

## 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, a custodial crew and participates in the cleaning 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 of offices and other areas in public buildings; sweeping, mopping, scrubbing, and waxing, and polishing floors; vacuuming and shampooing carpets and rugs; dusting and polishing furniture, fixtures, and woodwork.
4. ; replenishes supplies; sets up rooms for meetings; empties and 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. waste receptacles; turns out lights and locks and unlocks City buildings; secures doors and windows and ensures facilities are safe and operational after hours.

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7. ;pPerforms routine, minor building and related 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. repair work; mMaintains inventory and ensures proper care and storage and use of custodial supplies of equipment and materials; may assist in preparing used in the work; requisitions supply orders ies and parts 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. directs the work of assigned helpers; oOperates 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.
- 1.14. Performs related work duties as required. Provides responsive customer service to meet user needs. assigned.

**PERIPHERAL FUNCTIONS:**

Cleans interior and exterior Washes windows, including glass doors and partitions; polishes metal fixtures, hardware, and other surfaces to maintain appearance work; 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 category:** 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,

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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.

### 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:

- ~~Basic math;~~
- ~~Simple record keeping;~~
- ~~Proper methods, materials, tools and equipment used in the custodial trade;~~
- ~~General principles of supervision and training;~~
- ~~Appropriate safety precautions and procedures;~~
- ~~Material data safety sheets (MSDS) and how to use them.~~
  
- Fundamental arithmetic for estimating supplies, measuring chemical dilutions, and tracking labor hours;
- Routine documentation and inventory control methods and standard documentation practices used in for custodial operations;
- Standard Proper custodial techniques, including the safe and effective use proper selection and operation of cleaning agents, hand tools, and powered equipment such as floor buffers and extractors;
- Core supervisory pPrinciples of lead supervision, including such as task assignment, scheduling, employee training, delegation, staff coaching, and providing constructive performance feedback;
- Occupational health and OSHA-compliant safety regulations and best practices, including OSHA standards principles and job-site hazard-recognition and control procedures;

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- The purpose and application, content, and practical use of Safety Data Sheets (MSDS) for all custodial-related chemicals and materials.

**Ability to:**

- ~~Properly operate and maintain and train others in the proper operation and maintenance of mechanical and powered custodial equipment;~~
- ~~Perform skilled custodial work;~~
- ~~Lead, schedule, prioritize and organize the work of a custodial crew;~~
- ~~Read and write at the level required for successful job performance;~~
- ~~Manage simple records;~~
- ~~Operate a vehicle observing legal and defensive driving practices;~~
- ~~Understand and carry out oral and written instructions;~~
- ~~Establish and maintain effective relationships with those contacted in the course of work.~~
- ~~Keep supervisor informed of trends, daily operations, and resource control.~~
- Operate, maintain, and instruct/train others in the safe and, effective use of both manual mechanical and powered custodial equipment.
- Perform a full range of advanced custodial tasks using duties, applying best practices for cleaning, floor care, and sanitation.
- Lead, schedule, and coordinate the daily activities/work of for the a custodial team, including scheduling, assigning tasks, setting clear priorities and adjusting priorities workflows to meet operational demand needs.
- Read, understand, and complete interpret, and compose routine workplace documents, checklists, and reports at a level necessary for accurate record-keeping and compliance and recordkeeping.
- Maintain concise accurate records of supplies, equipment usage, and work completed, ensuring data are readily retrievable for audits or inspections.
- Drive/Safely operate City vehicles in accordance with safely, adhering to all traffic laws and defensive -driving principles/practices.
- Comprehend and execute both Follow oral and written instructions promptly and accurately and in a timely manner.
- ~~Foster effective~~ Establish and maintain cooperative and professional working relationships with co-workers, supervisors, contractors, and building occupants, demonstrating professionalism and customer service.
- ~~Keep~~ Communicate effectively with supervisors regarding apprised of emerging issues, daily operations, al status, and resource needs, and emerging custodial or facility issues to support sound decision-making.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience ~~which~~ that demonstrates an ability

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to perform the duties of the position. -The typical qualifying entrance background is recent and increasingly responsible ~~journey-level~~ custodial experience at the journey-level, including experience in leading or coordinating the work of others.

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### PARKS AND RECREATION MANAGER

#### DEFINITION:

Under administrative direction, to plan, organize, and direct the operations, maintenance, and ~~operation~~ programming of the City parks, ~~and~~ recreational facilities, and citywide recreation ~~program~~ services; is responsible for; assessing community needs, developing programs and capital projects, and ensuring the delivery of high-quality recreation services; and to p~~and to p~~erform related work as required.

#### CLASS CHARACTERISTICS:

The Parks and Recreation Manager serves as a division head within the Community Development Department, is the executive manager responsible for the day-to-day management and strategic direction of activities 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 ~~is responsible~~ reports to the Community Development Director ~~for the 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 specifically related additional/different duties from those set forth below to address business needs and changing business practices.*

1. Plans, ~~coordinates and directs~~, and manages the operations and the maintenance of the City's parks, landscaped areas, and ~~and related programs, including grounds recreation~~ at areas and designated City properties, and the recreational programs and services for children, youths and adults; evaluates community requirements for parks and recreation facilities.
2. Oversees the ~~Recommends programs, including planning and development and implementation of citywide recreational programs and services for youth, adults, and seniors~~ of parks and recreational facilities to meet the needs of the community.
3. ~~Carries out approved programs~~ Evaluates community needs; develops and recommends new parks and recreation programs and facility improvements.
4. ~~Meets with interested groups and~~ Serves as liaison to the Parks & Recreation Commission and other community groups; attends meetings and provides staff support and recommendations. ~~individuals to discuss parks and recreation~~

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(Parks and Recreation Manager)**

- programs, facilities and needed improvements.
5. ~~Interprets the parks and recreation department activities to other departments and to the community~~Develops and administers the division's annual budget; monitors expenditures and identifies funding needs.
  6. ~~Serves as staff liaison to the Parks and Recreation Commission~~Prepares grant applications and manages grant-funded programs and compliance reporting.
  7. ~~Prepares annual division budget estimates and supervises the administration of~~Selects, supervises, trains, and evaluates division staff; oversees recruitment and personnel matters within the division~~the approved budget.~~
  8. ~~Reviews applications and eligibility list of applicants for employment and selects and appoints division personnel.~~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.
  9. ~~Prepares reports, manuals and instruction procedures.~~
  10. Directs the Pplanning and delivery s~~and coordinates the activities of cultural, instructional, athletic, and special activities~~events.
  11. Collaborates with internal departments, outside agencies, and~~May be assigned to assist on Ccommunity Development projects or other programs~~organizations to maximize program effectiveness.
  12. ~~Prepares grant applications~~May assist in Community Development Department programs and projects as assigned.
  13. ~~Administers grant programs received by the City in parks and recreation.~~
  14. ~~May participate in the design of irrigation systems and athletic fields.~~
  15. ~~Plans and directs the development and maintenance of parkways and street islands.~~
  - 16-13. Operates a City vehicle in the performance of assigned duties.
  - 17-14. Performs other related work duties as required~~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 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,

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(Parks and Recreation Manager)**

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 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~~Municipal park administration~~
- ~~Modern methods and procedures to develop areas~~
- ~~Facilities and services to meet the needs and resources of the City~~
- ~~Philosophies and techniques of planning and supervising a citywide recreation program, community organizations and resources~~Public administration, budgeting, and grant writing
- ~~Current developments in the coordination of park, school, sports and playground activities~~Applicable local, State, and Federal regulations
- Recordkeeping
- Principles of supervision and training
- Appropriate safety precautions and procedures

**Ability to:**

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- ~~Analyze community needs and to work with community organizations in developing programs adapted to the particular requirements and needs of the community and gain and hold the support, confidence and enthusiasm of leaders and participants in the programs~~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, Select and train, and evaluate personnel
- Communicate effectively, both orally and in writing
- ~~Speak before public gatherings~~
- ~~Write letters and prepare reports~~
- ~~Plan and direct the development and maintenance of parks and recreational programs~~
- ~~Maintain records~~
- ~~Supervise the work of others~~
- Operate a vehicle observing legal and defensive driving practices
- Understand and carry out oral and written instructions
- Establish and maintain ~~effective~~ cooperative 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 college in recreation or parks administration and four years of increasingly responsible professional experience in supervising parks and recreational activities, preferably including administrative-level experience.

**~~PHYSICAL DEMANDS AND WORKING CONDITIONS:~~**

**~~Strength:~~** ~~Light Work—Occasional lifting, carrying, pulling and/or pushing of 25 pounds or less.~~

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### PT RECREATION LIFEGUARD

#### DEFINITION/CLASS CHARACTERISTICS:

Under general supervision, to 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.

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**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 category: 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 ~~16~~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.

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**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.

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# PUBLIC WORKS DIRECTOR

### DEFINITION:

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

### CLASS CHARACTERISTICS:

The Public Works Director is the ~~executive manager~~ department head responsible for leadership, administration, and coordination of all Public Works divisions, the activities of including engineering services for public projects infrastructure and private development review; and for streets, maintenance; facilities, and fleet equipment maintenance; urban forestry; solid waste and landfill; and ~~airport/transit~~ and/ airport services. The incumbent receives direction from and is responsible to the City Administrator ~~Manager~~ for day-to-day operations.

### LICENSE REQUIRED:

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

1. Develops, plans, and implements ~~Public Works'~~ departmental goals, and objectives, policies, and service delivery standards.
2. ~~;~~ ~~m~~Monitors ~~the~~ departmental's performance; identifies and implements process improvements to enhance efficiency and service quality.
3. Coordinates; ~~identifies and implements action which will increase the department's level of performance in coordinating activities and projects between Public Works activities with other City departments, regional agencies, contractors, and community partners~~ divisions and outside agencies.
4. ~~;~~ ~~d~~Directs and supervises division managers, providing leadership, guidance, and performance feedback.

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5. Oversees the preparation and execution of the department's work plan, including capital improvement projects, maintenance programs, and operational initiative; integrates and implements policies and procedures.
6. Represents the department to external organizations, advisory boards, commissions, community Public Works to outside work-groups, and organizations the public.
7. Consults with citizens, developers, contractors, and officials on regarding engineering infrastructure, and public works matter issues;
8. Provides complex technical and administrative support to the City Administrator/Manager, City Council, and other boards and commissions advisory bodies.
9. Prepares staff reports, presentations, and recommendations for City Council consideration implements projects.
10. Administers the biennial departmental budget; forecasts resource needs and monitors expenditures in accordance with approved allocations; oversees the preparation and administration of the bi-annual budget.
11. Ensures compliance with applicable federal, state, and local laws, codes, regulations, and permitting requirements that various regulatory programs are successfully implemented within the department.
12. Oversees ensures that employee appraisals, employee development, safety, and training programs; ensures that performance evaluations are conducted in a timely and constructive manner are designed and successfully implemented.
13. Serves as a the final administrative authority in employee grievance matters within the department resource person in the problem-solving activities of division managers.
14. Acts as a resource and problem-solver for division managers and staff on technical and administrative matters an appeal source in employee grievances.
15. Performs other related work as required 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

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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 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;~~  
including streets, facilities, and fleet maintenance

- ~~Pertinent~~Applicable federal, state, and local laws, codes, rules and regulations;  
governing public works, engineering, transportation, and infrastructure maintenance

Modern principles and practices of public administration, ~~Organizational development, and performance management practices as applied to analysis and~~

- ~~evaluation of programs, policies and operational needs;~~
- Budget development, financial management, and capital project funding
- ~~Principles of contract administration and project management, training and performance appraisal;~~
- Geographic Information Systems (GIS) as applied to public works functions

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~~based information system management.~~

- Principles of leadership, supervision, and employee development

**Ability to:**

- ~~—Plan, organize, and coordinate~~ direct diverse ~~the activities of work teams in~~ Public Works; programs and services
- ~~—Integrate and implement policies, and procedures;~~ and operational strategies
- ~~—Analyze complex~~ technical and administrative ~~problems and issues~~ and develop ~~identify alternative~~ effective ~~solutions~~
- ~~and implement recommendations;~~
- ~~—Interpret and apply City policies,~~ ordinances, ~~and regulatory requirements;~~
- ~~—Motivate and lead~~ 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~~ these
- ~~contacted in the course of work;~~ staff, elected officials, contractors, community groups, and other agencies
- ~~—Communicate clearly and concisely, both orally and in writing;~~
- ~~—Interact effectively with staff, the public, officials and representatives~~
- ~~of business and other agencies.~~

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience ~~which~~ 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 ~~B~~ bachelor's ~~D~~ degree in civil engineering, public administration, or a closely related field (~~a~~ master's ~~D~~ 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.

Jmb  
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~~UTILITIES~~ UTILITY DIRECTOR

**DEFINITION:**

Under administrative direction, ~~to plans~~, organizes, directs, and ~~review~~ oversees the overall operations of the Utilities Department, including ~~the solid waste~~, water, wastewater and electrical utility divisions ~~distribution systems~~; ~~to s~~ Serves as a key staff advisor on utility ~~operations~~ services and programs, represents the City in matters related to utility operations, engages with stakeholders and partner agencies, ~~to communicate with various individuals, groups and organizations on City utility services~~, and ~~to performs~~ related ~~work~~ duties as required.

**CLASS CHARACTERISTICS:**

The ~~Utilities~~ Utility Director is the ~~executive manager~~ department head responsible for leadership, administration, and coordination of all divisions within the ~~activities of the~~ Utilities Department, including ~~involving~~ solid waste, water, wastewater, and electric ~~divisions~~ utilities. The incumbent receives direction from and is responsible to the City ~~Administrator~~ 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 a large municipal utility services, including solid waste collection, diversion, recycling, and disposal operations, ies program which includes water production, treatment, storage, and distribution systems, wastewater collection, treatment and reclamation operations, and electric power ~~al~~ distribution systems.
2. ~~;~~ Establishes department goals, priorities, and formulates long-range strategic plans.
3. ~~;~~ Monitors and evaluates the department's performance; identifies and implements process improvements to enhance service delivery.
4. ~~;~~ Identifies action which will increase the department's level of performance in coordinating Utilities Department activities with other City departments, regional

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~~and outside agencies,~~ and regulatory bodies.

5. ~~;~~ eEnsures that the City is in compliance with all applicable ~~current requirements established by regional, state, and federal,~~ state, and local laws, ~~regulations, and permit requirements~~ ery agency.

6. Oversees ~~s;~~ assures that the utilities operations are run in a safe, efficient, and cost-effective utility ~~reliable and economic manner~~ operations.

7. ~~;~~ sSelects and provides direction ~~technical assistance~~ to consulting engineers, contractors, and other professional service providers; reviews and approves plans, specifications, and project scopes.

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~~8. \_\_\_\_\_; reviews and approves plans and specifications for improvement projects;~~  
~~m~~Monitors outside service contracts for compliance and performance; ~~—and~~  
represents the City in contract

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**(Utilities Director)**

9. negotiations as necessary.
10. Prepares and administers the departmental budget; develops and cost estimates on for special projects; manages and oversees expenditures in accordance with approved budgets.
11. Reviews and recommends appropriate adjustments to utility rates and rate structures schedules to meet, based on utility operational and capital construction needs.
12. Represents; assures that the City is competently represented in regional, state, and joint powers agency functions.
13. Ensures that employee training, safety, appraisal, professional development, and safety and training programs are designed and successfully implemented performance evaluation programs are effectively implemented.
14. Assures that the Affirmative Action Program and various regulatory programs are successfully implemented.
15. Prepares and presents reports and recommendations to the City Council on Utilities utility-related Department activities issues.
16. Serves acts as a resource and advisor person in the problem-solving activities of division managers in resolving operational or administrative challenges.
17. Acts as the final administrative authority appeal source in employee grievance matters within the departments; directs and supervises the work of division managers, professional and technical staff.
18. and performs other related work duties as required 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:**

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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.

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**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

- Solid waste collection, diversion, recycling, and disposal operations and regulations
- Water supply, treatment, and distribution systems operations and maintenance
- Wastewater collection, treatment, and reclamation systems operations and maintenance
- Electric power distribution system operations and maintenance
- ~~Pertinent~~ Applicable federal, state, and local laws, codes, rules, and regulations applicable governing
- municipal utility operations
- Modern principles and Organizational and management practices of utility management, including strategic planning, budgeting, and performance measurement as applied to analysis and evaluation of program, policies and operational needs
- Principles of public administration, including organizational development, personnel of financial management, and labor relations
- Principles of contract administration and management, training and performance appraisal project management

**Ability to:**

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- Plan, organize, and direct administer multiple major utility services operations and programs functions
- Analyze complex technical and administrative issues and develops problems and recommend effective resolutions sound solutions
- ~~Monitor contractual performance and oversee~~ 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 and lead employees
- Communicate effectively, both clearly and concisely, orally and in writing, with diverse audiences
- ~~Interact~~ Establish and maintain effective working relationships effectively with City staff, elected officials, community groups, the public, officials, and representatives of business and other agencies and organizations

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience ~~which~~ 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 ~~B~~ bachelor's ~~d~~ Degree in engineering, ~~natural science~~, environmental science, public administration, or a closely related field, and at least seven (7) years increasingly responsible experience in utility ~~ies~~ systems administration, including at least three (3) years in a management or executive capacity.

~~**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, pushing and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.~~

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(~~Utilities~~ Utility Director)

~~11/93~~ Rev. 98/2025