPOC

LEAD CUSTODIAN

DEFINITION:

Under general supervision, to lead and participate in the work of a custodial crew involved in keeping buildings and facilities in a clean and orderly condition; to prepare rooms and facilities for meetings; to maintain equipment, tools, and supplies; and to perform other specifically related work as required.

CLASS CHARACTERISTICS:

Positions in the class of Lead Custodian direct, inspect, check, and review the work of Custodians on an assigned shift while participating fully in the work of the crew. The Lead Custodian is responsible for the productivity of the crew to complete a predetermined work schedule during an assigned shift. Positions in the class of Lead Custodian are generally filled by advancement of the class of Custodian as vacancies occur.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices.

1. Leads, assigns, and participates in the work of custodial crew responsible for cleaning and maintaining City buildings and facilities.
2. Plans, prioritizes, and oversees custodial work to ensure timely and effective completion of assignments during assigned shifts.
3. Performs custodial duties including sweeping, mopping, scrubbing, waxing, and polishing floors; vacuuming and shampooing carpets and rugs; dusting and polishing furniture, fixtures, and woodwork.
4. Cleans and sanitizes restrooms, locker rooms, kitchens, and other common areas; restocks supplies including soap, paper products, and other materials.
5. Sets up and breaks down furniture and equipment for meetings, special events, and facility usage.
6. Locks and unlocks City buildings; secures doors and windows and ensures facilities are safe and operational after hours.

**CITY OF LOMPOC
(Lead Custodian)**

7. Performs routine, minor building and equipment maintenance such as changing light bulbs, unclogging drains, and replacing ceiling tiles.
8. Operates a variety of custodial equipment and tools, including buffers, extractors, vacuums, and floor scrubbers in a safe and efficient manner.
9. Maintains inventory and ensures proper storage and use of custodial supplies and materials; may assist in preparing supply orders under the guidance of the Facilities Maintenance Supervisor.
10. Provides training, guidance, and support to assigned staff; monitors work for accuracy, completeness, and compliance with established standards and safety practices.
11. Operates City vehicles to transport custodial equipment and materials and to travel between City buildings and facilities to perform duties.
12. Responds to service requests and provides courteous and effective customer service to staff and facility users.
13. Follows and enforces safe work practices and procedures, including the use of personal protective equipment (PPE) as required.
14. Performs related duties as assigned.

PERIPHERAL FUNCTIONS:

Cleans interior and exterior windows, including glass doors and partitions; polishes metal fixtures, hardware, and other surfaces to maintain appearance; and assists with other duties related to custodial and facility maintenance as assigned.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength: Medium – Exert force of 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly to lift, carry, push pull or move objects. Constant handling, gripping, grasping. Occasional standing, walking, bending, stooping, kneeling, pushing, pulling twisting at the waist, reaching at, above and below shoulder level, extending neck upward, downward and side to side, climbing stairs. On rare occasion, sitting, crouching, crawling, kneeling climbing ladders, fingering, typing. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Effectively hear/comprehend oral instructions and communication.

**CITY OF LOMPOC
(Lead Custodian)**

Mental/Psychological: Work cooperatively and interact appropriately with those encountered in the course of work, including the general public; utilize simple reading, math and writing skills; understand, remember and carry out detailed job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; train other workers.

ENVIRONMENTAL CONDITIONS:

Constantly works indoors; on rare occasion, works outdoors. Occasionally exposed to dust and odors; slippery or uneven walking surfaces; occasionally uses a computer. On rare occasion exposed to chemicals, fumes, gases, solvents, grease or oil, electrical energy; drives motorized equipment/vehicles. Normally works alone, however may be called to work with other custodians to accomplish large tasks.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Fundamental arithmetic for estimating supplies, measuring chemical dilutions, and tracking labor hours
- Inventory control methods and standard documentation practices used in custodial operations
- Proper custodial techniques, including the safe and effective use of cleaning agents, hand tools, and powered equipment such as floor buffers and extractors
- Principles of lead supervision, including task assignment, scheduling, employee training, and providing constructive performance feedback
- Occupational health and safety regulations and best practices, including OSHA standards and job site hazard recognition and control
- Purpose and application of Safety Data Sheets (SDS) for all custodial-related chemicals and materials

Ability to:

- Operate, maintain, and train others in the safe and effective use of manual and powered custodial equipment
- Perform a full range of custodial tasks using best practices for cleaning, floor care, and sanitation
- Lead and coordinate the daily work of a custodial team, including scheduling, assigning tasks, and adjusting priorities to meet operational demands
- Read, understand, and complete routine workplace documents, checklists, and reports necessary for compliance and recordkeeping
- Maintain accurate records of supplies, equipment usage, and work completed for audit or inspection
- Safely operate City vehicles in accordance with traffic laws and defensive driving practices

**CITY OF LOMPOC
(Lead Custodian)**

- Follow oral and written instructions accurately and in a timely manner
- Establish and maintain cooperative and professional working relationships with co-workers, supervisors, contractors, and building occupants
- Communicate effectively with supervisors regarding daily operations, resource needs, and emerging custodial or facility issues

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is recent and increasingly responsible custodial experience at the journey-level, including experience in leading or coordinating the work of others.

Rev. 9/2025

CITY OF LOMPOC

LEAD LANDFILL COORDINATOR

DEFINITION:

Under general supervision, to plan, schedule, assign, lead, and participate in the operation and maintenance of a landfill, including vehicle traffic control, and refuse inspection; to perform skilled equipment operation, primarily water trucks and other equipment for dust control and daily operations; ensure compliance with safety regulations, coordinate staff activities, and assist with the training of landfill personnel; and perform other related work as required.

CLASS CHARACTERISTICS:

Positions in this class lead and participate in the activities at the landfill and under the direction of a supervisor; are responsible for complying with appropriate county and state permits as well as regulatory requirements relative to a sanitary landfill. Incumbents plan, schedule, lead, inspect, check, and review the work of a crew involved in the operation and maintenance of a sanitary landfill. Incumbents participate fully in the work of the crew. The Lead Landfill Coordinator is responsible for overseeing landfill activities and providing guidance to other landfill workers. This position requires extensive knowledge of landfill operations, equipment, and safety procedures. Positions in this class are generally filled by advancement from the Landfill Coordinator class as vacancies occur.

LICENSE REQUIRED:

Possession of a valid commercial driver's license (Class A or B) with tanker endorsement.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices.

ALL LEVELS

- Positively and helpfully interact with coworkers, supervisors, and everyone encountered
- Provide good customer service to all individuals contacted in the course of work in a courteous and respectful manner
- Comprehend, retain, and execute precise job instructions
- Adhere to the guidance of supervisors and other authorized personnel overseeing tasks
- Plans, schedules, assigns, leads, and participates in the work of personnel engaged in the operation and maintenance of the landfill to comply with appropriate permit and regulatory requirements, under the direction of a supervisor
- Direct and oversee daily landfill operations, including vehicle traffic control and refuse inspection

CITY OF LOMPOC (Lead Landfill Coordinator)

- Operate water trucks and other heavy equipment (e.g. forklift, loader, grinder) for dust control and general operations
- Cross train on the operations of the heavy equipment, including landfill compactor, dozer, grader, scrapper, excavator, and other equipment as necessary
- Train landfill personnel in the proper use of equipment and adherence to safety regulations
- Ensure compliance with local, state, and federal laws governing landfill operations.
- Set up and maintain litter control systems
- Use landfill scale computer systems to collect fees, process payments, and prepare related documentation
- Perform minor maintenance on equipment and assist with major repairs as necessary
- Respond to public inquiries and resolve service-related issues
- Promptly adapt to shifting priorities
- Communicate proficiently verbally
- Meet designated deadlines
- Perform other related work as required

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength: Heavy – Exert force of 50-100 pounds occasionally, 25-50 pounds frequently, or up to 10-20 pounds constantly to lift, carry, push, pull, or move objects. Frequently stand, walk, bend, stoop, crouch, push/pull, twist at the waist, handle, grip, grasp. Occasionally sit, finger/type, climb stairs and ladders, reach at and below shoulder level. Occasionally extend neck upward, downward and side to side. Rarely crawl or kneel. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Hearing ability to effectively hear/comprehend oral instructions and communication.

Mental/Psychological: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; read/comprehend simple material; utilize simple math skills; utilize simple writing skills; understand, remember and carry out detailed but not complex job instructions; respond quickly to changing priorities; deal with the general public; communicate effectively orally; work under pressure; train other workers.

ENVIRONMENTAL CONDITIONS

Incumbents are subjected to adverse conditions such as working in inclement weather, dirt, odors, and other conditions common to a landfill site. Constantly work outdoors, occasionally indoors. Constantly work with others, occasionally work alone. Frequently exposed to dust, fumes, smoke, gases, odors, excessive noises, slippery or uneven

**CITY OF LOMPOC
(Lead Landfill Coordinator)**

walking surfaces. Frequently drive equipment/vehicles. Occasionally exposed to chemicals, solvents, grease or oil; use a computer. Rarely work at unprotected heights or work with explosives; rare exposure to flames/smoke.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Proper methods, materials, tools, and equipment used at the landfill site
- Local, state, and federal laws regarding landfill operations
- Safety protocols and procedures for operating heavy equipment and conducting landfill operations
- Basic computer systems for processing fees and generating reports

Ability to:

- Lead, train, and oversee landfill workers
- Safely direct vehicle traffic and inspect refuse materials
- Operate heavy-duty motorized vehicles and landfill equipment efficiently
- Understand and carry out oral and written instructions
- Establish and maintain effective working relationships with staff, the public, and other departments
- Ensure compliance with landfill safety and operational regulations

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is three years of experience in landfill operations or three years of experience as a Landfill Coordinator with the City of Lompoc.

Est. 9/2025

CITY OF LOMPOC

PARKS AND RECREATION MANAGER

DEFINITION:

Under administrative direction, plans, organizes, and oversees the operations, maintenance, and programming of City parks, recreational facilities, and citywide recreation services; responsible for assessing community needs, developing programs and capital projects, and ensuring the delivery of high-quality recreation services; and performs related duties as required.

CLASS CHARACTERISTICS:

The Parks and Recreation Manager serves as a division head within the Community Development Department, responsible for the day-to-day management and strategic direction of the Parks and Recreation Division. The incumbent exercises independent judgment and discretion in managing staff, developing programs, overseeing budgets, and coordinating with community stakeholders. This position receives direction on administrative policy and major projects and reports to the Community Development Director.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specifically related additional/different duties from those set forth below to address business needs and changing business practices.

1. Plans, directs, and manages the operations and maintenance of City parks, landscaped areas, and recreation facilities.
2. Oversees the development and implementation of citywide recreational programs and services for youth, adults, and seniors.
3. Evaluates community needs; develops and recommends new parks and recreation programs and facility improvements.
4. Serves as liaison to the Parks & Recreation Commission and other community groups; attends meetings and provides staff support and recommendations.
5. Develops and administers the division's annual budget; monitors expenditures and identifies funding needs.
6. Prepares grant applications and manages grant-funded programs and compliance reporting.

**CITY OF LOMPOC
(Parks and Recreation Manager)**

7. Selects, supervises, trains, and evaluates division staff; oversees recruitment and personnel matters within the division.
8. Coordinates the design and development of new parks, athletic fields, irrigation systems, and recreational amenities.
9. Develops and implements policies, procedures, manuals, and operational guidelines within the division.
10. Directs the planning and delivery of cultural, instructional, athletic, and special events.
11. Collaborates with internal departments, outside agencies, and community organizations to maximize program effectiveness.
12. May assist in Community Development Department programs and projects as assigned.
13. Operates a City vehicle in the performance of assigned duties.
14. Performs other related duties as assigned.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength: Light Work – Lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. May involve significant standing, walking, pushing and/or pulling. Frequent sitting and typing. Occasional standing, walking, bending, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level, extending neck side to side. On rare occasions stoops, crouches, kneels, climbs stairs, ladders, extends neck upward and downward. **Vision:** visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** ability to effectively hear/comprehend oral instructions and communication.

Mental/Psychological: Understand, remember and carry out detailed job instructions; utilize complex reading, writing, and math skills; work cooperatively and interact appropriately with those contacted in the course of work, including the general public; respond appropriately to criticism from a supervisor; respond quickly to changing priorities; communicate effectively orally; perform effective multi-tasking; work under pressure; work within deadlines.

ENVIRONMENTAL CONDITIONS:

Works indoors frequently and outdoors occasionally. Frequent use of products and equipment required in a standard office work setting; personal computer, including word processing, database, and spreadsheet programs; telephone, photocopier, and other standard office equipment. The noise level in the work environment is usually quiet in the

**CITY OF LOMPOC
(Parks and Recreation Manager)**

office, and moderate to loud in the field. Frequently exposed to slippery or uneven walking surfaces, and drives a City vehicle. Rarely work at unprotected heights. On rare occasion exposed to gases and odors, excessive noises, solvents, grease or oil, flames/smoke, and extreme temperatures. Work both alone and with others.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of parks and recreational program planning, development, and management
- Facility and landscape maintenance standards and procedures
- Public administration, budgeting, and grant writing
- Applicable local, State, and Federal regulations
- Recordkeeping
- Principles of supervision and training
- Appropriate safety precautions and procedures

Ability to:

- Plan, organize, and manage a comprehensive parks and recreation program
- Assess community needs and deliver responsive programs
- Prepare and administer budgets, grants, and contracts
- Supervise, train, and evaluate personnel
- Communicate effectively, both orally and in writing
- Operate a vehicle observing legal and defensive driving practices
- Understand and carry out oral and written instructions
- Establish and maintain collaborative working relationships with those contacted in the course of work

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is graduation from an accredited college or university in recreation or parks administration, and four years of increasingly responsible professional experience in supervising parks and recreational activities, preferably including administrative-level experience.

Revised 9/2025

CITY OF LOMPOC

PUBLIC SAFETY SYSTEMS ADMINISTRATOR

DEFINITION:

Under direction, to perform a wide range of analytical and technical support in the operation of the City's public safety information technology systems; to provide configuration, implementation, integration, maintenance, and upgrades on a variety of computer systems; to administer the network operating system and multiple databases; manage backups; maintain mobile computing devices; monitor links to external resources; and to perform related work as required.

CLASS CHARACTERISTICS:

This single-position class represents a fully skilled technical and professional classification responsible for administering a wide variety of networked systems involving the local area networks, wide area networks, the Internet, and other data communication systems; and provide training and assist Public Safety staff in use of these systems. Incumbent conducts the installation, maintenance, operation, and trouble diagnosis of the City's public safety information technology systems. This class is distinguished from the Systems Administrator in that the incumbent works almost entirely with the hardware and software that forms the public safety information technology system. Incumbent receives direction from and is responsible to the Information Systems Manager for day-to-day operations.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License may be required.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Serves as administrator for network operating systems and public safety systems such as CAD/RMS, 911 systems and camera/security; other data communication systems; provides installation, configuration, maintenance, and administration of a large number of servers; troubleshoots, resolves, and corrects technical system problems related to all local and wide area network computers, wireless connection, server management utilities, database management and data communications; recommends and implements regular back-up, diagnostic and virus protection programs and procedures; develops and maintains an upgrade and replacement schedule for operating systems; provides individual and small group instruction in the use of standard and system-wide applications; coordinates and recommends effective training programs for hardware and software; helps plan and undertakes special IT projects; interacts and confers with product vendors; reviews software bulletins and installs updates and modifications; maintains a variety of records and logs; prepares written reports, instructions, procedures;

**CITY OF LOMPOC
(Public Safety Systems Administrator)**

makes presentations; and performs other related duties as required. May be required to respond to service requests outside of normal business hours as the operation of public safety is 24/7.

PERIPHERAL FUNCTIONS:

Designs printed reports, flow charts and block-diagrams the sequence of steps required; fabricates and installs ethernet cables; assists users as required; monitors numerous systems connected to the public safety network such as e-911 and Live Scan.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength: Medium – Exert force of 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly to lift, carry, push, pull or move objects. Constant fingering, typing. Frequent sitting. Occasional standing, walking, bending, stooping, crouching, pushing, pulling, handling, gripping, grasping, twisting at the waist, reaching at, above and below shoulder level, extending neck upward, downward and side to side. On rare occasions, kneels, climbs stairs and ladders. **Vision:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** effectively hear/comprehend oral instructions and communication.

Mental/Psychological: Work cooperatively and interact appropriately with those contacted in the course of work without exhibiting extreme responses; respond appropriately to criticism from supervisor; read complex material; utilize complex math skills; utilize complex writing skills; understand, remember, and carry out complex job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; train other workers.

ENVIRONMENTAL CONDITIONS:

Work is performed indoors. Constantly uses a computer. Frequently drives motorized equipment/vehicles. Occasionally works around machinery and is exposed to excessive noises. On rare occasions exposed to slippery or uneven walking surfaces, dust, fumes, gases, or odors. Works both alone and with others.

SPECIAL REQUIREMENTS:

Must be available to work weekends and be on call, as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic math to develop simple equations in programming applications

CITY OF LOMPOC
(Public Safety Systems Administrator)

- Windows operating systems utilities
- Communications hardware installation, troubleshooting and maintenance
- Uses and limitations of data processing applications
- Current developments in data processing
- Principles of information entry, storage, and retrieval

Ability to:

- Write instructions and procedures
- Write programming documentation
- Prepare clear and concise memos and written reports
- Identify and take corrective actions to solve problems in programs
- Apply advanced programming languages and programming tools
- Set up Windows users
- Operate PC computer equipment and peripherals
- Communicate on technical issues with individuals with varying degrees of computer familiarity
- Train computer users in operation of equipment and applications
- Read and interpret complex instructions used for such tasks as installing operating systems
- Understand and carry out oral and written instructions
- Organize work and set priorities to meet deadlines
- Work within prescribed time constraints
- Establish and maintain effective relationships with those contacted in the course of work

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. The typical qualifying background is a bachelor's degree in computer science or a related field **AND** three years of increasingly responsible experience in a networked environment operating, installing, and maintaining operating systems and servers, including providing technical support and assistance to users.

Substitution: In lieu of college coursework, qualifying experience may be substituted on a year-for-year basis. Formalized technical training programs and/or certifications, such as those conducted by commercial training organizations and university extensions, and/or training programs covering principles and methods of computer programming and information technology may be considered toward college coursework requirements.

Est. 9/2025

CITY OF LOMPOC

PUBLIC WORKS DIRECTOR

DEFINITION:

Under administrative direction, plans, organizes, directs, and oversees the activities and operations of the Public Works Department, including engineering services, public works operations, and transit and airport programs; and performs related duties as required.

CLASS CHARACTERISTICS:

The Public Works Director is the department head responsible for leadership, administration, and coordination of all Public Works divisions, including engineering for public infrastructure and private development review; street, facilities, and fleet maintenance; urban forestry; and transit and airport services. The incumbent receives direction from and is responsible to the City Manager for day-to-day operations.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develops, plans, and implements departmental goals, objectives, policies, and service delivery standards.
2. Monitors departmental performance; identifies and implements process improvements to enhance efficiency and service quality.
3. Coordinates Public Works activities with other City departments, regional agencies, contractors, and community partners.
4. Directs and supervises division managers, providing leadership, guidance, and performance feedback.
5. Oversees the preparation and execution of the department's work plan, including capital improvement projects, maintenance programs, and operational initiatives.
6. Represents the department to external organizations, advisory boards, commissions, community groups, and the public.
7. Consults with citizens, developers, contractors, and officials regarding engineering infrastructure, and public works matters.
8. Provides complex technical and administrative support to the City Manager, City Council, and advisory bodies.

**CITY OF LOMPOC
(Public Works Director)**

9. Prepares staff reports, presentations, and recommendations for City Council consideration.
10. Administers the biennial departmental budget; forecasts resource needs and monitors expenditures in accordance with approved allocations.
11. Ensures compliance with applicable federal, state, and local laws, codes, regulations, and permitting requirements.
12. Oversees employee development, safety, and training programs; ensures that performance evaluations are conducted in a timely and constructive manner.
13. Serves as the final administrative authority in employee grievance matters within the department.
14. Acts as a resource and problem-solver for division managers and staff on technical and administrative matters.
15. Performs other related work as assigned.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength category: Light-exert force to 25 pounds occasionally or 10 pounds frequently, or negligible force constantly to lift, carry, push, pull, or move objects. May involve significant standing, walking, pushing, and/or pulling. Frequent sitting. Occasional standing, walking, bending, stopping, climbing stairs, reaching at, above and below shoulder level, extending the neck upward, downward and side to side, pushing, pulling, twisting at the waist, handing, gripping, grasping, fingering, typing. **Vision:** visual acuity sufficient to perform the essential functions of the position; must be able to accurately recognize colors; average depth perception needed. **Hearing:** ability to hear/comprehend oral instructions and communication.

Mental/Psychological: While performing the duties of this class, the incumbent is regularly required to use oral and written communication skills; read and interpret complex data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, citizen groups, and others encountered in the course of work.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable

**CITY OF LOMPOC
(Public Works Director)**

accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works in office conditions; the noise level is usually quiet. Occasional driving is required to attend meetings at various City facilities, training sites, and public and private events.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of civil engineering and public works operations
- Applicable federal, state, and local laws, codes, and regulations governing public works, engineering, transportation, and infrastructure maintenance
- Modern principles and practices of public administration, organizational development, and performance management
- Budget development, financial management, and capital project funding
- Principles of contract administration and project management
- Geographic Information Systems (GIS) as applied to public works functions
- Principles of leadership, supervision, and employee development

Ability to:

- Plan, organize, and direct diverse public works programs and services
- Integrate and implement policies, procedures, and operational strategies
- Analyze complex technical and administrative issues and develop effective solutions
- Interpret and apply City policies, ordinances, and regulatory requirements
- Develop and manage operating and capital improvement budgets
- Lead, motivate, and develop employees at all levels
- Communicate effectively, both orally and in writing, with diverse audiences
- Establish and maintain effective working relationships with staff, elected officials, contractors, community groups, and other agencies

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is graduation from an accredited college or university with a bachelor's degree in civil engineering, public administration, or a closely related field (a master's degree is desirable); and five (5) years of progressively responsible management experience in public administration, public works, and engineering, including at least three (3) years in a management capacity in local government.

CITY OF LOMPOC

SOLID WASTE REGULATORY COMPLIANCE SUPERVISOR

DEFINITION:

Under general direction, plans, organizes, directs, supervises, and monitors solid waste regulatory compliance activities, projects, and staff in the Solid Waste Division; develops, coordinates, implements, and maintains solid waste collection, diversion and recycling programs; administers grants and contracts; analyzes operational, statistical, and financial data; prepares a variety of reports and written materials; coordinates community education and outreach efforts; and performs related duties as required.

CLASS CHARACTERISTICS:

This is an advanced-level professional classification in the Solid Waste Division. The incumbent performs a variety of administrative, operational, compliance, supervisory, and public educational functions related to solid waste collection, diversion, and recycling programs. Work includes conducting or overseeing professional analysis and studies related to federal, state, and local solid waste mandates, and ensuring compliance with applicable regulatory requirements.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Monitors and ensures compliance with all applicable federal, state, and local laws, and regulations related to solid waste programs.
2. Plans, assigns, reviews, and evaluates the work of assigned staff, including the Solid Waste Program Analyst and Solid Waste Program Technician.
3. Evaluates the operational and fiscal impacts of laws and regulations and recommends program adjustments.
4. Conducts complex analyses of solid waste statistical and financial data to assess the effectiveness of collection, diversion, and recycling programs.
5. Prepares and submits required compliance, safety, and program performance reports to regulatory agencies.
6. Monitors program budgets and develops cost projections for budget preparation and rate studies.
7. Analyzes operational trends and makes recommendations for service improvements.
8. Develops and implements new or enhanced solid waste programs and services; prepares required technical and narrative reports.

**CITY OF LOMPOC
(Solid Waste Regulatory Compliance Supervisor)**

9. Prepares and manages requests for proposals (RFPs) and professional service contracts; evaluates and ranks vendor proposals.
10. Develops and administers grant applications, programs, and funding agreements.
11. Oversees contract compliance and professional service delivery.
12. Manages the City's landfill's five-year permit updates and ensures compliance with emissions regulations.
13. Provides technical and administrative regulatory support to Solid Waste Division staff.
14. Serves as a resource to City departments, customers, and community stakeholders on waste management policies, services, and compliance requirements.
15. Compiles and analyzes data from landfill, recycling operators, and collection activities.
16. Oversees the operation and maintenance of the landfill database to track waste volumes and manage customer billing.
17. Resolves service and billing issues in coordination with staff and customers.
18. Plans and delivers public education campaigns and outreach programs related to waste reduction, diversion, and recycling.
19. Represents the City at public meetings, workshops, and regulatory inspections.
20. Performs other related duties as assigned.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS: The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL: Strength: Light – Exert force to 25 pounds occasionally, or 10 pounds frequently, or negligible force constantly; may involve significant standing, walking, pushing and/or pulling; frequent fingering, typing; occasional to frequent standing; occasional walking, sitting, bending, stooping, pushing, pulling, handling, gripping, grasping, twisting at the waist, reaching at, above and below shoulder level, extending neck upward, downward and side to side, climbing stairs; and on rare occasion, climbing ladders, crouching, kneeling. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Effectively hear/comprehend oral instructions and communication.

MENTAL/PSYCHOLOGICAL: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; read complex material; utilize complex math skills; utilize complex writing skills; understand, remember and carry out complex job instructions; respond quickly to changing priorities; communicate effectively orally and in writing; perform effective multi-tasking; work under pressure; pay attention to details and accuracy; communicate with tact, diplomacy and professionalism; and work within deadlines.

CITY OF LOMPOC
(Solid Waste Regulatory Compliance Supervisor)

ENVIRONMENTAL CONDITIONS: Work is performed outdoors and indoors; constantly uses a computer, facsimile, electronic copier, and printer; occasional use of an adding machine, calculator and other modern office equipment; occasionally drives City vehicles to attend meetings at various City facilities, meeting sites, and public and private events; occasionally works around machinery and is exposed to excessive noises; on rare occasion is exposed to slippery or uneven walking surfaces, dust, fumes, gases or odors; and works both alone and with others.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods and techniques of research, analysis, and evaluation
- Solid waste industry laws, regulations, policies, and operational practices
- Principles, practices, and trends in solid waste collection, diversion, and recycling programs
- Principles of contract administration, budgeting, and grant management
- Statistical analysis and data interpretation methods
- Public relations, community engagement, and education strategies
- Fundamentals of general accounting and budgetary practices
- English usage, spelling, grammar, and punctuation
- Business math and statistics
- Modern office procedures and technology, including word processing and spreadsheet applications

Ability to:

- Conduct and oversee complex statistical, financial, and program analyses
- Interpret and apply federal, state, and local regulations
- Prepare clear, concise, and comprehensive written and oral reports
- Plan, organize, supervise, and evaluate staff and work activities
- Develop and implement compliance strategies and operational improvements
- Forecast and evaluate the fiscal and operational impacts of regulatory changes
- Manage and monitor program budgets and contracts
- Operate specialized solid waste data management systems and prepare spreadsheets
- Communicate effectively with diverse audiences and lead public meetings
- Operate a vehicle observing legal and defensive driving practices
- Understand and carry out oral and written instructions
- Represent the City with professionalism, tact, and diplomacy
- Establish and maintain effective working relationships with those contacted in the course of work

**CITY OF LOMPOC
(Solid Waste Regulatory Compliance Supervisor)**

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is a graduation from an accredited college or university with a bachelor's degree in environmental studies, biological sciences, natural resource management, or a closely related field; **AND** three (3) years of progressively responsible professional experience in the research, planning, or implementation of solid waste recycling, diversion, or compliance programs.

Est. 9/2025

CITY OF LOMPOC

UTILITY DIRECTOR

DEFINITION:

Under administrative direction, plans, organizes, directs, and oversees the overall operations of the Utilities Department, including solid waste, water, wastewater and electric utility divisions. Serves as a key advisor on utility services and programs, represents the City in matters related to utility operations, engages with stakeholders and partner agencies, and performs related duties as required.

CLASS CHARACTERISTICS:

The Utility Director is the department head responsible for leadership, administration, and coordination of all divisions within the Utilities Department, including solid waste, water, wastewater, and electric utilities. The incumbent receives direction from and is responsible to the City Manager for day-to-day operations.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES: *The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, organizes, and directs, through subordinate managers, the operations of the City's utility services, including solid waste collection, diversion, recycling, and disposal operations, water production, treatment, storage, and distribution systems, wastewater collection, treatment and reclamation operations, and electric power distribution systems.
2. Establishes department goals, priorities, and long-range strategic plans.
3. Monitors and evaluates department performance; identifies and implements process improvements to enhance service delivery.
4. Coordinates Utilities Department activities with other City departments, regional agencies, and regulatory bodies.
5. Ensures compliance with all applicable federal, state, and local laws, regulations, and permit requirements.
6. Oversees safe, efficient, and cost-effective utility operations.

**CITY OF LOMPOC
(Utility Director)**

7. Selects and provides direction to consulting engineers, contractors, and other professional service providers; reviews and approves plans, specifications, and project scopes.
8. Monitors contracts for compliance and performance; represents the City in contract negotiations as necessary.
9. Prepares and administers the departmental budget; develops cost estimates for special projects; manages expenditures in accordance with approved budgets.
10. Reviews and recommends adjustments to utility rates and rate structures to meet operational and capital needs.
11. Represents the City in regional, state, and joint powers agency functions.
12. Ensures employee training, safety, professional development, and performance evaluation programs are effectively implemented.
13. Assures that the Affirmative Action Program and various regulatory programs are successfully implemented.
14. Prepares and presents reports and recommendations to the City Council on utility-related issues.
15. Serves as a resource and advisor to division managers in resolving operational or administrative challenges.
16. Acts as the final administrative authority in employee grievance matters within the department.
17. Performs other related duties as assigned.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength: Light – Exert force to 25 pounds occasionally or 10 pounds frequently, or negligible force constantly to lift, carry, push, pull, or move objects. May involve significant standing, walking, pushing, and/or pulling. Frequent sitting. Occasional standing, walking, bending, stooping, climbing stairs, reaching at, above and below shoulder level, extending the neck upward, downward and side to side, pushing, pulling, twisting at the waist, handling, gripping, grasping, fingering, typing. **Vision:** visual acuity sufficient to perform the essential functions of the position; must be able to accurately recognize colors; average depth perception needed. **Hearing:** ability to hear/comprehend oral instructions and communication.

**CITY OF LOMPOC
(Utility Director)**

Mental/Psychological: While performing the duties of this class, the incumbent is regularly required to use oral and written communication skills; read and interpret complex data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, citizen groups, and others encountered in the course of work.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works in office conditions; the noise level is usually quiet. Occasional driving is required to attend meetings at various City facilities, training sites, and public and private events.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Solid waste collection, diversion, recycling, and disposal operations and regulations
- Water supply, treatment, and distribution system operations and maintenance
- Wastewater collection, treatment, and reclamation system operations and maintenance
- Electric power distribution system operations and maintenance
- Applicable federal, state, and local laws, codes, and regulations governing municipal utilities
- Modern principles and practices of utility management, including strategic planning, budgeting, and performance measurement
- Principles of public administration, including organizational development, personnel management, and labor relations
- Principles of contract administration and project management

Ability to:

- Plan, organize, and direct multiple utility services operations and programs
- Analyze complex technical and administrative issues and develops sound solutions
- Negotiate and manage contracts and interagency agreements
- Develop, administer, and monitor complex capital improvement and operating budgets
- Lead, motivate, and develop staff at all organizational levels
- Communicate effectively, both orally and in writing, with diverse audiences

**CITY OF LOMPOC
(Utility Director)**

- Establish and maintain effective working relationships with City staff, elected officials, community groups, and representatives of other agencies and organizations

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is graduation from an accredited college or university with a bachelor's degree in engineering, environmental science, public administration, or a closely related field, and at least seven (7) years increasingly responsible experience in utility systems administration, including at least three (3) years in a management or executive capacity.

Rev. 9/2025

CITY OF LOMPOC

WASTEWATER REGULATORY COMPLIANCE SUPERVISOR

DEFINITION:

Under general direction, the Wastewater Regulatory Compliance Supervisor plans, organizes, supervises, and participates in the work of staff responsible for environmental regulatory compliance activities related to the Wastewater Division, including the City's Industrial Pretreatment Program, National Pollutant Discharge Elimination System (NPDES) permit requirements, stormwater discharge compliance, and FOG (Fats, Oils, and Grease) control; ensures program compliance with applicable federal, state, and local laws, regulations, and permits; serves as liaison with regulatory agencies; oversees permit issuance and enforcement actions; and performs related duties as required.

CLASS CHARACTERISTICS:

The Wastewater Regulatory Compliance Supervisor is a supervisory-level classification with responsibility for the day-to-day oversight of regulatory compliance activities in the Wastewater Division. Incumbents exercise independent judgment in planning work assignments, resolving problems, and interpreting regulations and policies. The position is distinguished from the journey-level Regulatory Compliance Specialist II by its supervisory responsibilities, broader program oversight, and greater involvement with regulatory reporting and compliance strategy.

LICENSE AND CERTIFICATIONS REQUIRED:

- Possession of a valid and appropriate California Driver's License may be required
- Possession of a Grade III or higher Grade Environmental Compliance Inspector Certificate issued by the California Water Environment Association (CWEA) and continued maintenance of a valid certification

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, assigns, supervises, and reviews the work of Regulatory Compliance Specialists and related staff.
2. Coordinates and oversees the City's Pretreatment Program and ensures adherence to EPA and State Water Board mandates.
3. Develops and implements procedures for permit issuance, facility inspections, monitoring, sampling, and enforcement in accordance with applicable laws and regulations.

CITY OF LOMPOC
(Wastewater Regulatory Compliance Supervisor)

4. Serves as primary liaison with the Regional Water Quality Control Board, EPA, and other regulatory agencies for matters related to the Industrial Pretreatment Program, stormwater, and other compliance programs.
5. Maintain and keep current, permits such as National Pollutant Discharge Elimination System (NPDES), Permit for Wastewater Treatment Plant Discharge, Storm Water Pollution Prevention Plan (SWPPP), Pre-Treatment Permits for Industrial Dischargers, and other associated permits.
6. Prepares complex regulatory reports, including Pretreatment reports and Stormwater reports, and oversees submission of monitoring data through online regulatory reporting systems.
7. Conducts enforcement actions, including Notices of Violation, administrative orders, and penalty assessments; represents the City at administrative hearings or legal proceedings, as necessary.
8. Provides technical guidance and training to staff; reviews the work for accuracy, completeness, and compliance with standards.
9. Reviews industrial and commercial development plans and permit applications for potential impacts to wastewater discharge.
10. Evaluates the impact of new and changing regulations on City compliance activities and recommends program modifications.
11. Assists in budget preparation and monitoring for the regulatory compliance program.
12. Conducts outreach and provides education to businesses and the public regarding wastewater regulations and best management practices.
13. Prepares and conducts employee performance evaluations for assigned personnel.
14. Ensures proper recordkeeping of permits, inspections, sampling results, and enforcement actions.
15. Prepares presentations, technical memos, correspondence, and reports for City staff, Council, and regulatory agencies.
16. Performs related duties as assigned.

**CITY OF LOMPOC
(Wastewater Regulatory Compliance Supervisor)**

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength: Light – Exert force to 25 pounds occasionally or 10 pounds frequently, or negligible force constantly to lift, carry, push, pull, or move objects. May involve significant standing, walking, pushing, and/or pulling. Frequent sitting. Occasional standing, walking, bending, stooping, climbing stairs, reaching at, above, and below shoulder level, extending the neck upward, downward, and side to side, pushing, pulling, twisting at the waist, handling, gripping, grasping, fingering, typing. **Vision:** visual acuity sufficient to perform the essential functions of the position; must be able to accurately recognize colors; average depth perception needed. **Hearing:** ability to hear/comprehend oral instructions and communication.

Mental/Psychological: Work cooperatively and interact appropriately with those contacted in the course of work without exhibiting extreme responses; respond appropriately to criticism from supervisor; utilize complex reading, math and writing skills; respond quickly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; supervise the work of others; train other workers.

ENVIRONMENTAL CONDITIONS:

Frequently works both indoors and outdoors. Frequently uses a computer, drives motorized equipment/vehicles. Frequently works both alone and with others. On rare occasions: is exposed to extreme temperatures, works at unprotected heights, works around machinery; is exposed to dust, fumes, smoke, gases, odors, chemicals, excessive noises, electrical energy, solvents, grease or oil, slippery or uneven walking surfaces.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of industrial pretreatment, wastewater sampling, and environmental compliance
- Applicable federal, state, and local regulations, including NPDES, Clean Water Act, and California Water Code
- Supervision, training, and performance evaluation methods
- Enforcement procedures and administrative penalty structures
- Technical report preparation, data analysis, and regulatory submissions
- Industrial and commercial operations related to wastewater generation and treatment
- Construction plans and plumbing systems related to pretreatment infrastructure
- Effective customer service and communication techniques

**CITY OF LOMPOC
(Wastewater Regulatory Compliance Supervisor)**

Ability to:

- Interpret and apply complex environmental regulations
- Plan, organize, and supervise work activities and staff
- Analyze water quality data and interpret laboratory results
- Prepare accurate technical reports and regulatory submissions
- Establish and maintain effective working relationships with staff, businesses, and regulatory agencies
- Exercise sound judgment and initiative in enforcing regulations
- Communicate clearly and effectively, both orally and in writing
- Respond to emergencies and investigate incidents involving non-compliance

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is bachelor's degree in environmental science, biology, chemistry, Water/Wastewater technology, or a closely related field, **AND** four (4) years of increasingly responsible in regulatory compliance, pretreatment program administration, or wastewater inspection and sampling, including at least one (1) year of lead or supervisory experience.

Est. 9/2025

CITY OF LOMPOC

WATER REGULATORY COMPLIANCE SPECIALIST TRAINEE / I / II (Series Specification)

DEFINITION:

This series specification describes three classes which, under general supervision, plan, coordinate, and oversee the city's mandated California State Water Resource Control Board (SWRCB) Cross Connection Control Program; to provide compliance assistance at commercial, industrial and residential service connections; to conduct ongoing monitoring, compliance tracking, data collection and assessment, and reporting; and to conduct educational outreach to the community. The incumbents in this classification perform investigations of water service connections to ensure compliance with city, state, and federal water regulations. Incumbents will also learn to perform site cross-connection hazard assessments.

CLASS TITLES:

Water Regulatory Compliance Specialist Trainee
Water Regulatory Compliance Specialist I
Water Regulatory Compliance Specialist II

CLASS CHARACTERISTICS:

Water Regulatory Compliance Specialist Trainee: Under general supervision, learn to perform fieldwork, learn about City, State, and Federal regulations for commercial, industrial, and residential cross connection control, and learn how to conduct site hazard assessments.

Water Regulatory Compliance Specialist I: This is the entry-level position in the Regulatory Compliance Specialist series. Incumbents learn to perform fieldwork, learn about City, State, and Federal regulations for commercial, industrial, and residential cross connection control, and learn how to conduct site hazard assessments.

Water Regulatory Compliance Specialist II: This is the journey-level class in the Regulatory Compliance Specialist series and is distinguished from the I level by the assignment of the full range of duties. Incumbents 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.

LICENSE AND CERTIFICATIONS REQUIRED:

All Levels: Possession of a valid and appropriate California Driver's License.

**CITY OF LOMPOC
(Water Regulatory Compliance Specialist Series)**

CERTIFICATIONS:

Water Regulatory Compliance Specialist I: Possession of or ability to obtain Cross Connection Control Specialist Certification issued by the AWWA, ASSE 5120, ABPA, or NCBPA, within 6 months of appointment or promotion, and continued maintenance of a valid certification.

Water Regulatory Compliance Specialist II: Possession of Cross Connection Control Specialist Certification issued by the AWWA, ASSE 5120, ABPA, or NCBPA, and continued maintenance of a valid certification.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices.

All Levels:

1. Works with the state water board to advise and implement the City of Lompoc's (City) Cross-Connection Control Plan and Program in accordance with the California State Water Resource Control Board's (SWRCB) Cross-Connection Control Handbook.
2. Must possess or attain within 6 months a Valid Backflow Tester Certification as well as a Cross-Connection Control Certification in accordance with the Cross-Connection Control Handbook standards.
3. Works with other COL Divisions/Departments to coordinate handbook compliance (Building, Fire).
4. Conducts hazard assessments of commercial, industrial, and residential sites to determine the level of protection required at a water site based on hazards (surveys, field visits, etc.) and determine the appropriate backflow device or method (PVB, DC, RP, Air Gap, etc.) required at the site for adequate protection of the water distribution system.
5. Responsible for enforcement and compliance with the City municipal code relating to cross connection control. Issues verbal and written responses, Notice of Violations/ Non-Compliance.
6. Works closely with the Water Distribution Supervisor to maintain the distribution system's backflow devices in good working order and coordinates at a minimum, yearly testing of backflow devices with water customers to comply with state requirements.
7. Assures Backflow devices are tested by someone holding a valid backflow tester certification from a state board certified organization.
8. Must be the main point of contact for the COL's Cross Connection Control Program in an emergency and must be reachable within one hour by the state board if required.

**CITY OF LOMPOC
(Water Regulatory Compliance Specialist Series)**

9. Investigates, documents, and responds to potential Backflow incidents and notifies the state water board and local health agencies when appropriate.
10. Works closely with the division office staff assistant to maintain detailed records of backflow devices (locations, tests, repairs, install dates, incidents) for implementation of the Cross Connection Control Program and provides them to the SWRCB if required.
11. Creates and distributes public outreach and education materials as outlined in the COL's Cross Connection Control Plan.
12. Provides good customer service to all individuals by demonstrating a willingness to be attentive, understanding, courteous, and respectful.
13. Effectively communicate with colleagues and customers while maintaining a positive attitude; prepares various reports and meets deadlines; performs other related work as required.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: All Levels: Strength: Medium – Exert force of 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly to lift, carry, push pull or move objects. Frequent walking, standing, sitting, and typing, depending on the day's duties. Occasional bending, stooping, crouching, kneeling, pushing, pulling, twisting at the waist, handling, gripping, grasping, fingering (pinching/picking), typing, climbing stairs and ladders, reaching at, above and below shoulder level, extending neck upward, downward and side to side. On rare occasion, crawling, climbing scaffolding. **Visual:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** effectively hear/comprehend oral instructions and communication.

Mental/Psychological: All Levels: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from supervisor. Utilize complex reading, math and writing skills; understand, remember and carry out complex job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; and work within deadlines.

Water Regulatory Compliance Specialist II: Train other workers.

**CITY OF LOMPOC
(Water Regulatory Compliance Specialist Series)**

ENVIRONMENTAL CONDITIONS:

All Levels: Frequently works both indoors and outdoors. Frequently uses a computer, drives motorized equipment/vehicles. Frequently works both alone and with others. On rare occasions, is exposed to extreme temperatures, works at unprotected heights, works around machinery, is exposed to dust, fumes, smoke, gases, odors, chemicals, excessive noises, electrical energy, solvents, grease or oil, slippery or uneven walking surfaces.

MINIMUM QUALIFICATIONS (All Levels):

Knowledge of:

- Practices and techniques related to water cross connection identification
- Water Industry related terminology with specifics to cross connection/ distribution
- Practice and techniques of performing industrial facility and process inspections related to the Cross Connection Program
- Basic principles of chemistry, biology, and physics
- Basic plumbing and construction principles and codes
- Basic operating characteristics of field and laboratory instruments and equipment
- Occupational hazards and field safety procedures, principles, and practices
- Data collection and report writing principles and practices
- Industrial and commercial facilities within the city's service area
- Pertinent Federal, State, and local laws, codes, ordinances, and regulations pertaining to cross connection
- Recordkeeping principles and procedures
- English usage, grammar, spelling, vocabulary, and punctuation
- Methods and techniques of providing high-level customer service to the public and other employees, either in person, by mail, by email, or by telephone

Ability to:

- Learn and apply principles, practices, and programs for the City's Cross Connection Control program related programs and projects
- Learn and apply pertinent Federal, State, and local laws, codes, ordinances, and regulations pertaining to Cross Connection prevention
- Research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations
- Read and interpret a variety of meters, gauges, and recording charts as well as construction blueprints
- Make accurate arithmetic and statistical computations
- Prepare clear and concise reports, correspondence, and other written materials
- Establish and maintain a variety of filing, recordkeeping, and tracking systems
- Understand and follow oral and written instructions
- Organize own work, set priorities, and meet critical time deadlines

CITY OF LOMPOC
(Water Regulatory Compliance Specialist Series)

- Operate modern office equipment, including computer equipment and software programs
- Effectively communicate in person, by telephone, computer, two-way radio, and in writing
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of the work
- Deal with uncomfortable and difficult situations and people encountered in regulatory interactions

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is:

Water Regulatory Compliance Trainee: Possession of a high school graduation diploma or General Educational Development (GED). No experience is necessary.

Water Regulatory Compliance Specialist I: Two (2) years of responsible work experience in a related field involving environmental inspection and analysis of water and/or water distribution operations. An associate's degree in physical or biological sciences, environmental studies, or a closely related field is highly desirable.

Water Regulatory Compliance Specialist II: Four years (4) of responsible work experience in a related field involving environmental inspection and analysis of water and/or water distribution operations or two (2) years of experience equivalent to Regulatory Compliance Specialist I with the City. A bachelor's degree in physical or biological sciences, environmental sciences, or a closely related field is highly desirable. A Backflow tester certification or Distribution 3 certification may be used in lieu of some on-the-job experience.

Est. 9/2025

CITY OF LOMPOC

PT RECREATION LIFEGUARD

DEFINITION/CLASS CHARACTERISTICS:

Under general supervision, maintain safe swimming conditions in the pool, deck, and surrounding areas; create a safe and positive atmosphere that promotes safety in accordance with the Lompoc Aquatic Center regulations, policies, and procedures; ensure the safety of facility patrons by preventing and responding to emergencies.

Incumbents will work a varying schedule of hours, which may include early mornings, nights, weekends, and holidays.

LICENSE/CERTIFICATIONS REQUIRED:

Current possession of the following certifications:

- Basic Life Support (Professional Rescuer CPR/AED)
- First Aid
- First Aid for Public Safety Personnel (Title 22)
- YMCA Lifeguard or American Red Cross Lifeguard or equivalent

ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES:

The following duties are typical of this position. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Maintains active surveillance of the pool area.
2. Knows and reviews all emergency procedures and recognizes and responds to emergency situations immediately in accordance with facility regulations, policies, and procedures; completes related reports as required.
3. Knows, understands, and consistently applies safety rules, policies, and guidelines for the pool and aquatic area.
4. Maintains accurate records and completes reports as required by the Aquatic Center and/or the state health department code.
5. Performs equipment checks and ensures appropriate equipment is available as needed.
6. Checks the pool for hazardous conditions when arriving.
7. Performs chemical testing when not lifeguarding, as required, and takes appropriate action.
8. Attends all staff meetings and in-service trainings.
9. Assists in performing cleaning services of the pool and other assigned areas.

CITY OF LOMPOC
PT Recreation Lifeguard

10. Maintains a level of professionalism and models customer service skills when interacting with patrons and program participants.
11. Assists in Recreation Division activities and special events.
12. Performs other duties as assigned.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL: Strength: Heavy Work – Lifting, carrying, and/or pushing 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds. May involve significant standing, walking, sitting, bending, stooping, pushing, pulling, handling, gripping, grasping, twisting at the waist, reaching at, above and below shoulder level, extending neck upward, downward, and side to side, climbing stairs, crouching, and kneeling. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed; specific vision abilities required by this job include close vision, distance vision, and the ability to adjust. **Hearing:** Effectively hear/comprehend oral instructions and communication; and hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility.

Mental/Psychological: Works cooperatively and interacts appropriately with those contacted in the course of work, including the general public; responds quickly to changing priorities; communicates effectively orally; performs effective multi-tasking; understands, remembers, and carries out job instructions; knows, understands, and consistently applies safety rules, policies, and guidelines; and works under pressure.

- Remain alert with no lapses of consciousness
- Maintain calm and practice good judgment in stressful and emergency situations
- Model professionalism and relationship-building/customer service skills in all interactions
- Effectively communicate with patrons, city and facility staff using authority, diplomacy, and sensitivity

MINIMUM QUALIFICATIONS:

Minimum Age: Must be at least 15 years of age.

Knowledge of: Lifesaving and swimming principles and practices; First Aid principles and practices, appropriate safety precautions and procedures; and safety rules, policies, and guidelines for the Aquatic Center.

CITY OF LOMPOC
PT Recreation Lifeguard

Ability to: Maintain certification-level physical and mental readiness; demonstrate lifeguard skills in accordance with YMCA or American Red Cross standards; and understand and administer Aquatic Center rules, regulations, policies, procedures, and program schedules.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which would provide the required knowledge, skills, and abilities.

Rev. 9/2025