



Board of Aldermen Request for Action

MEETING DATE: 10/18/2022

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1134, Approval of the Employee Compensation Plan Amendment

REQUESTED BOARD ACTION:

Approval of Resolution 1134, amending the Employee Compensation Plan.

SUMMARY:

The Employee Compensation Plan sets the pays scale and includes job descriptions for all city positions.

The work by the consultant in the Classification and Compensation Study project completed earlier this year included a complete update of all employee job descriptions to be consistent and revise actual work duties and minimum requirements for positions. Staff has reviewed the consultant's recommended changes and incorporate changes to develop the final version of the fully updated compensation plan.

Based on discussions of the positions, one position, Management Analyst in the Public Works Department has been re-titled to Assistant to the Public Works Director and reclassified. As a result of Board direction at the retreat, two new positions have been added to the plan: Water Treatment Plant Shift Supervisor and Recreation Coordinator.

Included in the packet are all updated job descriptions as well as an updated pay grade schedule to be implemented in the first full pay period of the 2023 fiscal year. Based on Board direction, the approval of the amended pay grade schedule will include a 2% increase to the minimum and maximum salaries for each range. This results in an increase in each employee's salary of 2% to ensure each employee stays in the same place within the their respective range.

PREVIOUS ACTION:

The Plan is revised annually for adjustments and changes. The Plan was last revised in 2020. Revisions in 2021 awaited completion and recommendations from the Classification and Compensation Study completed earlier this year.

POLICY OBJECTIVE:

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FINANCIAL CONSIDERATIONS:

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ATTACHMENTS:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Employee Compensation Plan | |

RESOLUTION 1134

A RESOLUTION ADOPTING AMENDMENTS TO THE EMPLOYEE COMPENSATION PLAN.

WHEREAS, the City of Smithville has adopted and set forth the description of duties and compensation in the City of Smithville for regular employees hereby known as the Employee Compensation Plan;

WHEREAS, City staff, in open and public discussions with the Board of Aldermen, has made recommendations to the Board regarding the modifications for the following items of the existing Employee Compensation Plan:

- 2% increase in range adjustments for all pay ranges (with associated changes to employee compensation)
- addition of a Water Treatment Plant Shift Supervisor and a Recreation Coordinator position
- reclassification of a position to Assistant to the Public Works Director
- revisions to all job descriptions based on the completed Classification and Compensation study; and

WHEREAS, the Board of Aldermen of the City of Smithville desires to adopt the changes to the existing Employee Compensation Plan which should be followed by the City in the administration of the City's personnel program; and

WHEREAS, the Board of Aldermen of the City of Smithville wish to restate that the plan as amended is not intended to be a contract between the City and its employees and does not create contractual rights for employees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the existing policies and procedures as amended are the policies and procedures which should be followed effective November 1, 2022 by the City in the administration of the City's personnel program.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 18th day of October 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Compensation Plan
Effective November 1, 2022

Executive Summary

Purpose

The purpose of the Compensation Plan is to define the philosophy of compensation in the City of Smithville for regular employees, and to specifically define how compensation increases for various job classifications are determined, in accordance with Article 6 of the Employee Handbook. In order to attract and retain qualified personnel at all levels of the organization, it is the policy of the City of Smithville to maintain fair and competitive salary ranges consistent with the economic constraint of the City and the labor market in which we compete.

Effective Date

This compensation plan is effective November 1, 2022. It will remain in effect until such time a subsequent compensation plan supersedes it.

Industry Comparison

As stated in the purpose, it is the policy of the City of Smithville to maintain fair and competitive salary ranges consistent with the economic constraints of the City and the labor market in which we compete to attract and retain qualified personnel at all levels of the organization. As such, the City entered into a contract with McGrath Consulting in 2021 to complete a classification and compensation study. The study brought several recommendations including the update of the pay grade schedule, the increase of benefits available to employees, and updated job descriptions for all positions which are included below. The completion of this study confirms that the City of Smithville is provide competitive and equitable pay and benefit packages to employees.

Cost of Living Allocations

It is the intent of the City of Smithville to provide cost of living adjustments of 2% to the pay grade schedule and employee salaries, based on direction from the Board of Aldermen. For the purposes of this section, "consumer price index" means, for any fiscal year, the previous year's total consumer price index from July 1 through June 30, using the official current base, compiled by the bureau of labor statistics, United States department of labor for all urban consumers (CPI-U) for the Midwest Region. The Consumer Price Index for the period of July 1, 2021, through June 30, 2022, was 9.1%. The 2022-2023 compensation plan reflects a 2% cost of living adjustment to the pay ranges.

Merit Increases

It is the intent of the City of Smithville to provide compensation based on a merit-based system with salary increases occurring consistent with successful performance reviews. The 2022-2023 budget includes a recommended 3% merit pool which will be allocated to employees based on individual performance reviews completed in May.

2022-23 Smithville Employee Salary Schedule

Pay Grade	Recommended Title	Department	SALARY RANGE		
			Minimum	Market	Maximum
5			\$ 15.30	\$ 17.60	\$ 21.42
			\$ 31,824.00	\$ 36,597.60	\$ 44,553.60
10			\$ 17.09	\$ 19.65	\$ 23.92
			\$ 35,536.80	\$ 40,862.02	\$ 49,751.52
	Maintenance Worker I - Parks Maintenance Worker I - Public Works Administrative Assistant I - Public Works	Parks and Recreation PW PW			
15			\$ 18.45	\$ 21.22	\$ 25.84
			\$ 38,379.74	\$ 44,129.28	\$ 53,740.13
	Permit Technician Finance Specialist I Administrative Assistant II- Utilities O&M Technician/ Plant Operator I	Development Finance PW PW			
20			\$ 19.37	\$ 22.28	\$ 27.12
			\$ 40,289.18	\$ 46,335.74	\$ 56,413.34
	Police Administrative Assistant/Prosecutor Assistant Maintenance Worker II - Parks Maintenance Worker II- Public Works O&M Technician/ Plant Operator II Recreation Coordinator	Police Parks and Recreation PW PW Parks and Recreation			
25			\$ 20.34	\$ 23.39	\$ 28.48
			\$ 42,304.70	\$ 48,648.29	\$ 59,235.07
	Police Recruit	Police			
30			\$ 21.56	\$ 24.80	\$ 30.19
			\$ 44,850.62	\$ 51,576.10	\$ 62,799.36
	Code Inspector I Finance Specialist II	Development Finance			
35			\$ 22.86	\$ 26.29	\$ 32.00
			\$ 47,545.06	\$ 54,673.63	\$ 66,554.59
	Police Officer Building Inspector I Code Inspector II O&M Technician/ Plant Operator III Crew Leader -Public Works Crew Leader -Parks Engineering Technician I	Police Development Development PW PW Parks and Recreation PW			
40			\$ 24.23	\$ 27.86	\$ 33.92
			\$ 50,388.00	\$ 57,940.90	\$ 70,543.20
	Building Inspector II Finance Analyst Detective Water Treatment Plant Shift Supervisor	Development Finance Police PW			
45			\$ 26.65	\$ 30.65	\$ 37.31
			\$ 55,437.41	\$ 63,754.08	\$ 77,608.13
	Building Inspector III Recreation Manager Engineering Technician II	Development Parks and Recreation PW			
50			\$ 28.25	\$ 32.50	\$ 39.56
			\$ 58,768.32	\$ 67,594.18	\$ 82,275.65
	Police Sergeant Water Treatment Plant Manager Utilities Operations Manager Assistant to the Public Works Director	Police PW PW PW			
55			\$ 31.08	\$ 35.74	\$ 43.51
			\$ 64,645.15	\$ 74,340.86	\$ 90,507.46
	Streets Superintendent	PW			
60			\$ 35.74	\$ 41.11	\$ 50.04
			\$ 74,340.86	\$ 85,500.48	\$ 104,085.70
	Police Captain Utilities Superintendent	Police PW			
65			\$ 41.11		\$ 61.66
			\$ 85,500.48		\$ 128,250.72
	Assistant City Administrator Development Director Finance Director Parks and Recreation Director Police Chief Public Works Director	Administration Development Finance Parks and Recreation Police PW			



JOB DESCRIPTION

Job Title: Assistant City Administrator	Reports to: City Administrator
Department: Administration	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 65
Minimum Education: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, public affairs, city planning or a related field. A Master's degree is highly desirable.	
Minimum Experience: Five (5) years of progressively responsible public sector management and human resources experience. Three (3) years previous supervisory experience.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position assists the City Administrator in the development and coordination of City functions and programs. The position serves as a department head overseeing the activities of the human resources and economic development. Work also includes assisting the City Administrator in the development and implementation of special programs and projects. This position provides professional, strategic assistance to the City Administrator, Mayor, Board of Aldermen, City departments and City boards and commissions; and serves as the Acting City Administrator in the Administrator's absence.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Assists the City Administrator, Mayor, and Board of Aldermen with developing and maintaining strategic plans, including evaluating operations and functions, developing strategic initiatives, generating ideas and plans for improvements, developing and implementing new procedures and policies, analyzing financial and operations data, and related activities.

2. Assists the City Administrator and the Board of Aldermen in developing the City's short and long-range goals, and anticipates and resolves organizational and community issues, concerns and opportunities for improvement.
3. Provides strategic advice to the City Administrator, department heads, and other City management staff in accomplishing the City's goals and addressing a wide variety of complex daily operational challenges.
4. Assumes the responsibilities of the City Administrator during an absence.
5. Fulfills the role of Human Resources Director. Administers a broad range of human resource management functions city-wide, including, employment relations, staffing, compensation, employee benefits, policy and procedure development, training and development, performance management, and records management.
6. Assists the City Administrator in planning, organizing and directing economic development and business activities including development and implementation of strategies and programs included in the Economic Development Incentive Policy.
7. Serve as staff liaison to the Economic Development Committee.
8. Negotiates complex contracts, franchises, multi-agency coordination initiatives, and joint powers agreements.
9. Analyzes contracts, reports, bids and similar items; directs high profile administrative studies, investigations and surveys; develops and presents recommendations for the Board of Aldermen on a wide variety of subjects.
10. Researches, interprets, and stays current with National, State, and local legislative and political initiatives and changes, as well as business developments and opportunities, and summarizes and shares information and analysis with the City's senior management and elected officials.
11. Oversees basic administrative functions of the organization, including but not limited to public correspondence, general department oversight and guidance, assists with organizational strategy and communication with the Board of Aldermen.
12. Participates in community events and partnerships, serves on community boards, committees, or groups, and speaks at events and local meetings.
13. Serves as the liaison to the Smithville Main Street Association, acts as the City representative as an ex officio member on their board and attends all meetings.
14. Oversees special projects at the direction of the City Administrator focused on priorities of the Mayor and Board of Aldermen.
15. Responds to citizen questions, complaints and concerns in a respectful manner.
16. Other job-related duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of local government management and business theory, practice and administration in order to assist in the planning and implementation of all City functions; to assist in the preparation of reports/analyses, policies and budgets.
2. Have the interpersonal skills necessary in order to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, citizens, community groups, elected officials and vendors supplying goods or services to the jurisdiction.
3. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.

4. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
5. Knowledge of principles, practices, and techniques of public personnel administration and human resources management.
6. Knowledge of Human Resources techniques utilized in employee relations, discipline, recruitment, job classification, job analysis, record-keeping, labor relations, and training.
7. Knowledge of application and interpretation of Federal, state, and local laws, regulations, codes, ordinances, and legal precedents governing human resources administration, labor relations, and civil rights.
8. Ability to effectively utilize the principles of strategic and long and short-range planning.
9. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
10. Ability to research and analyze detailed information and make appropriate recommendations.
11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
21. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
22. Ability to instruct and train in methods and procedures.
23. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
24. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
25. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
26. Ability to perform mathematical calculations required of this position.
27. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
28. Skill in researching and understanding complex written materials.
29. Ability to prepare and maintain accurate and concise records and reports.
30. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
31. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
32. Ability to handle sensitive interpersonal situations calmly and tactfully.

33. Ability to maintain professionalism at all times.
34. Ability to maintain effective working relationships with individuals within and outside the organization.
35. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
36. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: City Clerk	Reports to: Board of Aldermen
Department: Administration	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade:
Minimum Education: High School diploma or equivalent. Associates degree preferred.	
Minimum Experience: Three (3) years' experience in a progressively responsible administrative support position. Previous experience in a municipal setting preferred.	
Minimum Certification: Missouri City Clerk & Finance Officer Association Certification (MOCCFOA) IIMC certification preferred.	
Other Requirements:	

POSITION SUMMARY

The City Clerk shall be responsible for administrative work in the maintenance of records documents for the Board of Aldermen and a wide variety of clerical activities pertaining to the operation of the City government.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides leadership in the delivery of superior services to City residents and businesses.
2. Oversees preparation of agendas, packets and minutes for the Board; assists City staff with preparation of materials; meets with the Mayor to discuss and review agenda items and to address any Board issues, concerns and plans.
3. Responsible for notifications, agendas and information packets; serves as Clerk to the Board of Alderman; records official Board actions as determined by statute.
4. Oversees the publication and re-codification of City ordinances. Signs and certifies City ordinances, resolutions, contracts, reports and other documents and supervises their transmittal and filing in appropriate books.

5. Responsible for the custody and maintenance of all City records and devises, develops, and maintains a system record accessibility.
6. Takes custody of the corporate seal and official documents; attaches seal to bonds, deeds, contracts, notes and other City documents as required.
7. Record appropriate documents with the County and State when necessary.
8. Administers official oaths.
9. Performs all duties in association with City elections and interacts with the County election authority as needed.
10. Provides administrative and staff support to Board of Alderman and designated boards, commissions and committees; assists with organizational strategy and communication with the Board of Aldermen.
11. Responds to citizen questions, complaints and concerns in a respectful and timely manner.
12. Maintains the City website and social media sites using various content and desktop publishing software in accordance with City Policy.
13. Assists departments with developing content for departmental web pages to ensure effective communications and uniformity of presentation.
14. Provides front line help desk support for a wide variety of computer applications; and serves as primary contact to outsourced IT vendor.
15. Coordinates City assets to be auctioned.
16. Other job-related duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
2. Ability to establish and maintain accurate records of assigned activities and operations.
3. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
4. Skill in organization and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
5. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
6. Ability to think quickly, maintain self-control, and adapt to stressful situations.
7. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
8. Knowledge of computer software consistent for this position.
9. Ability to perform mathematical calculations required of this position.
10. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
11. Skill in researching and understanding complex written materials.
12. Ability to prepare and maintain accurate and concise records, reports, and meeting minutes.
13. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
14. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.

15. Ability to maintain professionalism at all times.
16. Ability to maintain effective working relationships with individuals within and outside the organization.
17. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
18. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Building Inspector I/II/III	Reports to: Development Director
Department: Development	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 35/40/45
Minimum Education: High School diploma or equivalent	
Minimum Experience: Building Inspector I: Previous plan review or construction related experience. Building Inspector II & III: Minimum 18 months previous inspection experience.	
Minimum Certification: Building Inspector I: Obtain Certification in at least one element of residential building code inspections within 18 months of appointment and continue to obtain additional certifications required to become fully certified as a Residential Building Code Inspector. Building Inspector II: Certified as a Residential Building Code Inspector. Building Inspector III: Certified as a Residential Building Code Inspector and Commercial Building Code Inspector.	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

The position performs plan reviews and on-site field inspections of properties to verify compliance with the approved construction documents, adopted codes, and ordinances of the City, to safeguard public health, safety and general welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Successfully trained Building Inspectors will be assigned higher level functions based upon experience and certification obtained.

1. Performs inspections and reviews building plans for compliance with building, electrical, mechanical, or plumbing codes, ordinances and regulations.
2. Reviews construction plans and specifications to verify compliance to all applicable codes and ordinances.
3. Performs expedited plan reviews.
4. Conducts onsite inspections to verify compliance to approved drawings and applicable codes, ordinances and construction standards.
5. Conducts plan review meetings with contractors, owners, and design professionals to discuss code violations found during the plan review.
6. Conducts onsite meetings with the contractor and owner during construction to discuss code violations found during inspections.
7. Explains code references as requested and provides public assistance. Provides information to the public regarding building and zoning codes and inspections.
8. Conducts specialized inspections related to framing, electrical, and mechanical systems. May be involved in grading and drainage inspections.
9. Conducts building permit plan reviews for new construction, additions and alterations to residential, commercial and industrial buildings to determine compliance with the provisions of the building code and local zoning ordinances.
10. Prepare plan reviews for multi-disciplines and project-types. Draft plan review comments for the Director's review and to ensure plans for a structure or a building follow current City ordinances, building codes and standards.
11. Develops, maintains and updates electronic and paper records of inspections and plan reviews.
12. Enters inspection results in permit tracking software. Prepares written notices and letters as needed.
13. Documents inspections and assists with information to correct non-compliance situations. Conducts follow-up inspections, and monitors progress of projects.
14. Assist with hearings to resolve code enforcement problems; prepare case reports for court or administrative proceedings; testify in court and at administrative proceedings as necessary.
15. Educates customers and all stake holders of code and ordinance requirements.
16. Provides technical assistance and explains and interprets codes, ordinances, and regulations for design professionals, contractors, owners and the general public.
17. Represents the Department at public meetings and Court proceedings, as assigned.
18. Provide internal customer service assisting with support and coverage as needed of other positions in the Department.
19. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Extensive working knowledge of residential building construction including structural framing, electrical, heating/air conditioning and plumbing systems.
2. Working knowledge of pertinent construction codes and ordinances, proper inspection methods, and legal procedures involving enforcement of building codes and ordinances.
3. Knowledge of safety codes, related laws and ordinances and building standards.
4. Knowledge of the principals and practices of code compliance programs.
5. Knowledge of blueprints, layouts, construction plans, parcel maps, and zoning maps.

6. Skill in identifying technical and operational problems and recommending appropriate corrective actions.
7. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
8. Knowledge of computer software consistent for this position.
9. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
10. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
11. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
12. Ability to perform word processing and/or data entry.
13. Ability to perform mathematical calculations required of this position.
14. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
15. Skill in researching and understanding complex written materials.
16. Ability to prepare and maintain accurate and concise records and reports.
17. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
18. Ability to define problems, exercise sound judgment, and address a variety of situations.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Ability to maintain professionalism at all times.
21. Ability to maintain confidentiality.
22. Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
23. Ability to establish and maintain effective working relationships with others.
24. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work involves occasional lifting of up to 50 pounds within a limited range for access to storage boxes; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling, climbing stairs and ladders and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work may involve mobility over rough or difficult terrain. Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites.
- Work may also be performed above or below ground, to include heights over 10 feet, as well as underground crawl spaces.
- Work is generally in a moderately noisy office setting and in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Code Inspector I/II	Reports to: Development Director
Department: Development	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 30/35
Minimum Education: High School diploma or equivalent	
Minimum Experience: Code Inspector I: Previous experience in code enforcement or related land use experience preferred. Code Inspector II: Two (2) years' work experience in code enforcement or related land use experience.	
Minimum Certification: Code Inspector I: None Code Inspector II: Certified as a Property Maintenance & Housing Inspector. ICC Certified Code Enforcement Officer (CCEO).	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

This position inspects and investigates complaints to verify compliance with adopted codes and ordinances of the City; to safeguard public health, safety and general welfare. This position is also responsible for related administrative functions as it relates to documentation of inspections.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department/division assigned and qualification of assigned work/equipment.

1. Receives, records, and investigates complaints regarding potential violations of municipal codes, ordinances, standards, and health and safety regulations; documents violations by securing photographs, writing reports, and recording other pertinent data; researches ownership records,

prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.

2. Surveys (on foot and/or by vehicle) nuisance conditions and code violations.
3. Initiates contacts with residents, business representatives and other parties to explain the nature of incurred violations and establish compliance requirements with municipal codes, ordinances, and community standards.
4. Meets with City staff regarding complaints; coordinates follow up activities as needed.
5. Prepares notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violation; as appropriate, affixes notice of violation on property to abate fire and public safety hazards and public nuisances.
6. Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners if applicable; conducts follow-up investigations to ensure compliance with applicable codes and ordinances.
7. Prepare non-compliance case information for legal action when requested. Testifies in court or administrative hearings as needed.
8. Makes drive-by or on-site inspections of residential, industrial, and/or commercial areas in compliance with requirements of law; notes possible violations at other property sites during the course of field investigations.
9. Provides information to violators, witnesses and the general public, business community and other government agencies regarding codes, laws and ordinances; respond to questions, complaints and inquiries.
10. Maintains files and records related to citations and violations; prepares written reports, memoranda and correspondence.
11. Photographs nuisance conditions and code violations.
12. Maintains and updates records, logs and reports utilizing knowledge of principles of record keeping and reporting.
13. Develops public announcements on code enforcement activities as directed.
14. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of municipal building safety codes, related laws and ordinances and building standards.
2. Knowledge of the principals and practices of modern building safety inspections and related code compliance programs.
3. Skill in interpreting the building safety codes to the public, staff, local, State and Federal agencies, and to professionals in the development and construction community.
4. Skill in identifying technical and operational problems and recommending appropriate corrective actions.
5. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
6. Ability to research and analyze detailed information and make appropriate recommendations.
7. Ability to maintain a professional demeanor when dealing with the public.
8. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
9. Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.

10. Knowledge of City policies, procedures and practices.
11. Knowledge of local government organization and its departmental operating requirements.
12. Considerable knowledge of modern office practices and procedures.
13. Ability to analyze and prepare organizational and functional reports from research data.
14. Ability to work the allocated hours of the position.
15. Ability to explain relevant information effectively to various audiences.
16. Ability to communicate effectively with other members of the staff, supervisor, and the public.
17. Ability to communicate clearly and concisely in both written and verbal form.
18. Must be proficient in workplace English and spelling.
19. Ability to read City policies and procedures; written instructions, general correspondence; SDS sheets, safety manuals, maps, etc.
20. Ability to perform mathematical calculations.
21. Ability to understand and effectively carry out verbal and written instructions.
22. Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
23. Ability to define problems and deal with a variety of situations.
24. Ability to think quickly, maintain self-control, and adapt to stressful situations.
25. Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
26. Organizational and time management skills needed to meet deadlines.
27. Must have ability to work accurately with attention to detail.
28. Ability to maintain confidentiality.
29. Ability to prepare and maintain accurate and concise records and reports.
30. Ability to analyze facts and to exercise sound judgment in arriving at conclusions.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work may involve mobility over rough or difficult terrain. Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites. Work may also be performed above or below ground, to include heights over 10 feet, as well as underground crawl spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is generally in a moderately noisy office setting and in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Development Director	Reports to: City Administrator
Department: Development	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 65
Minimum Education: Bachelor's degree from an accredited college or university with major course work in Planning, Public Administration, or a related field. Master's degree is highly desirable.	
Minimum Experience: Five (5) years of progressively responsible related experience. Three (3) years previous supervisory experience.	
Minimum Certification: Certification through the American Institute of Certified Planners (AICP) preferred.	
Other Requirements:	

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating and management of the Department. This position is responsible for the administration and enforcement of building codes, property maintenance codes, zoning regulations, subdivision regulations and environmental health regulations. Additionally, the position has overall program administration and coordination for all long-range community planning, zoning and land use, and building and construction activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Determines strategic direction for department based on understanding of fundamental needs of community.
2. Enforces all codes, regulations and ordinances formally adopted by the City of Smithville with regard to building and structures, including all phases of commercial and residential construction.
3. Inspects for and enforces all codes, regulations and ordinances and monitors all phases of construction within the City that are related to Residential and Commercial Structures.
4. Mentors and coaches' staff to achieve primary job objectives.

5. Provides leadership and management to all assigned staff. Audits work on a regular basis to ensure adherence to pertinent regulations. Directs staff on complex work and interpreting the application of policy and procedure.
6. Directs the work of and manages the staff of the Department. Interviews and selects new employees. Provides training and instruction and identifies ongoing training needs. Provides coaching and/or counseling. Assigns tasks, reviews work and prepares performance evaluations. Reviews and approves staff payroll. Coordinate use of time off. Recommends employee transfers, promotions, disciplinary action, and discharge.
7. Identifies training needs and opportunities for the department.
8. Defines and implements the goals and objectives for department operations.
9. Researches, recommends, develops and implements policy and procedures for operational effectiveness, sustainability, and safety; monitors all operations for effective application of department policies, procedures and standards.
10. Reviews applications, plans, and issues construction permits for any new or additions to residential or commercial construction projects.
11. Reviews applications and administers the Floodplain Development Regulations.
12. Reviews complaints and ordinance violations; consults with the City Attorney to determine actions when needed.
13. Serves as staff representative at planning and zoning meetings and Board of Aldermen meetings.
14. Coordinates and facilitates the actions of the Planning Commission through the scheduling of meetings, drafting agendas, monitoring submittal deadlines for all items to come before planning and zoning, submission of necessary public notices to the newspaper, preparation of necessary information for the Planning Commission and the Board of Aldermen with regard to planning and zoning issues.
15. Oversees the voluntary annexation process.
16. Provides detailed recommendations to the Planning Commission and Board of Aldermen.
17. Provides advisory information to professional clients, the media and the general public on codes such as UBC, UMC, NEC, APWA and the City of Smithville's codes, ordinances and comprehensive plan.
18. Coordinates with other city departments to monitor construction and development activities in the community to ensure compliance with all applicable regulations.
19. Monitors compliance with the City of Smithville's sign ordinance.
20. Conducts staff site plan reviews for new business.
21. Responsible for the records management of all inspections plat submissions and related items with regard to all construction, development and planning and zoning activities in the City of Smithville.
22. Develops, recommends, and implements annual departmental budget, forecasts necessary funding for staff, equipment, material and supplies. Monitors budget throughout the year.
23. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles, practices and theories of urban planning, architecture, and civil engineering.
2. Knowledge of the principals of land use and development.

3. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
4. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
5. Ability to effectively utilize the principles of strategic and long and short-range planning.
6. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
7. Ability to research and analyze detailed information and make appropriate recommendations.
8. Ability to develop department goals and objectives.
9. Ability to plan, develop, implement, and evaluate projects and programs.
10. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
11. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
12. Knowledge of administrative policies and procedures of the City.
13. Ability to establish and maintain accurate records of assigned activities and operations.
14. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
15. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
16. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
17. Ability to think quickly, maintain self-control, and adapt to stressful situations.
18. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
19. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
20. Ability to instruct and train in methods and procedures.
21. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
22. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
23. Knowledge of computer software consistent for this position.
24. Ability to perform mathematical calculations required of this position.
25. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
26. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
27. Skill in researching and understanding complex written materials.
28. Ability to prepare and maintain accurate and concise records and reports.
29. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.

30. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
31. Ability to handle sensitive interpersonal situations calmly and tactfully.
32. Ability to maintain professionalism at all times.
33. Ability to maintain effective working relationships with individuals within and outside the organization.
34. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
35. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has occasional exposure to environmental conditions.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name

Development Director



JOB DESCRIPTION

Job Title: Permit Technician	Reports to: Development Director
Department: Development	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 15
Minimum Education: High School diploma or equivalent.	
Minimum Experience: Two (2) years' experience related to building construction, code enforcement or plan review. An equivalent combination of higher education for experience may be considered by the City.	
Minimum Certification: Obtain ICC Permit Tech certification within 18 months of appointment.	
Other Requirements:	

POSITION SUMMARY

This position is responsible to facilitate and process applications and plan reviews for general construction to verify compliance with the adopted codes and ordinances of the City. This position is also responsible for administrative functions relative to the documentation and record keeping of applications and issued permits; assists in providing staff support to the Department and Planning Commission.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Receives, examines, processes, and issues permits within area of responsibility.
 - a. Receives applications at counter or via e-mail or permitting software and checks for completeness
 - b. Enters application data into computer software
 - c. Ensures correct routing of applications to staff and consultants
 - d. Coordinates submission of revisions as needed
 - e. Assists, as necessary, with computation of permit application fees
 - f. Notifies applicants of permit issuance and generates invoices
 - g. Generates building permits, certificates of occupancy and other approval documents
 - h. Upon request, researches and communicates permit and inspection status to applicants
 - i. Issues same-day building permits; routes plans to staff, and consultants for review as needed.

- j. Provides general information to the public regarding permitting processes, building codes, zoning regulations, environmental health regulations and land use development processes. Schedules building permit and other inspections as necessary.
2. Assists visitors with submitting new plans, revised plans, payments, and schedules inspections.
3. Balances daily monies received, assigning to proper accounts, reconciling deposits to cash register, balancing cash drawer and closing the day's receipts.
4. Receives requests for inspections, schedules inspections, assigns the appropriate inspector, and assists requestors with information regarding policies, regulations, and codes applicable to inspections.
5. Drafts documents associated with the permit for staff review.
6. Provides customer service to internal and external customers; greets, receives and screens visitors and customers, on phone and in person; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate staff.
7. Receives complaints and public concerns. Directs information for proper disposition.
8. Composes correspondence; proofreads and edits; enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
9. Updates and maintains department electronic and paper databases, files, forms and records.
10. Assists with research, analysis, and administrative support to special projects.
11. Processes, compiles, and researches information and statistics, prepares and verifies data, reports, correspondence, and other documents and assists with compiling and producing the department's annual report and similar documents.
12. Prepares correspondence, minutes, agendas, and packets for the Planning Commission. Ensures that all legal notices, posted notices, and publications are published/issued in a timely manner.
13. Prepares and sends out decision letters.
14. Participates in maintaining web page(s) for assigned area of responsibility.
15. Prepares and processes invoices, payment vouchers, bills, and verifies accounting records for the Director. Reviews invoices and submits for approval of payment; notifies of discrepancies; codes to appropriate funds; enters required information into financial software; maintains active account files. Reconciles monthly credit card statements.
16. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of building construction and building code enforcement.
2. Ability to read, understand and interpret building construction plans and blueprints.
3. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
4. Knowledge of administrative policies and procedures of the City.
5. Ability to establish and maintain accurate records of assigned activities and operations.
6. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
7. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
8. Ability to perform detailed work accurately and independently in compliance with stringent time

limits with minimal direction and supervision.

9. Ability to think quickly, maintain self-control, and adapt to stressful situations.
10. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
11. Knowledge of computer software consistent for this position.
12. Ability to perform mathematical calculations required of this position.
13. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
14. Skill in researching and understanding complex written materials.
15. Ability to prepare and maintain accurate and concise records and reports.
16. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
17. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
18. Ability to handle sensitive interpersonal situations calmly and tactfully.
19. Ability to maintain professionalism at all times.
20. Ability to maintain effective working relationships with individuals within and outside the organization.
21. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
22. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of

work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name

Permit Technician



JOB DESCRIPTION

Job Title: Finance Analyst	Reports to: Finance Director
Department: Finance	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 40
Minimum Education: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, finance or a related field. Master's degree preferred.	
Minimum Experience: Previous related work experience preferred.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position is responsible for providing analysis of finance operations, functions and programs; participate in and/or lead a variety of projects contributing to the continued success of department- and organization-wide initiatives; and will work closely with all City department employees as well as Governing Body members and the public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Assists with budget preparation and monitoring, including, but not limited to:
 - a. Coordinating the City's performance management and benchmarking initiatives; including recommending performance measures; data collection and analysis; collaborating with departments to research, analyze and develop performance improvements; and participating in a network for performance improvement professionals.
 - b. Reviewing departmental budget submissions and analyze for trends.
 - c. Review position control data to assist in review of staffing costs and projections.
 - d. Assisting with coordination and monitoring of the capital improvement budget process, including project accounting.
 - e. Assisting Finance Director in development of the annual budget document for submission for GFOA review.

2. Assists the Finance Director with oversight and management of tax increment financing, community improvement district and other economic development districts and allocation of funds.
3. Assists the Finance Director in review and analysis of utility rates including the development and update to jurisdictional rate comparisons, and maintenance of rate tables.
4. Assists Finance Director with user fee research and preparation of the proposed Schedule of Fees in the budget process.
5. Conducts analytical research for various City operations, functions, and programs.
6. Assists with research regarding economic development projects and strategies.
7. Manages special projects as directed by the City Administrator and Finance Director.
8. Conducts a wide variety of reporting tasks which may include grant writing, monitoring, and reporting.
9. Collects, organizes, analyzes, and interprets information from various sources, facts or circumstances; analyzes processes to identify opportunities for improvement and presents findings.
10. Responds to public inquiries; provides information within the area of assignment; distributes and receives forms and documents related to departmental business; assists the public in filling out forms; receives fees and payments for departmental services or businesses as appropriate.
11. Assists in the preparation of various newsletters for internal and external use.
12. Assists other departmental personnel in collecting data for a variety of research projects and programs; assists in the analysis and preparation of a variety of reports.
13. Provides customer service as needed.
14. Serves as back-up to accounts payables, payroll, and utility billing, as needed.
15. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
2. Knowledge of the principles, theories and concepts of accounting including Governmental Accounting Board Standards (GASB) for all fund types.
3. Skill in preparing accounting transactions, financial statements and reports.
4. Skill in applying accounting principles to work activities in a municipal accounting system.
5. Skill in conducting thorough analytical work, including designing statistical analyses of budgetary information.
6. Ability to analyze and prepare organizational and functional reports from research data.
7. Knowledge of computer software consistent for this position including knowledge of Microsoft Office and prior experience with financial management systems.
8. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
9. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
10. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
11. Ability to perform word processing and/or data entry.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
13. Ability to perform mathematical calculations required of this position.

14. Skill in researching and understanding complex written materials.
15. Ability to prepare and maintain accurate and concise records and reports.
16. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
17. Ability to define problems, exercise sound judgment, and address a variety of situations.
18. Ability to think quickly, maintain self-control, and adapt to stressful situations.
19. Ability to maintain a professionalism at all times.
20. Ability to maintain confidentiality.
21. Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of Freedom of Information Act and other applicable State and Federal statutes and regulations.
22. Ability to establish and maintain effective working relationships with others.
23. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

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- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive
- Work is conducted in an office setting (e.g., business office, light traffic).

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Finance Director	Reports to: City Administrator
Department: Finance	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 65
Minimum Education: Bachelor's Degree in Finance, Accounting, Business Administration or other related field. Master's Degree in Business Administration, Public Administration, or Accounting is preferred. An equivalent of higher education and for experience may be considered by the City.	
Minimum Experience: Five (5) years of progressively responsible public sector finance management experience. Three (3) years previous supervisory experience.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position is responsible for the overall administrative oversight, visioning, leadership, planning, coordinating and management of the Finance Department for the City. This position also manages and directs the operations of the Finance Department, including investments, financial forecasting, budget development and monitoring, central financial accounting and reporting, and administration of the City's financial system.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages the staff of the Finance Department. Interviews and selects new employees. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and prepares performance evaluations. Recommends employee transfers, promotions, disciplinary action, and discharge.
2. Provides leadership and management to all assigned staff. Directs staff on difficult projects and interpreting the application of accounting practices, policy and procedure.
3. Analyzes and evaluates existing objectives, goals, standards, priorities, policy and procedures.
4. Researches, recommends, develops and implements policy and procedures for program effectiveness.

5. Develops work plans and strategies to meet business needs-both short term and long term; develops and directs the implementation of goals, objectives, policies, procedures and work standards to ensure success. Ensures proper implementation and City conforms to related legislative requirements.
6. Advises and assists in preparing budget documents and make related budget recommendations. Collaborates with the City Administrator, department directors and related staff to review, analyze, and clarify budget document submissions and related budget entries on the financial system. Prepare required budget documents and attend budget hearings. Determines tax levy. Ensures publication of annual budget.
7. Responds to citizen questions, complaints and concerns in a respectful manner.
8. Establishes, maintains, and directs the City's accounting functions (including general ledger, accounts receivables, accounts payable, payroll and fixed assets; cash management and internal control requirements; debt management activities including sale of bonds and record keeping; and bond rating) and reporting systems pursuant to Government Accounting Standards Board (GASB) rules and Generally Accepted Accounting Principles (GAAP) to provide for timely and accurate financial recording and reporting both internally and with outside agencies of City wide fiscal and payroll transactions, including procedural controls.
9. Develops, recommends and implements accounting policies and procedures, reporting and accounting methods for all departments.
10. Responsible for investment and management of the City's idle operating funds.
11. Provides professional consultation and staff support to the City Board, governing committees, and City Administrator. Provide professional advice. Provide financial, statistical, and analytical data.
12. Recommends and assists in development of long-range fiscal programs and financial management including maintaining the five-year capital improvement plan.
13. Assists in ensuring the requisite standards for maintaining the City's national credit rating are met on long term debt and bond issues organization, budget balancing, tax collection delinquency, stability of tax levy, and maintenance of adequate fund balances.
14. Develops and maintains both annual and long-term debt management plan that is in accordance with regulations and that provides a consistent source of funds for capital improvements. Prepares required documents and analysis for bond and other long-term debt issuance.
15. Exercise financial audit control over City financial records. Assist outside auditors and consultants and provide pre-audited financial reports. Perform internal audits of Departments.
16. Updates and maintains the multiyear financial model, which includes forecasts of revenues, expenditures across the City's multiple budgeted funds, and other relevant items to project property tax rates.
17. Reviews revenues and expenditures to ensure compliance with the appropriation ordinance; monitors and communicates shifts in revenue trends.
18. Prepares year-end close of financial records, researches proper accounting methods and prepares general ledger entries for accounting issues.
19. Oversees the design, selection and implementation of all manual and automated systems for the City's financial systems.
20. Prepares and presents financial reports to the City Board regarding department budgets, operating funds, special grants, fixed assets and related data.
21. Advises Administrator and City Board regarding fiscal impact of resolutions, ordinances, contracts, and staffing or program changes. Give advice regarding budget variations.
22. Oversees administration and application of Tax Increment Financing (TIF) and Community Improvement District (CID) funds and any other future special districts; oversees TIF distribution

and PILOTs into Special Allocation Fund, oversees revenue collections of CID and reporting requirements.

23. Administers the City's insurance policies in coordination with Human Resources.
24. Performs special financial studies/projects as directed.
25. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
2. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques, and performance management
3. Knowledge of the principles, theories and concepts of accounting including Governmental Accounting Board Standards (GASB) for all fund types.
4. Skill in preparing accounting transactions, financial statements and reports.
5. Skill in applying accounting principles to work activities in a municipal accounting system.
6. Skill in conducting thorough analytical work, including designing statistical analyses of budgetary information; ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
7. Ability to analyze and prepare organizational and functional reports from research data.
8. Ability to effectively utilize the principles of strategic and long and short-range planning.
9. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
10. Ability to research and analyze detailed information and make appropriate recommendations.
11. Ability to develop department goals and objectives.
12. Ability to plan, develop, implement, and evaluate projects and programs.
13. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
14. Knowledge of computer software, including knowledge of Excel formulas and functions, consistent for this position.
15. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
16. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
17. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
18. Ability to perform mathematical calculations required of this position.
19. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
20. Skill in researching and understanding complex written materials.
21. Ability to prepare and maintain accurate and concise records and reports.
22. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
23. Ability to define problems, exercise sound judgment, and address a variety of situations.
24. Ability to think quickly, maintain self-control, and adapt to stressful situations.

25. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
26. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
27. Ability to instruct and train in methods and procedures.
28. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
29. Ability to maintain professionalism at all times.
30. Ability to maintain confidentiality.
31. Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
32. Ability to establish and maintain effective working relationships with others.
33. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name

Finance Director



JOB DESCRIPTION

Job Title: Finance Specialist I	Reports to: Finance Director
Department: Finance	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 15
Minimum Education: High school diploma or equivalent. Associate degree in a related field preferred.	
Minimum Experience: Two (2) years utility billing and accounts receivable experience, or other related experience. An equivalent combination of experience and training may be considered.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position is responsible to provide administrative, fiscal, and program support to the Department and provide exemplary customer service to members of the public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides first line customer service to internal and external customers; greets, receives and screens visitors and customers; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate staff.
2. Sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; retrieves, delivers, and sends faxes.
3. Composes routine correspondence; proofreads and edits documents; enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
4. Assists customers with utility billing questions and information including rates, abnormal or erroneous readings, requests for changes in services, new services, coordinates with utility service crews in connecting new services or disconnections/terminations of service.
5. Performs weekly accounts payable processing, including entering invoices into the computer system; printing and mailing checks; maintaining vendor files including accurate and up-to-date supporting tax documents (i.e., W-9s).

6. Receives payments from public for all utility bills; issues receipts and distributes to appropriate funds by accurately entering information into the cash receipting system(s); sets up payment plans when applicable.
7. Coordinates business license renewals, and fireworks permits.
8. Coordinates the Meals on Wheels program, including reconciliation of monthly invoicing and billing of meals; coordinates all aspects of senior center rentals; maintaining recipient and volunteer schedules.
9. Assists other departmental personnel in collecting data for a variety of research projects and programs; assists in the analysis and preparation of a variety of reports.
10. Serves as the backup for utility billing to other department staff, as needed.
11. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of administrative policies and procedures of the City.
2. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
3. Ability to establish and maintain accurate records of assigned activities and operations.
4. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
5. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
7. Ability to think quickly, maintain self-control, and adapt to stressful situations.
8. Knowledge of computer software consistent for this position.
9. Ability to perform mathematical calculations required of this position.
10. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
11. Ability to understand and effectively carry out verbal and written instructions.
12. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
13. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
14. Ability to handle sensitive interpersonal situations calmly and tactfully.
15. Ability to maintain effective working relationships with individuals within and outside the organization.
16. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
17. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Finance Specialist II	Reports to: Finance Director
Department: Finance	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 30
Minimum Education: Associate degree in an accounting or related program. Bachelor's degree preferred.	
Minimum Experience: Four (4) years previous payroll or accounting/bookkeeping experience. Previous experience in a municipal setting preferred.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position provides accounting functions including payroll, benefit administration, bank reconciliation, and utility billing processes for the City; and provides responsive, courteous, and efficient customer service in support of services provided.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Performs timely and accurate payroll and benefit processing. Analyzes, verifies status changes, wages, benefits, proofs time entry, answer inquiries from department staff, and coordinates processes to complete payroll.
2. Ensures payroll, benefits, and accruals are in accordance with applicable laws, policies, and procedures for all employees.
3. Verifies employee master file updates; pay rate changes, benefit elections, marital status, tax withholdings and exemptions, etc.
4. Reconciles, reports, and remits federal and state withholdings, new hire reporting, and unemployment reporting as mandated by law.
5. Coordinates with Human Resources to ensure retroactive pay, termination pay, garnishments, special levies, and retiree benefit continuation and payment are processed timely and accurately.
6. Assists, reviews, and works with Human Resources (HR) on employee benefit enrollment, pay type, benefit, deduction and accrual set up and terminations.

7. Performs year-end payroll processes. Reconciles year-end earnings, taxes, and benefit reporting information. Prepares, mails, and remits W-2s and Affordable Care Act reporting to employees and remits to federal and state agencies per mandates.
8. Maintains payroll software. Researches, tests, implements, and prepares changes for issues that arise and accommodates changes negotiated in the payroll software per accounting procedures.
9. Serves as backup to accounts receivable duties for utility account billings; prepares monthly late fee assessments and shut-off of services for delinquent accounts and corresponds with service crews to reconnect when paid; processes bad-debt write-offs.
10. Processes and follows-up on wage garnishments and levies by Federal, State, and county court orders.
11. Assists in preparation of check requests for weekly accounts payable processing, including the specific preparation of drafts for automatic clearing house (ACH) bank activity.
12. Conducts regular and surprise audits of cash drawers in relation to the Cash Management Policy.
13. Assists Human Resources and the Finance Director with human resources related tasks including insurance elections, letters, and notification of state agencies and insurance carriers. Occasionally serves as back up for human resource tasks.
14. Completes monthly bank reconciliations of all City accounts, ensuring proper documentation is retained for annual audit, and performs a daily banking account review and reports revenues for receipting into the City's financial system
15. Assist other departmental personnel in collecting data for a variety of research projects and programs; assist in the analysis and preparation of a variety of reports.
16. Serves as the backup to department personnel, as needed.
17. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles governing payroll administration, payroll accounting methods and procedures, and employee benefit administration.
2. Knowledge of computerized payroll systems and personnel, supervision, and accounting principles.
3. Knowledge of administrative policies and procedures of the City.
4. Ability to establish and maintain accurate records of assigned activities and operations.
5. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
6. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
7. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
8. Ability to think quickly, maintain self-control, and adapt to stressful situations.
9. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
10. Knowledge of computer software consistent for this position.
11. Ability to perform mathematical calculations required of this position.
12. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
13. Skill in researching and understanding complex written materials.
14. Ability to prepare and maintain accurate and concise records and reports.

15. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
16. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
17. Ability to handle sensitive interpersonal situations calmly and tactfully.
18. Ability to maintain professionalism at all times.
19. Ability to maintain effective working relationships with individuals within and outside the organization.
20. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
21. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

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- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive.
- Work is conducted in an office setting (e.g., business office, light traffic).

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Crew Leader - Parks	Reports to: Parks and Recreation Director
Department: Parks and Recreation	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 35
Minimum Education: High School diploma or equivalent. Post high-school education in a skilled trade of HVAC, electric, carpentry, plumbing, welding, mechanical preferred.	
Minimum Experience: Five (5) years' work experience in horticulture, groundskeeping, equipment operations or maintenance work. Previous supervisory or lead experience preferred.	
Minimum Certification: Certified Playground Safety Inspector certification preferred.	
Other Requirements: High Level of knowledge of and experience with heavy equipment or machinery.	

POSITION SUMMARY

This position is responsible for planning and coordinating of the maintenance and repair to carry out the parks and city recreation services; provides for safe, sustainable and attractive active and passive-use parks and recreational opportunities for residents and the general public; and ensures effective and efficient operations under the direction of the Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Leads and trains maintenance employees and coordinates cross-training opportunities and mentors staff to meet goals and maintain motivation.
2. Schedules daily work assignments and reprioritizes assignments as needed to ensure timely completion of work. Prepares documents to record daily work activities.
3. Maintenance of City Parks facilities, including but not limited to mowing, irrigation, turf and equipment repair and maintenance related to the operation and maintenance of City of Smithville facilities, including buildings, restrooms, landscaping, athletic fields, campground, and walking trails.

4. Performs inspections on playground equipment, public facilities, trails, and other equipment to ensure the safety of parks and proper working condition of equipment in recreation facilities.
5. Performs landscape maintenance, including edging and mulching beds, weeding, watering, fertilizing, turf renovation and pruning and or removal of trees.
6. Ensures proper care and maintenance of tools and equipment is completed; coordinates maintenance as needed.
7. Responds to customer service inquiries, providing appropriate follow-up, referral or resolution.
8. Ensures inventory and orders supplies as needed.
9. Responds to emergency situations concerning malfunctioning building, equipment, tools, systems; analyzes situation and takes appropriate action.
10. Notifies Supervisor of servicing required by outside vendor.
11. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
12. Reports all accidents to the appropriate authority. Follows all policies for reporting.
13. Provides backup assistance to other department personnel as needed.
14. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data. Completes written records of labor and materials used for each work project.
15. Performs minor plumbing, electrical, and structural repairs and construction to all City facilities, parks, campgrounds and open spaces.
16. Prepares athletic field playing surfaces for leagues as scheduled. Includes dragging, lining, setting bases, repairing fences, trimming, mowing, and trash pick-up
17. Provide the Director with important information for budgeting, bids, grants, and statistical reports. Compare, shop, and bid out on supplies and equipment
18. Reports to work for on-call after hour needs, as assigned.
19. Performs emergency repairs and work as necessary.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of safe operation and maintenance of tools, equipment and facility systems.
2. Knowledge of and experience with the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to chainsaws, blowers, string trimmers, welders, oxy-acetylene torches, power saws, drills, sewer snakes, earth drills, aerators, sprayers and spraying equipment.
3. Knowledge of and experience with the operation and maintenance of heavy equipment such as, but not limited to mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, aerators, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
4. Knowledge of and experience with parks and park systems, irrigations systems, trees, shrubs, turf management, other plant material.
5. Knowledge of Personal Protective Equipment.
6. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
7. Ability to instruct and train in methods and procedures.
8. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.

9. Ability to understand and follow oral and written instructions.
10. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
11. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
13. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
14. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
15. Ability to define problems, exercise sound judgment, and address a variety of situations.
16. Ability to think quickly, maintain self-control, and adapt to stressful situations.
17. Ability to maintain professionalism at all times.
18. Ability to work as a member of a team.
19. Ability to establish and maintain effective working relationships with others.
20. Ability to perform mathematical calculations required of this position.
21. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed under all weather conditions and include exposure to inclement weather.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Maintenance Worker I/II -Parks	Reports to: Crew Leader - Parks
Department: Parks and Recreation	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 10/20
Minimum Education: High School diploma or equivalent.	
Minimum Experience: Maintenance Worker I: Previous work experience in horticulture, groundskeeping, equipment operations or maintenance work preferred. Maintenance Worker II: Three (3) years' experience in horticulture, groundskeeping, equipment operations or maintenance work.	
Minimum Certification: Maintenance Worker II: <ul style="list-style-type: none">• Certified Playground Safety Inspector certification preferred.	
Other Requirements: Valid Driver's license.	

POSITION SUMMARY

The position performs the maintenance and repairs to carry out the parks and city recreation services; provides for safe, sustainable and attractive active and passive-use parks and recreational opportunities for residents and the general public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department/division assigned and qualification of assigned work/equipment.

1. Performs ongoing inspections on exterior spaces. Establishes priority maintenance needs and forwards to supervisor for consideration.
2. Maintenance of City Parks facilities, including but not limited to mowing, irrigation, turf and equipment repair and maintenance related to the operation and maintenance of City of Smithville facilities, including buildings, restrooms, landscaping, athletic fields and campground

3. Maintains walking trails with concrete or asphalt patches; ensures trail is clear of any obstructions.
4. Controls and manages invasive vegetation in and around parks and greenways.
5. Maintains grounds by fertilizing, mowing & trimming grass, raking leaves, picking up debris, etc.
6. Pick up garbage and recyclables as well as litter on the grounds as needed.
7. Performs landscape maintenance, including edging and mulching beds, weeding, watering, fertilizing, turf renovation and pruning and or removal of trees.
8. Performs minor plumbing, electrical, and structural repairs and construction to all City facilities, parks, campgrounds and open spaces.
9. Cleans, lubricates, and performs minor maintenance or repair to equipment.
10. Operates maintenance equipment, including but not limited to, field drag, lawn mower, utility tractor, weed eater, chain saw, pole saw, dump truck, sod cutter, chemical sprayer, tiller, bush hog, etc.
11. Maintains and cleans all areas of the building and grounds.
12. Maintains up-to-date records of all maintenance activities.
13. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
14. Follows all worker protection directives, especially Personal Protective Equipment (PPE).
15. Reports all accidents to the appropriate authority. Follows all policies for reporting.
16. Completes work orders, daily activity reports, inspection reports, and time sheets; maintains maintenance and service records/logs, and other pertinent information.
17. Provides backup assistance to other department personnel as needed.
18. Reports to work for on-call after hours needs, as assigned.
19. Other duties as assigned.

Additional Duties for Maintenance Worker II

20. Performs playground maintenance to existing playgrounds. Assists with the repair and replacement of playground equipment at the playground, under the supervision of a certified playground safety inspector.
21. Maintains accurate chemical application records as required by State and Federal laws. Assists in the proper storage of chemicals and ensure compliance with all chemical label instructions.
22. Rebuilds and repairs equipment requiring cutting, welding, or fabricating steel items, including cleaning equipment in preparation for repairs.
23. Operates heavy equipment and machinery
24. Assists with schedules of daily work assignments, reprioritizing assignments as needed to ensure timely completion of work. Prepares documents with Crew Leader to record daily work activities
25. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
26. Leads, trains, and mentors part-time and seasonal maintenance staff to meet goals and maintain motivation

REQUIRED JOB COMPETENCIES

1. Knowledge of safe operation and maintenance of tools, equipment and facility systems.
2. Knowledge of and experience with the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to chainsaws, blowers, weed eater, welders, power saws, drills, sewer snakes, earth drills, aerators, sprayers and spraying equipment.
3. Knowledge of and experience with the operation and maintenance of heavy equipment such as, but not limited to mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
4. Knowledge of and experience with parks and park systems, irrigations systems, trees, shrubs, turf management, other plant material.
5. Knowledge of Personal Protective Equipment.
6. Ability to understand and follow oral and written instructions.
7. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
8. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
9. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
10. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
11. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
12. Ability to define problems, exercise sound judgment, and address a variety of situations.
13. Ability to think quickly, maintain self-control, and adapt to stressful situations.
14. Ability to maintain professionalism at all times.
15. Ability to work as a member of a team.
16. Ability to establish and maintain effective working relationships with others.
17. Ability to perform mathematical calculations required of this position.
18. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.

- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed under all weather conditions and include exposure to inclement weather.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions.
- Frequently exposed to aquatics and occasionally exposed to other chemicals.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Parks and Recreation Director	Reports to: City Administrator
Department: Parks and Recreation	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 65
Minimum Education: Bachelor's degree from an accredited college or university with major course work in park management, recreation, landscape architecture or related field. Master's degree preferred.	
Minimum Experience: Five (5) years of progressively responsible experience in park management, recreation, landscape architecture or related field. Three (3) years previous supervisory experience.	
Minimum Certification: Certified Parks and Recreation Professional preferred.	
Other Requirements:	

POSITION SUMMARY

This position is responsible for the overall administrative oversight, visioning, leadership, planning, coordinating and control of the parks and city recreation services; provides for safe, sustainable, and attractive active and passive-use parks and recreational opportunities for residents and the general public; and ensures effective and efficient operation of all divisions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages the supervisory staff of the Department. Interviews and select new employees. Provides training and instructions and ongoing training needs. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations. Recommends employee transfers, promotions, disciplinary action, and discharge.
2. Coordinate with Parks Crew Leader to address requests for information, determine relevancy and schedule work associated with requests for service
3. Defines and implements the goals and objectives for department operations, including new services.

4. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors all operations for effective application of department policies, procedures, and standards.
5. Establishes long and short-range goals and objectives for department division supervisors and monitor the progress toward reaching these goals.
6. Develops work plans and strategies to meet business needs-both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures, and work standards to ensure success. Ensures clear direction, proper implementation and City conforms to legal requirements.
7. Analyzes and evaluates existing objectives, goals, standards, priorities, policy, and procedures.
8. Monitors program status; identifies community interest and needs; develops and enhances recreation opportunities, partnerships, and sponsorships.
9. Prepares short and long-term capital improvement plans associated with Parks and Recreation. Identifies capital projects/assets requiring rehabilitation or replacement and prioritizes so critical projects/assets are addressed in a proactive manner.
10. Prepares and administers the Department's budget to control expenditures and maintain fiscal integrity.
11. Researches and applies for new grants and donation sources; ensures compliance with regulatory requirements.
12. Markets and promotes the Department and its services; makes presentations at community meetings and functions on behalf of the Department and the City.
13. Responds to citizen inquires and complaints.
14. Oversees special events on City property in coordination with the Police Department.
15. Coordinates and participates in snow removal operations for City Hall and other City property.
16. Conducts ongoing field inspections of all parklands, facilities, programs, and any related new construction projects or renovations.
17. Conducts studies and surveys of citizen needs, assesses the effectiveness of facilities and programs to meet these needs.
18. Works with the Board of Aldermen, Legacy Fund and Parks and Recreation Committee to implement recommendations from the Parks and Recreation Master Plan and Strategic Plan.
19. Provides advisory information to the Mayor, City Council, media sources, and the general public.
20. Responsible for selection and supervision of campground hosts for Smith's Fork Campground. Coordinate with camp hosts to oversee Smith's Fork Campground including but not limited to scheduling camping clubs, special events, collection of campground fees, ice and firewood sales, and maintenance of all facilities in the campground.
21. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the principles and practices of recreation administration.
2. Knowledge of public facility management.
3. Knowledge of horticulture and landscaping.
4. Knowledge of a broad range of recreational and athletic activities and related facilities and equipment.
5. Knowledge of the City and Department's operating requirements, policies, procedures, and

practices; and local, State, and Federal regulations related to department programs and operations.

6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.
11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
21. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
22. Ability to instruct and train in methods and procedures.
23. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
24. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
25. Knowledge of computer software consistent for this position.
26. Ability to perform mathematical calculations required of this position.
27. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
28. Skill in researching and understanding complex written materials.
29. Ability to prepare and maintain accurate and concise records and reports.
30. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
31. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
32. Ability to handle sensitive interpersonal situations calmly and tactfully.
33. Ability to maintain professionalism at all times.

34. Ability to maintain effective working relationships with individuals within and outside the organization.
35. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
36. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, equipment and machinery, airborne materials, chemicals, and live animals.
- Work is generally in a moderately noisy setting.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Recreation Coordinator	Reports to: Recreation Manager
Department: Parks and Recreation	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 20
Minimum Education: High School diploma or equivalent. Two (2) years post high school education in a related program preferred. An equivalent combination of higher education may be considered for experience.	
Minimum Experience: Two (2) years of progressively responsible experience in recreation management.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position is responsible for assisting the Recreation Manager in a variety of duties related to planning, organizing, implementing, and supervising all assigned youth and adult recreation programming, and special events. This position may be assigned to a flexible schedule as work will be required in the evenings and on weekends.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Delivers a safe and excellent customer service experience to City residents, members, and patrons; ensures that safety practices are enforced throughout all recreational activities.
2. Assists the Recreation Manager in developing program goals.
3. Assists in the planning, coordination, supervision and evaluation of recreation program activities, special events, and senior center.
4. Directs and coordinates daily operations and maintenance activities for assigned programs.
5. Performs related marketing functions, including the use of social media, community media outlets and website.
6. Handles complaints from coaches, participants, organizations; negotiates to achieve solutions which better the recreation programs and services.
7. Assist in handling participant registrations, recruiting, onboarding, and training volunteers
8. Act as the on-site supervisor for assigned events and programs; point of contact for staff and volunteers, ensure safety procedures are followed, and manage needs throughout the assigned event.

9. Assist in support and customer service duties. Handling reservations and public relations duties, answers phone and visitor inquiries in a timely manner
10. Assist in developing, implementing, and supervising departmental special events
11. Assist in preparing, coordinating, and distributing all recreation marketing including brochures, flyers, and email information
12. Assist in maintaining records, developing, and preparing participation reports, conduct program evaluations and surveys
13. Assist in maintaining parks and recreation facilities including athletic field maintenance, senior center facility set up, and shelter house reservations; ensure safety and maintenance of facilities during assigned times
14. Responds to citizen inquiries and complaints.
15. Performs clerical support and customer service duties as needed.
16. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the principles, practices, and techniques utilized in planning, organizing, and supervising recreation programs, events, and activities.
2. Ability to work a flexible schedule to include days, evenings, weekends, and some holidays as supervisor on Duty.
3. High level of organization demonstrating sound judgment, initiative, and independent thinking.
4. Ability to organize and supervise volunteers and contractors.
5. Ability to communicate effectively in oral and written form.
6. Knowledge of current recreation programming trends.
7. Ability to obtain the knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
8. Ability to plan, develop, implement, and evaluate projects and programs.
9. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
10. Ability to establish and maintain accurate records of assigned activities and operations.
11. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
12. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
13. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
14. Ability to think quickly, maintain self-control, and adapt to stressful situations.
15. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
16. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
17. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
18. Knowledge of computer software consistent for this position.
19. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.

20. Ability to prepare and maintain accurate and concise records and reports.
21. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
22. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
23. Ability to handle sensitive interpersonal situations calmly and tactfully.
24. Ability to maintain professionalism at all times.
25. Ability to maintain effective working relationships with individuals within and outside the organization.
26. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
27. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, equipment and machinery, chemicals, and live animals.
- Work is generally in a moderately noisy setting.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name

Recreation Coordinator



JOB DESCRIPTION

Job Title: Recreation Manager	Reports to: Parks and Recreation Director
Department: Parks and Recreation	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 45
Minimum Education: Two (2) years post high school education in a related program. Bachelor's degree in recreation management or related field preferred.	
Minimum Experience: Three (3) years of progressively responsible experience in recreation management or related field to include marketing and communications responsibilities. Two (2) years previous supervisory experience.	
Minimum Certification: Certified Park and Recreation Professional (CPRP) preferred.	
Other Requirements:	

POSITION SUMMARY

This position is responsible for planning, organizing, implementing, and supervising all assigned youth and adult recreation programming, facility rentals and special events. This position may be assigned to a flexible schedule as work will be required in the evenings and on weekends.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Delivers a safe and excellent customer service experience to City residents, members, and patrons; ensures that safety practices are enforced throughout all recreational activities.
2. Assists the Director in developing program goals.
3. Plans, coordinates, supervises, and evaluates recreation program activities, special events, and facility rentals.
4. Revises, updates, and interprets waivers, policies, and guidelines for recreation programs.
5. Directs and coordinates daily operations and maintenance activities for assigned programs.
6. Develops and maintains communications with media representatives, school officials, community, and special interest groups. Fosters relationships with businesses, sponsors, and service partners in furthering the mission of the Department.

7. Researches and applies for new grants and donation sources; ensures compliance with regulatory requirements.
8. Recruits program staff and volunteers including coordinators, on-site supervisors, coaches, referees etc.; Interviews and select new employees. Provides training and ongoing instructions. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations.
9. Develops program cost projections and recommends budgets; monitors program expenditures to assure compliance with established financial guidelines; develops and monitors budget(s) and monitors fiscal condition of the department.
10. Controls use of public facilities by scheduling reservations for use; inspects the condition, safety and security of facilities required for programming.
11. Compiles statistics and analyzes data to monitor program performance, services, resource availability, and staffing needs.
12. Coordinates the administration of special projects, program evaluations and surveys. Promotes and markets the City recreation programs, activities and facilities. Develops an on-going public relations program. Responds to citizen needs and changing trends regarding program improvements and facilities.
13. Performs related marketing functions, including the use of social media, community media outlets and website; broadens social networking and directs social media monitoring process as needed; maintains email lists for internal and external communications.
14. Handles complaints from coaches, participants, organizations; negotiates to achieve solutions which better the recreation programs and services.
15. Performs program contract management, negotiates fees, facilities, and independent contractor services to provide programs or special events.
16. Assists in maintaining parks and recreation facilities as needed; ensure safety and maintenance of facilities during assigned times.
17. Responds to citizen inquires and complaints.
18. Serves as a Liaison to various community organizations.
19. Performs clerical support and customer service duties as needed.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of modern theories, principles, and practices of recreation administration.
2. Knowledge of community relations and marketing techniques.
3. Knowledge of facility operations management.
4. Knowledge of current recreation programming trends.
5. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.

11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
21. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
22. Ability to instruct and train in methods and procedures.
23. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
24. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
25. Knowledge of computer software consistent for this position.
26. Ability to perform mathematical calculations required of this position.
27. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
28. Skill in researching and understanding complex written materials.
29. Ability to prepare and maintain accurate and concise records and reports.
30. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
31. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
32. Ability to handle sensitive interpersonal situations calmly and tactfully.
33. Ability to maintain professionalism at all times.
34. Ability to maintain effective working relationships with individuals within and outside the organization.
35. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
36. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

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- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, equipment or machinery, chemicals, and live animals.
- Work is generally in a moderately noisy setting.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Detective	Reports to: Police Captain
Department: Police	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 40
Minimum Education: High School diploma or equivalent. Associates degree preferred.	
Minimum Experience: Two years law enforcement experience	
Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered. Valid Motor Vehicle Operators license.	
Other Requirements: Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: <ul style="list-style-type: none">• 21 years of age or older• US Citizenship• has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.	

POSITION SUMMARY

This position performs investigative follow-up of all major and serious crimes. This position also performs general duty law enforcement activities for traffic regulation, the apprehension of criminals, prevention of crimes, protection of life and property, and general enforcement of all laws and ordinances on an assigned shift under general supervision.

Performs duties in compliance with all state and federal laws, standards, and guidelines and departmental policies, procedures, and directives. Maintains conduct toward individuals, which displays a firm and fair attitude, respect for personal rights, and concern for safety.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Responds to all major crime scenes, when requested, in order to assist with case management and assumes evidence gathering duties.
2. Gathers, secures, and oversees any physical evidence seized.
3. Conducts interviews, questions suspects, gathers evidence, obtains witness statements, and makes arrests.
4. Detains anyone wanted through the serving of warrants.
5. Prepares detailed reports, affidavits, search warrants and other necessary legal documents.
6. Prepares evidence for issuance of complaints; serves criminal process, including warrants and subpoenas.
7. Completes clear and concise reports; compiling factual data and evidence.
8. Performs investigative duties that cover a wide range of cases including, but not limited to sexual assault, child abuse, assault, battery, forgery, arson, burglary, theft, vandalism, and background investigations.
9. Assists in death investigations as assigned.
10. Inspects scenes of crimes, accident sites, and other appropriate locations to identify possible physical evidence
11. Performs investigative duties that cover a wide range of cases including, but not limited to sexual assault, child abuse, assault, battery, forgery, arson, burglary, theft, vandalism, and background investigations.
12. Takes appropriate measures to preserve potential evidence including taking photographs, making casts, taking custody, making detailed notes, and/or calling in appropriate experts as necessary.
13. Interviews victims of criminal activity and potential witnesses or suspects.
14. Arrests or detains suspects in accordance with proper legal procedure.
15. Serves as liaison to Prosecutor's Office.
16. Prepares cases for court hearings and testifies in such hearings as required.
17. Acts in a relief capacity, working in other areas of the department as assigned.
18. Performs public relations duties as required or assigned.
19. Carries out any lawful order or duty as prescribed by the Chief or other supervisor.
20. Participates in and presents preventative education and information through community and school awareness projects; teaches and counsels those within the community on law enforcement activities, programs, and referral resources.
21. May be assigned special assignments, as directed by the Chief or other supervisor.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Must be able to render credible testimony in a court of law.
2. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
3. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
4. Knowledge of the operations of the criminal justice system.
5. Knowledge of Court operations and the administration and execution of Civil processes.
6. Skill in the evaluation of tactical and operational requirements.
7. Ability and skill to make appropriate decisions quickly.
8. Ability and skill to accurately interpret individuals' mental and physical conditions.
9. Ability and skill to perform effectively under ever-present stressful conditions.

10. Ability to safely perform occasional physical encounters which may be necessary related to self-defense, defense of fellow officers, apprehending criminal suspects, and protecting public safety.
11. Knowledge of police department policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
12. Knowledge of computer software consistent for this position.
13. Knowledge of the operation of standard office equipment and software.
14. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
15. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
16. Ability to perform word processing and/or data entry.
17. Ability to perform mathematical calculations required of this position.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
19. Skill in researching and understanding complex written materials.
20. Ability to prepare and maintain accurate and concise records and reports.
21. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
22. Ability to define problems, exercise sound judgment, and address a variety of situations.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.
24. Ability to maintain professionalism at all times.
25. Ability to maintain confidentiality.
26. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
27. Ability to establish and maintain effective working relationships with others.
28. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Police Administrative Assistant / Prosecutor Assistant	Reports to: Chief of Police
Department: Police	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 20
Minimum Education: High School diploma or equivalent. Associate degree in paralegal or criminal justice preferred.	
Minimum Experience: Three (3) years' work experience in a law office or legal setting.	
Minimum Certification: Ability to obtain REJIS Certification within timeframe specified by City.	
Other Requirements: Must successfully pass a background investigation. Failure to pass this will result in the employment offer being revoked. Ability to be bonded.	

POSITION SUMMARY

The Administrative Assistant III/Prosecutor Assistant position provides operational and administrative support to the Police Department and provides responsive, courteous, and efficient customer service in support of departmental operations. Under the general supervision of the Municipal Prosecutor, the position performs a wide variety of routine clerical, accounting, and administrative support to the Municipal Prosecutor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Enters and withdraws warrants in the Rejis System. Maintains records of all active and cancelled warrants. Maintaining fingerprints of the department for security purposes. Processing fingerprints for the public.
2. Logs evidence in the system, releasing evidence to the crime lab, returns evidence back from the crime lab and destroys evidence as directed. Testifies in court when needed.
3. Processes liquor licenses.
4. Develops, maintains and updates departmental electronic and paper records, files, and databases. Maintains cumulative records and conducts periodic audits, as necessary.

5. Assists and provides backup for other departmental employees when necessary; covers other areas within the department due to employee absence or heavy work volume.
6. Monitors online attorney entry website to process attorney entries and recommendations, send out discovery documents, prepare subpoenas for trial, verify probation cases before expiration, prepare motions to revoke probation and obtain record for the hearing.
7. Provides administrative support in office and in court to assist the prosecuting attorney in the preparation for and disposal of criminal and traffic cases including:
 - Conducting legal research;
 - Searching criminal history and DOR information;
 - Preparing criminal casework documents and files;
 - Maintaining complete and accurate information and files on each case.
8. Establishes and maintains an office filing system for all prosecution-related correspondence, docket, documents within each case file assuring that all files are accurate and prepared for trials and other Court use.
9. Prepares complaints, information for warrants and warrant applications, notifies Public Safety Department of warrant application refusals, prepares ordinances, enters warrant cases into software, communicates with victims and legal representation.
10. Prepares correspondence, citations, accident reports and police reports.
11. Provides customer service to internal and external customers; greets, receives, and screens visitors and customers; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate staff.
12. Picks up, sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; sorts and prepares outgoing mail and documents for pickup; retrieves, delivers, and sends faxes.
13. Composes routine correspondence; proofreads and edits; enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
14. Creates and maintains a department filing and record system.
15. Prepares and processes requisitions, invoices, payment vouchers, bills, and verifies any accounting records. Reviews invoices and submits for approval of payment; notifies of discrepancies; codes to appropriate funds; enters required information into financial software; maintains active account files. Reconciles monthly credit card statements.
16. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge, skill, and ability to understand and use legal terminology, legal format, and processes.
2. Knowledge of standard and legal office practices, procedures, and clerical techniques.
3. Basic knowledge of Missouri Statutes with the ability to recognize statutory, procedural and format changes.
4. Skill to take notes or dictation and accurately incorporate essential details in preparing legal documents.
5. Ability and skill to prepare Court documents in a timely and accurate and error free manner.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
7. Ability to maintain accurate and legible notes.
8. Ability to establish and maintain accurate records of assigned activities and operations.

9. Ability to understand and implement local court rules, local policies, and procedures, written or oral instructions, general correspondence, or directions.
10. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
11. Ability to think quickly, maintain self-control, and adapt to stressful situations.
12. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
13. Knowledge of computer software consistent for this position.
14. Ability to perform mathematical calculations required of this position.
15. Ability to communicate clearly, concisely, calmly, and effectively in English in both written and verbal form.
16. Skill in researching and understanding complex written materials.
17. Ability to prepare and maintain accurate and concise records and reports.
18. Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
19. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
20. Ability to handle sensitive interpersonal situations calmly and tactfully.
21. Ability to maintain professionalism at all times.
22. Ability to maintain effective working relationships with individuals within and outside the organization.
23. Ability to maintain confidentiality and discretion regarding confidential and sensitive files, reports, materials, and conversations in compliance with applicable State and Federal statutes and regulations.
24. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive

- Work is conducted in an office setting (e.g., business office, light traffic).

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Police Captain	Reports to: Police Chief
Department: Police	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 60
Minimum Education: Bachelor's Degree in Criminal Justice, Public Administration, Management, or related field. Management level program completion through the FBI-National Academy or equivalent program preferred.	
Minimum Experience: Eight (8) years law enforcement experience. Three (3) years supervisory experience preferred.	
Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered. Valid Motor Vehicle Operators license.	
Other Requirements: Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: <ul style="list-style-type: none">• 21 years of age or older• US Citizenship• has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.	

POSITION SUMMARY

This position is responsible for administrative oversight, visioning, leadership, planning, coordinating and management of the Police Department. This position provides the Chief assistance with leadership, managing and development and administration of department policies, procedures, and programs for the assigned division. The Captain assumes command in the absence of the Chief of Police.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides overall supervision, leadership, and direction for department personnel; ensures they are performing their duties competently. Assigns areas of accountability and delegates authority to subordinate supervisory personnel.
2. Provides professional guidance, training, and policy interpretation for assigned division. Provides guidance in resolving/improving performance standards. Maintains knowledge of all division activity.
3. Assures minimum staffing levels are met; plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work.
4. Exercises authority over division staff including recommendations for hiring, promotion, transfer, discipline, and termination of individual employees within established City policies.
5. Evaluates the effectiveness and efficiency of the department and makes recommendations to the Chief accordingly.
6. Evaluates the effectiveness of law enforcement activities and develops procedures to efficiently meet all law enforcement goals.
7. Assists with development of policies and ensures division compliance with standards and guidelines.
8. Evaluates department training needs, staffing needs, budget resources, and management of personnel to achieve department-wide program objectives.
9. Assists in the development and administration of immediate and long-range budgets and recommends equipment purchases. Researches, applies for, and administers grants if directed by the Chief.
10. Recommends and plans long-range goals, objectives, organizational structure, and overall direction for the department. Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure long-range goals are met. Ensures the programs and objectives of the department are developed and maintained in accordance with the objectives of the City.
11. Develops and maintains liaison with various governmental agencies, community groups and the general public.
12. Handles public relations and represents the Department as directed by the Chief.
13. Responds to and takes command of major operations or emergencies involving division operations, coordinate division activities with other departments and law enforcement agencies.
14. Investigates, or directs, internal investigations; investigates citizen complaints if directed by the Chief
15. Prepares cases for court hearings and testifies in such hearings as required.
16. Serves as project manager for major department initiatives, as necessary.
17. Serves as Acting Chief of Police during an absence of the Chief.
18. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, and operation of emergency vehicles.
2. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
3. Thorough knowledge of the operations of the criminal justice system.
4. Thorough knowledge of court operations and the administration and execution of civil processes.

5. Knowledge of police administration including organization, staffing, financing, equipment management and maintenance, records, and reports.
6. Skill in the evaluation of tactical and operational requirements.
7. Knowledge of management and supervisory principles and practices, including program planning, contract requirements, budgeting, direction, coordination, and evaluation.
8. Knowledge of principles, procedures, and techniques of labor contracts and negotiations.
9. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
10. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
11. Ability to effectively utilize the principles of strategic and long and short-range planning.
12. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
13. Ability to research and analyze detailed information and make appropriate recommendations.
14. Ability to develop department goals and objectives.
15. Ability to plan, develop, implement, and evaluate projects and programs.
16. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
17. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
18. Knowledge of administrative policies and procedures of the City.
19. Ability to establish and maintain accurate records of assigned activities and operations.
20. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
21. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
22. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.
24. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
25. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
26. Ability to instruct and train in methods and procedures.
27. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
28. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
29. Knowledge of computer software consistent for this position.
30. Ability to perform mathematical calculations required of this position.
31. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
32. Skill in researching and understanding complex written materials.
33. Ability to prepare and maintain accurate and concise records and reports.

34. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
35. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
36. Ability to handle sensitive interpersonal situations calmly and tactfully.
37. Ability to maintain professionalism at all times.
38. Ability to maintain effective working relationships with individuals within and outside the organization.
39. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
40. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the office.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name

Police Captain



JOB DESCRIPTION

Job Title: Police Chief	Reports to: City Administrator
Department: Police	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 65
Minimum Education: Bachelor's Degree in Criminal Justice, Public Administration, Management, or related field. Masters degree preferred. Management level program completion through the FBI-National Academy, Northwestern University Center for Public Safety, or equivalent program.	
Minimum Experience: Ten years law enforcement experience. Five years of directly related and progressively responsible administrative and supervisory experience.	
Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered. Valid Motor Vehicle Operators license.	
Other Requirements: Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: <ul style="list-style-type: none">• 21 years of age or older• US Citizenship• has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked. Residency must be within the City Limits of Smithville preferred.	

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating and management of the Police Department. This position directs and administers the overall operations, programs, maintenance, development, and promotion of the Department, to include its systems, resources, programs, and responsibilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides overall supervision, leadership, and direction for command staff; ensures competent performance. Assigns areas of accountability and delegates authority to subordinate supervisory personnel.
2. Provides professional guidance, training, and policy interpretation for all divisions. Provides guidance to managers in resolving/improving performance standards. Assists Command Staff, as necessary. Maintains knowledge of all department activity.
3. Exercises authority over all department staff including hiring, promotion, transfer, discipline, and termination of individual employees within established City policies.
4. Oversees the effective and efficient administration of the Police Department directly, and through the efforts of the Captain and through subordinate supervisors and staff.
5. Identifies and plans for current and future law enforcement needs in a rapidly changing environment through tracking crime trends, demographic influences, projected community growth, available resources, and researching other communities' efforts at maintaining public safety.
6. Evaluates the effectiveness and efficiency of the Department. Review procedures and policies to develop improvements in department operations.
7. Evaluates department training needs, staffing needs, budget resources, and management of personnel to achieve department wide program objectives.
8. Approves training plans and programs for the Department.
9. Develops and administers immediate and long-range budgets. Ensures the department operates within the annual budget and directs the annual budget process for the department. Monitors expenditures and revenues. Forecasts spending, staffing and revenue levels and recommends equipment purchases. Researches, applies for, and administers grants.
10. Recommends and plans long range goals, objectives, organizational structure, and overall direction for the Department. Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure long-range goals are met. Ensures the programs and objectives of the Department are developed and maintained in accordance with the objectives of the City Council.
11. Advises, develops, and provides oversight on standards of conduct issues for the Department, and continually reviews and advises concerning the conduct of all Departmental personnel.
12. Attends advisory meetings with department heads, elected officials, employees, and representatives from other law enforcement agencies.
13. Researches legal issues, ordinance changes and statutory revisions to determine their impact on public safety and the department's policies.
14. Assumes responsibility for leading, directing and managing, either directly or through delegation, all criminal investigations, and police response for calls for service within the community.
15. Directs and manages the Captain to ensure the flow of information into and from the department through a wide variety of reports and documents is maintained.
16. Coordinates law enforcement activities with other departments and outside agencies and organizations; cooperates with other cities, state and federal officers in the apprehension and detention of wanted persons.
17. Develops strategies to anticipate the community's needs and resolve law enforcement problems; studies impact of changes and formulates strategies to implement.
18. Approves news releases specific to the Department.

19. Address organizations and other groups regarding the activities and programs of the Department to explain and promote public understanding of its work and to promote good community relations.
20. Meets and plans with local emergency management personnel to maintain preparedness for natural and manmade disasters within the community.
21. Represents the Department in major initiatives or as assigned.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, and operation of emergency vehicles.
2. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
3. Thorough knowledge of the operations of the criminal justice system.
4. Thorough knowledge of court operations and the administration and execution of civil processes.
5. Knowledge of police administration including organization, staffing, financing, equipment management and maintenance, records, and reports.
6. Skill in the evaluation of tactical and operational requirements.
7. Knowledge of management and supervisory principles and practices, including program planning, contract requirements, budgeting, direction, coordination, and evaluation.
8. Knowledge of principles, procedures, and techniques of labor contracts and negotiations.
9. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
10. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
11. Ability to effectively utilize the principles of strategic and long and short-range planning.
12. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
13. Ability to research and analyze detailed information and make appropriate recommendations.
14. Ability to develop department goals and objectives.
15. Ability to plan, develop, implement, and evaluate projects and programs.
16. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
17. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
18. Knowledge of administrative policies and procedures of the City.
19. Ability to establish and maintain accurate records of assigned activities and operations.
20. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
21. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
22. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.

24. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
25. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
26. Ability to instruct and train in methods and procedures.
27. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
28. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
29. Knowledge of computer software consistent for this position.
30. Ability to perform mathematical calculations required of this position.
31. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
32. Skill in researching and understanding complex written materials.
33. Ability to prepare and maintain accurate and concise records and reports.
34. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
35. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
36. Ability to handle sensitive interpersonal situations calmly and tactfully.
37. Ability to maintain professionalism at all times.
38. Ability to maintain effective working relationships with individuals within and outside the organization.
39. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
40. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

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- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.

- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the office.

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Employee Signature

Date

Employee Printed Name

Police Chief



JOB DESCRIPTION

Job Title: Police Recruit	Reports to: Police Sergeant
Department: Police	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 25
Minimum Education: High School diploma or equivalent	
Minimum Experience:	
Minimum Certification:	
Other Requirements: Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: <ul style="list-style-type: none">• 21 years of age or older at the time of graduation from an accredited Missouri Police Academy.• US Citizenship• has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must graduate from a Basic Law Enforcement Training Center and pass the Missouri Peace Officer License Exam to become certified as a Missouri Peace Officer. Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.	

POSITION SUMMARY

This position is training for general duty police work for the apprehension of criminals, prevention of crimes, protection of life and property, and general enforcement of all laws and ordinances on an assigned shift under direct supervision.

Upon successful completion of academy instruction and graduation, the employee receives further training, as a sworn Police Officer in the Field Training Officer Program and is responsible for performing duties outlined in the Police Officer position description.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Attends, participates, and successfully completes the police academy.
2. Performs rigorous physical training.
3. Learns the use and care of firearms, chemical agents, and other weapons.

4. Learns to drive a motor vehicle under normal and emergency conditions safely.
5. Learns to write clear, comprehensive, and accurate reports legibly, with correct grammar and spelling.
6. Learns to establish and maintain effective working relationships with those contacted in the course of employment; learns principles and practices of effective interpersonal communication and good customer service.
7. Learns to understand, interpret, and apply criminal and civil laws, court decisions, regulations, policies, and procedures with particular reference to the laws of arrest, use of force, custody, search and seizure, juvenile laws and procedures, property crimes, crimes against persons, crimes against children, sex crimes, domestic violence, missing persons, weapons violations, alcohol, and controlled substances.
8. Learns to demonstrate command presence in conflict situations.
9. Learns standard broadcasting procedures of a police radio system.
10. Demonstrates the ability to learn and implement police methods and procedures including patrol techniques, vehicle stops, response to crimes in progress, apprehension of suspects, defensive tactics, traffic enforcement, control and collision investigation, and crowd control.
11. Demonstrates the ability to learn and implement crime scene management, forensics, collection, preservation, and presentation of evidence; identification techniques; interviewing and interrogation techniques.
12. Demonstrates the ability to learn first aid, CPR, hazardous materials awareness, emergency management, and the Incident Command System.
13. Demonstrates the ability to learn the community policing philosophy, crime prevention, victimology/crisis intervention, cultural diversity/discrimination, and interacting with people with disabilities.
14. Learns to use modern law enforcement equipment, communications devices, computers, and information systems.
15. Demonstrates computer literacy with the knowledge and ability to use word processing and specialized law enforcement software programs.
16. Delivers outstanding internal and external customer service; solves problems and supports the City's mission, policies, goals, and objectives.
17. Exercises initiative, courtesy, and independent judgment; establishes and maintains effective working relationships with members of the Department and City staff, other agencies, and the public.
18. Communicates effectively both orally and in writing.
19. Provides sound decision making skills and critical thinking to provide professional recommendations, decisions and completed staff work.
20. Works cooperatively with personnel, co-workers, and the management team; exercises tact, self-restraint, and good judgment; takes initiative to achieve positive, timely results for the organization with diplomatic skills and ethical conduct.
21. Conducts duties, responsibilities, tasks and assignments with a constructive, positive, and professional attitude and demeanor.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Must be able to render credible testimony in a court of law.
2. Ability and skill to make appropriate decisions quickly.
3. Ability and skill to accurately interpret individuals' mental and physical conditions.
4. Ability and skill to perform effectively under ever-present stressful conditions.
5. Ability to safely perform occasional physical encounters which may be necessary related to self-defense, defense of fellow officers, apprehending criminal suspects, and protecting public safety.
6. Knowledge of computer software consistent for this position.
7. Knowledge of the operation of standard office equipment and software.
8. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
9. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
10. Ability to perform word processing and/or data entry.
11. Ability to perform mathematical calculations required of this position.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
13. Skill in researching and understanding complex written materials.
14. Ability to prepare and maintain accurate and concise records and reports.
15. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
16. Ability to define problems, exercise sound judgment, and address a variety of situations.
17. Ability to think quickly, maintain self-control, and adapt to stressful situations.
18. Ability to maintain professionalism at all times.
19. Ability to maintain confidentiality.
20. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
21. Ability to establish and maintain effective working relationships with others.
22. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.

- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Police Officer	Reports to: Police Sergeant
Department: Police	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 35
Minimum Education: High School diploma or equivalent	
Minimum Experience:	
Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered. Valid Motor Vehicle Operators license.	
Other Requirements: Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: <ul style="list-style-type: none">• 21 years of age or older• US Citizenship• has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.	

POSITION SUMMARY

This position performs general duty police work for the apprehension of criminals, prevention of crimes, protection of life and property, and general enforcement of all laws and ordinances on an assigned shift under general supervision. Duties may also include in-depth investigation of criminal offenses as assigned.

Performs duties in compliance with all state and federal laws, standards, and guidelines and departmental policies, procedures, and directives. Maintains conduct toward individuals, which displays a firm and fair attitude, respect for personal rights, and concern for safety.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Answers all emergency and non-emergency calls for service.
2. Discovers and prevents the commission of crimes, enforces ordinances and all state and motor vehicle laws for designated areas.

3. Conducts preliminary investigations, gathers evidence, obtains witness statements, makes arrests, and escorts prisoners from the scenes of crimes.
4. Detains anyone wanted through the serving of warrants.
5. Investigates motor vehicle accidents and assists local fire department and ambulance personnel.
6. Makes dispositions of all complaints or inquiries or directs people to the proper organizations to handle the complaints.
7. Prepares evidence for issuance of complaints; serves criminal process, including warrants
8. Completes reports compiling factual data, evidence and conducts interviews and interrogations when appropriate.
9. Performs investigative duties that cover a wide range of cases including, but not limited to sexual assault, child abuse, assault, battery, forgery, arson, burglary, theft, vandalism, and background investigations.
10. Inspects scenes of crimes, accident sites, and other appropriate locations to identify possible physical evidence.
11. Takes appropriate measures to preserve potential evidence including taking photographs, making casts, taking custody, making detailed notes, and/or calling in appropriate experts as necessary.
12. Interviews victims of criminal activity and potential witnesses or suspects.
13. Arrests or detains suspects in accordance with proper legal procedure.
14. Prepares cases for court hearings and testifies in such hearings as required.
15. Acts in a relief capacity, working in other areas of the department as assigned.
16. Performs public relations duties as required or assigned.
17. Carries out any lawful order or duty as prescribed by the Chief or other supervisor.
18. Participates in and presents preventative education and information through community and school awareness projects; teaches and counsels those within the community on law enforcement activities, programs, and referral resources.
19. May be assigned special assignments, as directed by the Chief or other supervisor.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Must be able to render credible testimony in a court of law.
2. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
3. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
4. Knowledge of the operations of the criminal justice system.
5. Knowledge of Court operations and the administration and execution of Civil processes.
6. Skill in the evaluation of tactical and operational requirements.
7. Ability and skill to make appropriate decisions quickly.
8. Ability and skill to accurately interpret individuals' mental and physical conditions.
9. Ability and skill to perform effectively under ever-present stressful conditions.
10. Ability to safely perform occasional physical encounters which may be necessary related to self-defense, defense of fellow officers, apprehending criminal suspects, and protecting public safety.
11. Knowledge of police department policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
12. Knowledge of computer software consistent for this position.

13. Knowledge of the operation of standard office equipment and software.
14. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
15. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
16. Ability to perform word processing and/or data entry.
17. Ability to perform mathematical calculations required of this position.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
19. Skill in researching and understanding complex written materials.
20. Ability to prepare and maintain accurate and concise records and reports.
21. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
22. Ability to define problems, exercise sound judgment, and address a variety of situations.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.
24. Ability to maintain professionalism at all times.
25. Ability to maintain confidentiality.
26. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
27. Ability to establish and maintain effective working relationships with others.
28. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.

- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name

Police Officer



JOB DESCRIPTION

Job Title: Police Sergeant	Reports to: Police Captain
Department: Police	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 50
Minimum Education: Associates degree in Criminal Justice or related field. An equivalent combination of education and experience may be considered by the City in lieu of the Associates degree.	
Minimum Experience: Three (3) years law enforcement experience. Previous supervisory experience preferred.	
Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered. Valid Motor Vehicle Operators license.	
Other Requirements: Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: <ul style="list-style-type: none">• 21 years of age or older• US Citizenship• has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.	

POSITION SUMMARY

This position is responsible for the daily operational activities of an assigned unit within the Police Department. Provides supervision to assigned staff, training in new methods and procedures, coaching and mentoring, and enforcing policies, rules, and regulations; and performs general duty police work for the apprehension of criminals, prevention of crimes, protection of life and property, and general enforcement of all laws and ordinances under general supervision.

Performs duties in compliance with all state and federal laws, standards, and guidelines and departmental policies, procedures, and directives. Maintains conduct toward individuals, which displays a firm and fair attitude, respect for personal rights, and concern for safety.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Assigns work to employees while on shift and monitors staff workloads.
2. Supervises and monitors employees in the field on a daily basis for purposes of observing and evaluating work methods and ensuring work is complete, correct, and performed efficiently and in accordance with all laws, departmental rules, regulations and policies.
3. Conducts inspections of staff, equipment, and documentation of activities to ensure operational readiness and adherence of established standards.
4. Provides guidance and direction relating to questions, issues or problems that arise during field operations.
5. Adjusts staffing among patrol zones as necessary to address high crime areas, traffic matters, citizen complaints, special details, and other issues.
6. Identifies and analyzes staff problems and recommends and implements approved solutions to the Police Captain.
7. Conducts shift briefings as appropriate to convey information received from previous shift. Briefs on-coming sergeant to report on shift activity and provide other pertinent information before going off duty.
8. Reviews reports from the shift to ensure accuracy and conform to department standards.
9. Prepares follow-up reports for case completion by shift personnel.
10. Responds to criminal investigations, traffic crashes, and death investigations in a supervisory capacity to ensure departmental policies and procedures are being followed and departmental expectations are being met.
11. Calls for aid from other agencies or resources to control an existing or potential emergency in the absence of Command Staff.
12. Carries out the goals and objectives of the department.
13. Provides input to policy reviews regarding recommendations, changes, and updates to ensure department policy conforms to the Chief's expectations and other law enforcement standards as prescribed by State.
14. Makes recommendations regarding personnel, equipment, and adjustment of patrol strength in assigned areas and activities.
15. Documents performance of patrol officers and other subordinate staff to support performance improvement plans, discipline and address complaints and resolve problems with or among subordinate staff.
16. Reviews initial citizen complaints. Investigates citizen complaints as assigned.
17. Schedules shifts in accordance with staffing levels designated by the Chief; Approves overtime for completion of investigations, follow-up, and reports; Approves requests for time-off.
18. Responds to calls for assistance from subordinate personnel.
19. Conducts preliminary investigations of incidents as required based on available staffing; collects and preserves physical evidence, protects crime scenes, and reports and records all facts of an incident.
20. Responds to calls for service as required by department/division standard operating procedure.

21. Enforces ordinances and state and federal laws and participates in the detection and apprehension of violators of the law.
22. Makes arrests and prepares arrest reports as necessary consistent with recognized department policies and procedures.
23. Takes appropriate action toward aiding officers or emergency service providers exposed to danger or any situation where danger may be impending.
24. Prepares cases for court hearings and testifies in such hearings as required.
25. May be assigned special assignments as designated by the Chief.
26. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Must be able to render credible testimony in a court of law.
2. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
3. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
4. Thorough knowledge of the operations of the criminal justice system.
5. Thorough knowledge of court operations and the administration and execution of civil processes.
6. Knowledge of police administration including organization, staffing, financing, equipment management and maintenance, records, and reports.
7. Skill in the evaluation of tactical and operational requirements.
8. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to develop department goals and objectives.
14. Ability to plan, develop, implement, and evaluate projects and programs.
15. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
16. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
17. Knowledge of administrative policies and procedures of the City.
18. Ability to establish and maintain accurate records of assigned activities and operations.
19. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
20. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
22. Ability to think quickly, maintain self-control, and adapt to stressful situations.

23. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
24. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
25. Ability to instruct and train in methods and procedures.
26. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
27. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
28. Knowledge of computer software consistent for this position.
29. Ability to perform mathematical calculations required of this position.
30. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
31. Skill in researching and understanding complex written materials.
32. Ability to prepare and maintain accurate and concise records and reports.
33. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
34. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
35. Ability to handle sensitive interpersonal situations calmly and tactfully.
36. Ability to maintain professionalism at all times.
37. Ability to maintain effective working relationships with individuals within and outside the organization.
38. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
39. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.

- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field and office.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name

Police Sergeant



JOB DESCRIPTION

Job Title: Assistant to the Public Works Director	Reports to: Director of Public Works
Department: Public Works	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 50
Minimum Education: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, engineering, or a related field. A Master's degree preferred.	
Minimum Experience: Two (2) years of related work experience.	
Minimum Certification: MoDOT LPA Certification.	
Other Requirements: Floodplain Management Training identified by the City.	

POSITION SUMMARY

This position is responsible for providing analysis of operations, functions, and programs; participate in and/or lead a variety of projects contributing to the continued success of department- and organization-wide initiatives.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Manages right-of-way acquisition process for City projects and City land acquisition.
2. In coordination with Finance Director, Public Works Director, and other City staff, manages and monitors the capital improvement budget process, including project accounting and project management, as necessary.
3. Supports Public Works Director in development, management, and analysis of departmental budget.
4. Conducts analytical research for various City operations, functions, and programs.
5. Coordinates bid process and contract management for public works projects.
6. Manages various contracts, including but not limited to, the City's solid waste disposal contract and janitorial services for City facilities.
7. Coordinates and manages Equipment Replacement Schedule; monitors financial performance of the system.
8. Manages the implementation of stormwater management plan. Including the development of staff training.

9. Utilizes advanced knowledge to collect, organize, analyze, and interpret information from various sources, facts, or circumstances; analyzes processes to identify opportunities for improvement and presents findings.
10. Responds to public inquiries; provides information within the area of assignment; distributes and receives forms and documents related to departmental business; assists the public in filling out forms; receives fees and payments for departmental services or businesses as appropriate.
11. Assists other departmental personnel in collecting data for a variety of research projects and programs; assists in the analysis and preparation of a variety of reports.
12. Conducts a wide variety of reporting tasks which may include grant writing, monitoring, and reporting.
13. Manages the community engagement and social media communications for the department. And monitors the city-wide report-a-concern submissions and email accounts.
14. Serves as the Missouri Department of Public Safety's SEMA Floodplain Administrator for the City.
15. Provides project management and contract management functions for capital improvement projects as designated by the Director of Public Works.
16. Organizes the City's solid waste events.
17. Prepares staff reports, resolutions, and ordinances. Presents information and updates to the Board of Aldermen and Management Team, as necessary.
18. Assists in the preparation of requests for proposals to solicit statements of qualifications from consultants, participates in the selection process, negotiates pricing, and prepares contracts for the successful bidder. Performs contract management as assigned.
19. Maintains the City's GIS data and system.
20. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety.
21. Manages special projects as directed by the City Administrator and Public Works Director.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles, practices, and procedures of civil engineering.
2. Knowledge of applicable laws, regulations and procedures related to engineering, surveying, and land development.
3. Knowledge of contract language, fair labor standards, right of way acquisition process and policies.
4. Knowledge of ADA requirements.
5. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.

11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of the codes, regulations, and specifications regarding public works construction.
15. Knowledge of symbols and terminology used in civil, architectural, or electronic engineering drawings.
16. Skill in reading and interpreting engineering plans and specifications, plats, and other related documents.
17. Ability to research and analyze detailed information and make appropriate recommendations.
18. Ability to maintain a professional demeanor when dealing with the public.
19. Skill in reading and understanding schematics and blueprints.
20. Ability to understand and follow oral and written instructions.
21. Knowledge of computer software consistent for this position including GIS
22. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
23. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
24. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
25. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
26. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
27. Ability to define problems, exercise sound judgment, and address a variety of situations.
28. Ability to think quickly, maintain self-control, and adapt to stressful situations.
29. Ability to maintain professionalism at all times.
30. Ability to establish and maintain effective working relationships with others.
31. Ability to perform mathematical calculations required of this position.
32. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is conducted in an office setting and may also be in the field (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Crew Leader – Public Works	Reports to: Streets Superintendent
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 35
Minimum Education: High School diploma or equivalent.	
Minimum Experience: Five (5) years' work experience in streets or utility construction, inclusive of heavy equipment operation. Previous supervisory or lead experience preferred.	
Minimum Certification: Class B CDL driver's license.	
Other Requirements:	

POSITION SUMMARY

A Public Works Crew Leader performs supervisory duties related to the operation, maintenance, and preparation of the Streets Division; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Leads and trains new employees and coordinates cross-training opportunities; coaches and mentors staff to meet goals and maintain motivation.
2. Schedules daily work assignments and reprioritizes assignments as needed to ensure timely completion of work. Prepares documents to record daily work activities.
3. Completes time sheets and completes work schedule to accommodate approved time off.
4. Ensures proper care and maintenance of tools and equipment is completed; coordinates maintenance as needed.
5. Responds to customer service inquiries, providing appropriate follow-up, referral, or resolution.
6. Ensures inventory and orders supplies as needed.
7. Responds to emergency situations concerning malfunctioning equipment; analyzes situation and takes appropriate action. Notifies Supervisor of servicing required by outside vendor.
8. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.

9. Reports all accidents to the appropriate authority. Follows all policies for reporting.
10. Performs operational duties with crewmembers. Operates heavy and light equipment, and power and hand tools as needed.
11. Provides backup assistance to other department personnel as needed.
12. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data.
13. Completes written records of labor and materials used for each work project.
14. Reports to work for after hour needs, as assigned.
15. Performs emergency repairs and work, as necessary.
16. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of safe operation and maintenance of tools, equipment, and facility systems.
2. Knowledge of and experience with the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to chainsaws, blowers, string trimmers, welders, oxy-acetylene torches, power saws, drills, sewer snakes, earth drills, aerators, sprayers, and spraying equipment.
3. Knowledge of and experience with the operation and maintenance of heavy equipment such as, but not limited to mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, aerators, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
4. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
5. Ability to instruct and train in methods and procedures.
6. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines. Knowledge of traffic safety principles.
7. Knowledge of safe operations of heavy-duty trucks and equipment.
8. Knowledge of basic mechanical and electrical equipment maintenance procedures.
9. Ability and skill to drive and operate mobile equipment in a safe and proper manner.
10. Knowledge of operation and maintenance of assigned equipment and machinery.
11. Knowledge of, utility markings and clearances and rules for safe equipment operation in close proximity to underground and overhead utility facilities.
12. Knowledge of construction industry safety rules and ability to utilize all Personal Protective Equipment necessary.
13. Knowledge of legal load limits for assigned equipment and vehicles.
14. Ability to operate assigned machinery and equipment skillfully and safely in close proximity to vehicular traffic, grade and alignment stakes, slopes, trucks, other construction equipment, laborers and utilities.
15. Ability to read and understand grade and alignment stakes set by others.
16. Ability to safely load, unload, and transport equipment to and from job sites.
17. Ability to understand and follow oral and written instructions.
18. Knowledge of computer software consistent for this position.
19. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
20. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.

22. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
23. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
24. Ability to define problems, exercise sound judgment, and address a variety of situations.
25. Ability to think quickly, maintain self-control, and adapt to stressful situations.
26. Ability to establish and maintain effective working relationships with others.
27. Ability to understand and follow oral and written instructions.
28. Ability to maintain professionalism at all times.
29. Ability to work as a member of a team.
30. Ability to perform mathematical calculations required of this position.
31. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

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- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, exhaust fumes, and pesticide.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Engineering Technician I/II	Reports to: Director of Public Works
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 35/45
Minimum Education: A technical degree or one year of college credit in a related field.	
Minimum Experience: Four (4) years of experience in technical inspections or related field experience. Eight (8) years of progressive experience in engineering and construction inspection without post-secondary education may be considered.	
Minimum Certification: Engineering Technician I: <ul style="list-style-type: none">• Missouri Department of Transportation L.P.A. Certification within one year from date of employment• MO-LTAP Scholar Level 1 or MUTCD Certified Engineering Technician II: <ul style="list-style-type: none">• Certified as a Public Infrastructure Inspector (APWA)• Qualified Compliance Inspector of Stormwater• MO LTAP Scholar Level II• ACI Certified	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

This position is responsible for technical inspections for new and replacement water, sewer, street, and stormwater infrastructure installations by the City and any developer installing infrastructure to be dedicated to the City; performs inspections, data collection and enforcement of Municipal Separate Storm Sewer Permit and codes; and performs general Code Enforcement Inspections.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department/division assigned and qualification of assigned work/equipment.

1. Enforces all codes, regulations and ordinances formally adopted by the City with regard to all phases of construction within the City that are related to Street, Stormwater, Water and Sewer systems.
2. Serves as a technical resource regarding the different and current codes being used to govern infrastructure construction and the municipal codes, zoning, and subdivision ordinances within the City.
3. Reviews applications for and issues construction and/or Right of Way permits for any infrastructure projects or stormwater management projects.
4. Conducts the following inspections: Development Utilities, City Utilities or Street projects, and Code Enforcement.
5. Monitors construction and development activities in the community to ensure compliance with all applicable regulations.
6. Maintains detailed records of all inspections and related items with regard to construction activities.
7. Assists with current projects by preparing maps and researching, performing inspections, surveying, and staking. Operates survey equipment and performs surveying computations.
8. Provides technical support and guidance for GIS, Asset Management, AutoCAD, file information etc. for other project personnel.
9. Retrieves, reviews, enters, or edits data within the City's asset management and GIS programs for accurate reporting and record keeping.
10. Develops maps, project plans, and cost estimates.
11. Determines information to conduct surveys from prints, sketches, maps, or notes. Check plans and specifications for infrastructure projects for compliance with codes and accepted engineering practices.
12. Attends pre-construction meetings and updates for project tracking items.
13. Conducts research on issues pertaining to sight distance and corner clearance, and entrance sign locations. Communicates with residents and between departments to ensure safety requirements are met and city ordinance is followed.
14. Evaluates and inspects private and public works projects. Ensures construction standards are met on multiple projects. Approves modifications in the field as appropriate.
15. Communicates with and schedules construction/inspection with contractors and engineering consultants.
16. Participates in pre-bid and pre-construction conferences. Participates in field check meeting on City projects Assists with field activities on City projects
17. Researches the historical records for Streets plans, construction plans, surveys, road right-of- way, dedications and vacations, resolutions, Board minutes and packets relating to City Roads.
18. Provides updates and issues to engineering staff.
19. Performs project management of City projects by inspecting and testing work in progress and processing contractor payment requests on projects that include roadway, sidewalks, new building infrastructure, parks, utilities, and storm water.
20. Reviews and approves construction plans and specifications for accuracy and compliance with City requirements.
21. Meets with developers, contractors, engineers, and surveyors to discuss various aspects of construction projects.

22. Monitors detailed records and reports of construction projects. Reviews and makes changes to construction plans.
23. Identifies preconstruction documents and fees that developers need to submit prior to applying for land disturbance and/or building permits.
24. Reviews material supply sheets for compliance with specifications prior to construction.
25. Creates punch lists for private development and public capital construction projects and performs follow-up inspections.
26. Interprets engineered drawings, blueprints, and computer images of utilities.
27. Investigates, trouble-shoots, and resolves complaints with homeowners, contractors, and developers.
28. Performs mapping updates and maintenance of new and existing civil maps for subdivisions, road right of ways, city public utilities infrastructure through the use of manual drafting, computer aided mapping and Geographical Information System (GIS).
29. Assists surveyors, engineers, other departments, and general public in researching information, records, and interpreting and resolving questions and inquiries.
30. Performs scoping, calculations, CAD design, and plans and specification preparation for capital construction projects as assigned.
31. Issues right-of-way, grading, or other permits as directed.
32. Other duties as assigned.

Additional duties assigned to Engineering Technician II

33. Reviews applications and administer the Floodplain Development Regulations.
34. Monitors construction sites for NPDES permit compliance.
35. Performs inspection and reporting for stormwater management
36. Serves as a field project manager over utility projects by directing public works employees in the gathering of information for contract design, directing consultant activities, inspecting work in progress, approving pay requests, and handling legal issues.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles, practices, and procedures of civil engineering.
2. Knowledge of applicable laws, regulations and procedures related to engineering, surveying, and land development.
3. Ability to make independent investigations and conduct inspections of engineering problems.
4. Ability to read, interpret and apply information from construction plans and documents.
5. Ability to analyze facts and exercise sound judgment and decision making, knowledge of OSHA safety requirements.
6. Knowledge of the principles and practices of various types of construction and the stages in the construction process when defects can be detected.
7. Knowledge of the codes, regulations, and specifications regarding public works construction.
8. Knowledge of the types of tests performed on construction materials.
9. Knowledge of possible defects in construction materials and corrective applications.
10. Knowledge of symbols and terminology used in civil, architectural, or electronic engineering drawings.
11. Knowledge of GPS surveying and mapping techniques and principles.
12. Knowledge of database design, computer systems design and programming.

13. Skill in reading and interpreting engineering plans and specifications, plats, and other related documents.
14. Ability to research and analyze detailed information and make appropriate recommendations.
15. Ability to maintain a professional demeanor when dealing with the public.
16. Skill in reading and understanding schematics and blueprints.
17. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.
18. Ability to understand and follow oral and written instructions.
19. Knowledge of computer software consistent for this position.
20. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
21. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
22. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
23. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
24. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
25. Ability to define problems, exercise sound judgment, and address a variety of situations.
26. Ability to think quickly, maintain self-control, and adapt to stressful situations.
27. Ability to maintain professionalism at all times.
28. Ability to work as a member of a team.
29. Ability to establish and maintain effective working relationships with others.
30. Ability to perform mathematical calculations required of this position.
31. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

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- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.

- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Maintenance Worker I/II - Public Works	Reports to: Crew Leader- Public Works
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 10/20
Minimum Education: High School diploma or equivalent.	
Minimum Experience: Previous work experience in public works construction or equipment operation.	
Minimum Certification: Maintenance Worker II: <ul style="list-style-type: none">• Class B CDL driver's license• Work Zone Safety Certification, Flagger Certification• Completion of NIMS level ICS100 and ICS700 training	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

The position performs semi-skilled maintenance and repair tasks for the City, responsible for maintenance, construction and repair of City streets, sidewalks, rights-of-way, and other assignments to assist with overall department operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department/division assigned and qualification of assigned work/equipment.

1. Safely operates construction equipment, machinery, and tools for maintenance and construction related operations.
2. Performs general road maintenance and related activities including flagging traffic, mowing, temporary and permanent asphalt surface repairs, patching holes, sawing pavement, concrete repair and pouring, clearing brush and trees, vegetation control, sweeping, routing, and sealing road cracks, and removing dead animals and trash.
3. Maintains ditch, waterways, and storm drain for proper drainage.
4. Maintains street signage.
5. Performs snow/ice removal operations.

6. Repairs bridge decks (full and partial) and drains, and clean bridge bents/caps at heights on ladders or utilizing scaffolding.
7. Installs signs, including structural and large signs at overhead positions, inspect truss signs, pour concrete sign footings, weld, and cut steel sign posts, and repair and maintain break away and/or overlay signs.
8. Stripes streets, install or remove pavement markings, and clean striping equipment; may operate rollers (glue and tamper), propane torches, shot/turbo blaster, walk behind grinder and other hand tools.
9. Performs pavement leveling, sand blasting and mud jacking, as well as concrete mixing, finishing, and replacement; uses various saws (concrete, diamond, wheel), jack hammers, and other pieces of heavy equipment.
10. Performs roadside duties, including mowing and spraying; planting grass seed, trees, flowers, or shrubbery; pruning and removal of trees; chipping brush and removing debris.
11. Performs signal and lighting duties, including repairing roadway lighting; trenching for conduit installations; installing and maintaining radio equipment; and assisting in installation, repair, and maintenance of camera, message boards, roadway detection devices, and signal masts, arms, heads, and poles.
12. Maintains and cleans the City's Storm sewer system including ditches, inlets, storm sewer pipe, culverts, RCB's and manholes
13. Maintains and constructs sidewalks and ADA Ramps and implements the City's sidewalk replacement program.
14. Cleans and performs routine maintenance on vehicles, equipment, buildings, and grounds.
15. Maintains up-to-date records of all maintenance activities.
16. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
17. Reports all accidents to the appropriate authority. Follows all policies for reporting.
18. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data.
19. Completes written records of labor and materials used for each work project.
20. Performs emergency repairs and work, as necessary.
21. Reports to work for after hour needs, as assigned.
22. Provides backup assistance to other department personnel as needed.
23. Other duties assigned.

Additional duties assigned to Maintenance Worker II

24. Operates specialized equipment designated by the supervisor.
25. Leads team members on assigned projects and duties.
26. Performs mechanical service and repairs on vehicles and equipment.

REQUIRED JOB COMPETENCIES

1. Knowledge of traffic safety principles.
2. Knowledge of safe operations of heavy-duty trucks and equipment.
3. Knowledge of basic mechanical and electrical equipment maintenance procedures.
4. Ability and skill to drive and operate mobile equipment in a safe and proper manner.

5. Knowledge of operation and maintenance of assigned equipment and machinery.
6. Knowledge of, utility markings and clearances and rules for safe equipment operation in close proximity to underground and overhead utility facilities.
7. Knowledge of construction industry safety rules and ability to utilize all Personal Protective Equipment necessary.
8. Knowledge of legal load limits for assigned equipment and vehicles.
9. Ability to operate assigned machinery and equipment skillfully and safely in close proximity to vehicular traffic, grade and alignment stakes, slopes, trucks, other construction equipment, laborers and utilities.
10. Ability to read and understand grade and alignment stakes set by others.
11. Ability to safely load, unload, and transport equipment to and from job sites.
12. Ability to understand and follow oral and written instructions.
13. Knowledge of computer software consistent for this position.
14. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
15. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
16. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
17. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
18. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
19. Ability to define problems, exercise sound judgment, and address a variety of situations.
20. Ability to think quickly, maintain self-control, and adapt to stressful situations.
21. Ability to maintain professionalism at all times.
22. Ability to work as a member of a team.
23. Ability to establish and maintain effective working relationships with others.
24. Ability to perform mathematical calculations required of this position.
25. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

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- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
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- May be subject to hazardous chemicals/pesticides.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, exhaust fumes, and pesticide.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Public Works Director	Reports to: City Administrator
Department: Public Works	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 65
Minimum Education: Bachelor's Degree in Civil Engineering.	
Minimum Experience: Ten (10) years of professional work experience in public works/utilities or engineering. Five (5) years of directly related progressively responsible administrative and supervisory experience.	
Minimum Certification: Professional Engineering License (P.E.) preferred.	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, coordinating and control of a comprehensive public works program including Engineering, Streets, Stormwater and Wastewater Utilities, in order to ensure essential services are provided to maintain the public infrastructure and provide for public safety, health and welfare; and ensures effective operation of all divisions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Interviews and select new employees; provides training and instructions and ongoing training needs; provides coaching, counseling, and mentoring to allow for optimal performance; assigns tasks, reviews work and prepares performance evaluations; recommends employee transfers, promotions, disciplinary action, and discharge.
2. Identifies training needs and opportunities for the department.
3. Defines and implements the goals and objectives for department operations.
4. Directs staff on complex work and interpreting the application of policy and procedure.
5. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors all operations for effective application of department policies, procedures, and standards.
6. Develops work plans and strategies to meet business needs-both short term and long term; Ensures clear direction, proper implementation, and City conformance to legal requirements.

7. Develops, recommends, and implements annual departmental budgets, forecasts necessary funding for staff, equipment, material, and supplies. Monitors budget throughout the year with assistance from division managers. Identifies and develops future capital improvement projects.
8. Prepares short and long-term capital improvement plans associated with Public Works. Identifies capital projects/assets requiring rehabilitation or replacement and prioritizes so critical projects/assets are addressed in a proactive manner. Prepares and administers the Department's budget to control expenditures and maintain fiscal integrity.
9. Conducts or administers special research and studies for the City Administrator and City Council. Conducts and provides technical guidance to other Departmental heads and governing bodies on various public works issues. Reviews designs and studies prepared for the City by Consulting Engineers.
10. Represents the Department and City on external matters when dealing with public and private agencies and organizations, the media, general public and state and federal agencies. Represents the Department on internal issues to the City Administrator and City Council, and other boards and governing bodies.
11. Serves as a resource to communicate engineering standards and ordinance requirements for project planning meetings, pre-construction meetings, or other communications for engineers, consultants, developers, residents, and technicians.
12. Manages Department capital projects including budget management and payments, and construction.
13. Plans, develops, bids, and manages the implementation of design and construction contracts and projects.
14. Directs the department's capital project design review and private development site plan review. Assists and guides engineering staff as needed.
15. Oversees services provided by external engineering vendors contracted by the Department.
16. Serves as the City's right-of-way administrator; reviews and processes applications for private use of the public right-of-way and make recommendations regarding the same.
17. Prepares National Pollutant Discharge Elimination Systems (NPDES) renewal permits and annual reports.
18. Receives and handles questions and concerns from the public, elected officials, and City staff pertaining to public construction projects and Department matters.
19. Responds to citizen complaints, concerns, or inquiries regarding the Department.
20. Responds to emergency situations outside of business hours as needed.
21. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of civil engineering principles and practices.
2. Knowledge of methods and techniques in the design, construction and maintenance of municipal facilities and projects.
3. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
4. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
5. Ability to effectively utilize the principles of strategic and long and short-range planning.
6. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.

7. Ability to research and analyze detailed information and make appropriate recommendations.
8. Ability to develop department goals and objectives.
9. Ability to plan, develop, implement, and evaluate projects and programs.
10. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
11. Ability to prepare, recommend and monitor an operating and Capital Improvement Plan budget, including line-item budgeting, short and long-term capital planning.
12. Knowledge of administrative policies and procedures of the City.
13. Ability to establish and maintain accurate records of assigned activities and operations.
14. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
15. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
16. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
17. Ability to think quickly, maintain self-control, and adapt to stressful situations.
18. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
19. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
20. Ability to instruct and train in methods and procedures.
21. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
22. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
23. Knowledge of computer software consistent for this position.
24. Ability to perform mathematical calculations required of this position.
25. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
26. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
27. Skill in researching and understanding complex written materials.
28. Ability to prepare and maintain accurate and concise records and reports.
29. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
30. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
31. Ability to handle sensitive interpersonal situations calmly and tactfully.
32. Ability to maintain professionalism at all times.
33. Ability to maintain effective working relationships with individuals within and outside the organization.
34. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.

35. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites. Work outdoors is limited.
- Work is generally in a moderately noisy setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Streets Superintendent	Reports to: Public Works Director
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 55
Minimum Education: High school diploma or equivalent. Associate degree in Engineering, construction management, or a closely related field preferred. A combination of higher education for experience may be considered.	
Minimum Experience: Eight (8) years' work experience in public works. Five (5) years of directly related progressively responsible supervisory experience.	
Minimum Certification:	
Other Requirements: Class B CDL driver's license.	

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, coordinating and control of the Streets Division; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages assigned division. Interviews and selects new employees. Provides training and instructions and ongoing development needs. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations, and performs disciplinary action. Recommends employee transfers, promotions, and discharge.
2. Identifies training needs and opportunities for the division.
3. Implements the goals and objectives for department and division operations.
4. Provides leadership and management to all assigned staff. Audits work on a regular basis to ensure adherence to pertinent regulations. Directs staff on complex work and interpreting the application of policy and procedure.
5. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors operations for efficient and effective application of department and division policies, procedures, and standards.

6. Develops work plans and strategies to meet Department needs-both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures, and work standards to ensure success. Ensures clear direction, proper implementation and City conforms to legal requirements.
7. Assists in the development of the annual department budget, providing budgetary requests for the Division's operational and capital needs. Monitors budget throughout the year.
8. Approves and records all streets invoices.
9. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
10. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
11. Prepares requests for purchase of services, materials and supplies and solicit quotes from suppliers, contractors, architects and surveyors within the City's purchasing guidelines and state rules and regulations.
12. Develop and prepare bids, contracts, and related reports specific to division operations.
13. Coordinates efforts with other City departments to facilitate construction, repair, installation, and alteration projects.
14. Reviews facilities costs, progress of work projects, preventative maintenance programs, and to identify potential problems and determine possible solutions.
15. At the direction of the Director, conducts special research and studies. Conducts and provides technical guidance to infrastructure issues as needed.
16. Receives and handles questions and concerns from the public, elected officials, and City staff pertaining to streets/infrastructure matters.
17. Responds to citizen complaints, concerns or inquiries regarding streets.
18. Responds to and calls out after hours on-call crews for emergency requests.
19. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of all phases of Public Works maintenance activities, heavy emphasis on area of assigned responsibility.
2. Knowledge of materials used in municipal street maintenance programs.
3. Knowledge of safe operations of heavy-duty trucks and equipment.
4. Knowledge of care and use of equipment and tools utilized in the performance of department functions.
5. Knowledge of storm water drainage systems.
6. Knowledge of the Manual on Uniform Traffic Safety Devices (MUTCD) traffic safety standards related to signing, striping, and signalization of public roadways.
7. Knowledge of safety precautions and potential hazards encountered in maintenance activities.
8. Knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.

12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to develop department goals and objectives.
14. Ability to plan, develop, implement, and evaluate projects and programs.
15. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
16. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
17. Knowledge of administrative policies and procedures of the City.
18. Ability to establish and maintain accurate records of assigned activities and operations.
19. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
20. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
22. Ability to think quickly, maintain self-control, and adapt to stressful situations.
23. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
24. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
25. Ability to instruct and train in methods and procedures.
26. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
27. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
28. Knowledge of computer software consistent for this position.
29. Ability to perform mathematical calculations required of this position.
30. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
31. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
32. Skill in researching and understanding complex written materials.
33. Ability to prepare and maintain accurate and concise records and reports.
34. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
35. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
36. Ability to handle sensitive interpersonal situations calmly and tactfully.
37. Ability to maintain professionalism at all times.
38. Ability to maintain effective working relationships with individuals within and outside the organization.
39. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
40. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, exhaust fumes, and pesticide.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name

Streets Superintendent



JOB DESCRIPTION

Job Title: Administrative Assistant	Reports to: Public Works Director / Utilities Superintendent
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 10
Minimum Education: High School diploma or equivalent.	
Minimum Experience: Two (2) years' work experience in an administrative support position.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position provides administrative and operational support to the Public Works Department; and provides courteous and efficient customer services to Smithville residents.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department assigned.

1. Provides first line customer service to internal and external customers; greets, receives, and screens visitors and customers.
2. Addresses and resolves customer questions/concerns as able and refers complex inquiries, requests, or complaints to appropriate staff.
3. Sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; retrieves, delivers, and sends faxes.
4. Composes routine correspondence; proofreads and edits documents.
5. Enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
6. Maintains department specific electronic and paper filing and record systems and documents to provide easy access to records and information; provides retention of records as required; assists with FOIA requests as requested.
7. Schedules appointments for department personnel as assigned.
8. Receives and processes payments, applying payment to proper account and providing receipt of transaction when necessary.
9. Verifies petty cash receipts for accuracy; balance daily cash intake drawer; resolves discrepancies.

10. Enters requisitions for purchase orders. Prepares invoice for payment approval.
11. Reviews and processes accounts payables for payment.
12. Compiles and reconciles monthly departmental purchasing card reports. Verifies coding of purchases, reviews supporting documentation, account number coding, reconciles vendor and credit card statements, and posts activity to general ledger and accounts payable.
13. Purchases and monitors office and operational supplies.
14. May assist in the preparation of budget documents as assigned.
15. May assist with updating department related web content and social media updates within city social media guidelines.
16. Assists other department personnel as needed.
17. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
2. Knowledge of administrative policies and procedures of the City.
3. Ability to establish and maintain accurate records of assigned activities and operations.
4. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
5. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
7. Ability to think quickly, maintain self-control, and adapt to stressful situations.
8. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
9. Knowledge of computer software consistent for this position.
10. Ability to perform mathematical calculations required of this position.
11. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
12. Skill in researching and understanding complex written materials.
13. Ability to prepare and maintain accurate and concise records and reports.
14. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
15. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
16. Ability to handle sensitive interpersonal situations calmly and tactfully.
17. Ability to maintain professionalism at all times.
18. Ability to maintain effective working relationships with individuals within and outside the organization.
19. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
20. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May be subject to infectious diseases carried by animals when assigned to the animal shelter.
- Work requires wearing specialized personal protective equipment when assigned to the animal shelter.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name

Administrative Assistant



JOB DESCRIPTION

Job Title: O&M Technician / Plant Operator I/II/III	Reports to: Utilities Operations Manager
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 15 /20 / 35
Minimum Education: High School diploma or equivalent.	
Minimum Experience: I: Previous experience in utility maintenance or utility operation preferred. II: Four (4) years of related utility experience required to obtain certification. III: Five (5) years of related utility experience required to obtain certification.	
Minimum Certification: I: DS1 and Class D Wastewater Treatment Plant Operator Certification required within timeframes specified by City. II: DS2 and C and B Wastewater Treatment Plant Operator Certification. III: DS3 and B and A Wastewater Treatment Plant Operator Certification.	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

This position is responsible for the maintenance of the City's water distribution and sewer collection systems.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Inspects, repairs, rehabilitates, and maintains the wastewater collection system, including locating sanitary sewer and water; repairing wastewater and water lines; installs flow meters; makes sewer taps; maintains air relief and sewer valves; and lift stations.
2. Inspects manhole covers.
3. Locates sewer and storm drains using electronic equipment.
4. Inspects, maintains, and repairs and wastewater lines and water lines.
5. Cleans, televises, and repairs sanitary sewers.
6. Transports equipment and materials to and from work sites.
7. Cleans, lubricates, and performs preventive maintenance or repair on equipment.

8. Reads meters and gauges to ensure plant equipment is working properly.
 - Takes samples and run tests to determine the quality of the water being treated.
 - Collects, prepares, and analyzes water, wastewater, and sludge samples.
 - Collects and handles water and wastewater samples for process control and industrial sampling.
 - Documents and prepares test results for Federal, state, and local reports.
 - Calculates, reviews, and reports results.
 - Confers with Manager on laboratory findings that may affect compliance with state and federal regulations.
9. Adjusts chemical feed rates and treatment plant processes added to the wastewater based on test results.
10. Operates, maintains, and performs repairs of the wastewater treatment facility, equipment, buildings, and grounds, including system lines, equipment, meters, and pumps.
11. Performs proper effluent quality monitoring, and all processes involved with facility functions, including sampling, monitoring, analysis, and treatment, as necessary.
12. Inspects system operations and equipment, diagnoses and repairs mechanical, electrical and process control problems.
13. Installs and replaces pumps, compressors, motors, and related equipment.
14. Lubricates bearings, replaces seals, gaskets, springs, and gears.
15. Inspects and cleans pumps, mechanical drives, electrical components, feeding systems, etc. as part of a formal preventive maintenance schedule to avoid unnecessary equipment malfunctions.
16. Performs routine building clean and grounds maintenance, including mopping, bush trimming, lawn mowing and similar activities.
17. Maintains and updates record keeping and performs data entry regarding equipment repairs, maintenance, and discharge monitoring data for various local state and federal reporting requirements.
18. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
19. Reports all accidents to the appropriate authority. Follows all policies for reporting.
20. Provides backup assistance to other department personnel as needed.
21. Performs emergency repairs and work, as necessary.
22. Reports to work for after hour needs, as assigned.
23. Other duties as assigned.

Additional duties assigned to Level II:

24. Maintains and repairs lift stations including electrical equipment, pumps, floats, structures, piping, and valves.
25. Inputs, updates, and maintains information and records using computer programs.
26. Operates sewer camera system to visually inspect and document sewer line conditions.
27. Adjusts, repairs, and replaces manhole rings and covers.
28. Maintains up-to-date records of all maintenance activities.
29. Informs plant personnel of test results to make necessary adjustments to plant processes.
30. Troubleshoots complex systems using a wide variety of diagnostic equipment to determine source of malfunction.

Additional duties assigned to Level III:

31. Collects wastewater samples for sanitary sewer overflows
32. Performs daily testing and lab work required by Federal, State, County, and local regulations.
33. Prepares maintenance monthly reports for the Missouri Department of Natural Resources.
34. Performs snow/ice removal operations at the treatment plant.

REQUIRED JOB COMPETENCIES

1. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.
2. Ability to understand and follow oral and written instructions.
3. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
4. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
5. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
6. Ability to define problems, exercise sound judgment, and address a variety of situations.
7. Ability to think quickly, maintain self-control, and adapt to stressful situations.
8. Ability to maintain professionalism at all times.
9. Ability to work as a member of a team.
10. Ability to establish and maintain effective working relationships with others.
11. Ability to perform mathematical calculations required of this position.
12. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, and holidays due to adverse weather conditions, construction projects, or other emergency service.
13. Knowledge of computer software consistent for this position.
14. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
15. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
16. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.

Additional Competencies for Level II:

17. Basic knowledge of the principles and practices of wastewater plant, wastewater collection system, Lift station repair, water line repairs.
18. Basic knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems. Knowledge of the maintenance, repair, and installation of equipment in wastewater collection systems.
19. Skill in reading and understanding schematics and blueprints.
20. Ability to take liquid and solid samples and perform routine laboratory tests.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.

Additional Competencies for Level III:

22. Knowledge of how to read, interpret and calibrate gauges and other recording devices related to water or wastewater treatment plant operations.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces per training.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Requires handling of hazardous chemicals and materials.
- Periodically works in unsanitary and potentially hazardous areas and confined space.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, vibrations, airborne materials, heavy traffic conditions, and exhaust fumes.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Utilities Operations Manager	Reports to: Utilities Superintendent
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 50
Minimum Education: High School diploma or equivalent. Associate degree preferred. A combination of higher education for experience may be considered.	
Minimum Experience: Six (6) years' experience in water treatment and water distribution systems. Three (3) years' direct supervisory experience.	
Minimum Certification: Class B Wastewater Treatment Plant Operator Certification. DS-III Public Drinking Water Distribution System Operator Certification.	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

The Utilities Operations Manager assists the Utilities Superintendent with the supervision, coordination, and operation of the water and sewer distribution/Wastewater Plant systems; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages assigned crews. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and provides performance evaluation feedback. Provides input into employee transfers, promotions, disciplinary action, and discharge. Reviews and approves time sheets, job assignment sheets.
2. Provides appropriate training for staff on all assigned equipment and areas of work and maintains required documentation.
3. Plans and prioritizes necessary maintenance, and repair in accordance with Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials, and equipment for daily work projects.

4. Oversees all aspects of ongoing programs to include hydrants, valve, backflow, and inventory (repair parts, and bench stock for all aspects of water and wastewater distribution), and lift station maintenance.
5. Assists the Utilities Superintendent with budget preparation and maintains budget expenditures for all line items pertaining to water and wastewater distribution.
6. Organizes preventative maintenance, checks, and services of vehicles, tools, and equipment.
7. Produces monthly reports regarding work orders, water breaks, customer assistance and locates.
8. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
9. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
10. Provides direction of work perform, if need, to meet project standards and to adhere to City policies and procedures.
11. Provides support to assigned crew and acts as a resource for alternatives and suggestions. Makes critical decisions affecting the outcome of the assigned work and project completion.
12. Communicates status and concerns of projects, assignments, and crew members to Superintendent.
13. Performs daily inspections of the crews/project, reporting any issues to the Superintendent concerning safety or repair and maintenance procedures.
14. Inspects work completed by crews to document if needed.
15. Monitors expenditures and approves purchase requests within assigned area of authority.
16. Plans and prioritizes necessary maintenance, and repair in accordance with Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials, and equipment for daily work projects.
17. Prepares daily work reports involving the materials inventory, cost, status of assigned projects and inspections, crew updates and accidents as necessary and directed.
18. Orders parts and equipment as needed in preparation for upcoming assignments and projects.
19. Responds to and calls out after hours on-call crews for emergency requests.
20. Receives and responds to inquiries and complaints from the general public on a wide range of areas.
21. Ensures proper care and maintenance of tools and equipment. Coordinates maintenance as needed.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Comprehensive knowledge of and extensive experience with the principles and practices of water distribution systems, sewage treatment and sewer collection systems.
2. Knowledge of Federal, State, county, and local regulations as they relate to water and sewer systems, knowledge of the maintenance, repair, and installation of equipment in wastewater collection systems.
3. Knowledge of the chemical and physical processes involved in the treatment of water or wastewater.
4. General knowledge of laboratory operations and water testing.

5. Knowledge of how to read, interpret and calibrate gauges and other recording devices related to water or wastewater treatment plant operations.
6. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.
7. Knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
8. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
9. Ability to effectively utilize the principles of strategic and long and short-range planning.
10. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
11. Ability to research and analyze detailed information and make appropriate recommendations.
12. Ability to develop department goals and objectives.
13. Ability to plan, develop, implement, and evaluate projects and programs.
14. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
15. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
16. Knowledge of administrative policies and procedures of the City.
17. Ability to establish and maintain accurate records of assigned activities and operations.
18. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
19. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
20. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
21. Ability to think quickly, maintain self-control, and adapt to stressful situations.
22. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
23. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
24. Ability to instruct and train in methods and procedures.
25. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
26. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
27. Knowledge of computer software consistent for this position.
28. Ability to perform mathematical calculations required of this position.
29. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
30. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
31. Skill in researching and understanding complex written materials.
32. Ability to prepare and maintain accurate and concise records and reports.

33. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
34. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
35. Ability to handle sensitive interpersonal situations calmly and tactfully.
36. Ability to maintain professionalism at all times.
37. Ability to maintain effective working relationships with individuals within and outside the organization.
38. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
39. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals and materials.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, and vibrations.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Utilities Superintendent	Reports to: Public Works Director
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 60
Minimum Education: High school diploma or equivalent. Associate degree in Engineering, an environmental science, or a closely related field preferred. A combination of higher education for experience may be considered.	
Minimum Experience: Eight (8) years' work experience in utilities management. Five (5) years of directly related progressively responsible supervisory experience.	
Minimum Certification: Class A Wastewater Treatment Plant Operator Certification. Class A Water Treatment Plant Operator Certification.	
Other Requirements:	

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, coordinating and control of the Utilities Division; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages assigned divisions. Interviews and selects new employees. Provides training and instructions and ongoing development needs. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations, and performs disciplinary action. Recommends employee transfers, promotions, and discharge.
2. Implements the goals and objectives for department and division operations.
3. Provides leadership and management to all assigned staff. Audits and inspects work on a regular basis to ensure adherence to pertinent regulations. Directs staff on complex work and interpreting the application of regulation, policy, and procedure.

4. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors operations for efficient and effective application of department policies, procedures, and standards.
5. Develops work plans and strategies to meet Department needs-both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures, and work standards to ensure success. Ensures clear direction, proper implementation and City conforms to legal requirements.
6. Prepare, submit, and review reports required by the Missouri Department of Natural Resources.
7. Provides training for lab testing, chemical handling and other tasks as required. Ensures employees work in a safe manner.
8. Assists in the development of the annual department budget, providing budgetary requests for the Divisions' operational and capital needs. Monitors budget throughout the year.
9. Approves all related invoices.
10. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
11. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
12. Prepares requests for purchase of services, materials and supplies and solicit quotes from suppliers and contractors within the City's purchasing guidelines and state rules and regulations.
13. Develop and prepare bids, contracts, and related reports specific to division operations.
14. Coordinates efforts with other City departments to facilitate construction, repair, installation, and alteration projects.
15. Reviews facilities costs, progress of work projects, preventative maintenance programs, and to identify potential problems and determine possible solutions.
16. At the direction of the Director, conducts special research and studies. Conducts and provides technical guidance to related infrastructure issues.
17. Receives and handles questions and concerns from the public, elected officials, and City staff pertaining to utility infrastructure matters.
18. Responds to citizen complaints, concerns or inquiries regarding utilities.
19. Responds to and calls out after hours on-call crews for emergency requests.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Comprehensive knowledge of the principles and practices of wastewater treatment systems, wastewater collection systems, water treatment, and water distribution systems.
2. Knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems, knowledge of the maintenance, repair, and installation of equipment in wastewater collection systems.
3. Knowledge of care and use of equipment and tools utilized in the performance of department functions.
4. Knowledge of safety precautions and potential hazards encountered in maintenance activities.

5. Knowledge of the City's, Department's, and Divisions' operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.
11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
21. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
22. Ability to instruct and train in methods and procedures.
23. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
24. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
25. Knowledge of computer software consistent for this position.
26. Ability to perform mathematical calculations required of this position.
27. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
28. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
29. Skill in researching and understanding complex written materials.
30. Ability to prepare and maintain accurate and concise records and reports.
31. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.

32. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
33. Ability to handle sensitive interpersonal situations calmly and tactfully.
34. Ability to maintain professionalism at all times.
35. Ability to maintain effective working relationships with individuals within and outside the organization.
36. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
37. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals and materials.
- Work is performed primarily in a plant environment
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, and vibrations.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name

Utilities Superintendent



JOB DESCRIPTION

Job Title: Water Treatment Plant Shift Supervisor	Reports to: Water Treatment Plant Manager
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 40
Minimum Education: High School diploma or equivalent. Associate degree preferred.	
Minimum Experience: Five (5) years' experience in water treatment and water distribution systems. Two (2) years' direct supervisory or lead experience.	
Minimum Certification: Class A Water Treatment Plant Operator Certification.	
Other Requirements:	

POSITION SUMMARY

This position assists the Water Treatment Plant Manager with the supervision, coordination, and operation of the Water Treatment Plant during the second shift; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages plant personnel during second shift. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and provides performance evaluation feedback. Provides input into employee transfers, promotions, disciplinary action, and discharge. Reviews and approves time sheets, job assignment sheets.
2. Provides appropriate training for staff on all assigned equipment and areas of work and maintains required documentation.
3. Reviews written reports and work orders, determines priorities and schedules assignments.
4. Develops and monitors operating procedures and makes changes to plant operations to improve plant efficiency.
5. Oversees, performs, and assigns maintenance of equipment, pumps, etc. at the treatment plant and other facilities.

6. Collects water samples and performs chemical and bacteriological tests to check for purity as needed. Records chemical and biological test results; prepares required water samples for analysis and testing as required by Federal, State, County, and local agencies.
7. Assists in the preparation of monthly required reports and submit to City, State and Federal agencies.
8. Assists the Water Treatment Plant Manager and Utilities Superintendent with budget preparation for all line items pertaining to the water plant.
9. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
10. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
11. Provides direction of work perform, if need, to meet project standards and to adhere to City policies and procedures.
12. Provides support to plant personnel and acts as a resource for alternatives and suggestions. Makes critical decisions affecting the outcome of the assigned work and project completion.
13. Communicates status and concerns of projects, assignments, and crew members to Superintendent.
14. Performs daily inspections of the crews/project, reporting any issues to the Water Treatment Plant Manager concerning safety or repair and maintenance procedures.
15. Inspects work completed by crews to document if needed.
Assists in the planning and prioritization of necessary maintenance, and repair in accordance with Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials, and equipment for daily work projects.
16. Prepares daily work reports involving the materials inventory, cost, status of assigned projects and inspections, crew updates and accidents as necessary and directed.
17. Responds to and calls out after hours on-call crews for emergency requests.
18. Receives and responds to inquiries and complaints from the general public on a wide range of areas.
19. Ensures proper care and maintenance of tools and equipment. Coordinates maintenance as needed.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the principles and practices of water plants systems.
2. Knowledge of Federal, State, County, and Local regulations as they relate to water system, knowledge of the maintenance, repair, and installation of equipment in water distribution system.
3. Knowledge of the chemical and physical processes involved in the treatment of water.
4. General knowledges of laboratory operations and water testing.
5. Knowledge of how to read, interpret and calibrate gauges and other recording devices related to water treatment plant operations.
6. Ability to take liquid and solid samples and perform routine laboratory tests.
7. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.

8. Ability to obtain the knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to plan, develop, implement, and evaluate projects and programs.
14. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
15. Ability to obtain the knowledge of administrative policies and procedures of the City.
16. Ability to establish and maintain accurate records of assigned activities and operations.
17. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
18. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
19. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
20. Ability to think quickly, maintain self-control, and adapt to stressful situations.
21. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
22. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
23. Ability to instruct and train in methods and procedures.
24. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
25. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
26. Knowledge of computer software consistent for this position.
27. Ability to perform mathematical calculations required of this position.
28. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
29. Skill in researching and understanding complex written materials.
30. Ability to prepare and maintain accurate and concise records and reports.
31. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
32. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
33. Ability to handle sensitive interpersonal situations calmly and tactfully.
34. Ability to maintain professionalism at all times.
35. Ability to maintain effective working relationships with individuals within and outside the organization.

36. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
37. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals and materials.
- Work is performed primarily in a plant environment
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, and vibrations.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Water Treatment Plant Manager	Reports to: Utilities Superintendent
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 50
Minimum Education: High School diploma or equivalent. Associate degree preferred. A combination of higher education for experience may be considered.	
Minimum Experience: Six (6) years' experience in water treatment and water distribution systems. Three (3) years' direct supervisory experience.	
Minimum Certification: Class A Water Treatment Plant Operator Certification.	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

The Water Treatment Plant Manager assists the Utilities Superintendent with the supervision, coordination, and operation of the Water Treatment Plant; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages plant personnel. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and provides performance evaluation feedback. Provides input into employee transfers, promotions, disciplinary action, and discharge. Reviews and approves time sheets, job assignment sheets.
2. Provides appropriate training for staff on all assigned equipment and areas of work and maintains required documentation.
3. Reviews written reports and work orders, determines priorities and schedules assignments.
4. Develops and monitors operating procedures and makes changes to plant operations to improve plant efficiency.
5. Oversees, performs, and assigns maintenance of equipment, pumps, etc. at the treatment plant and other facilities.

6. Collects water samples and performs chemical and bacteriological tests to check for purity as needed. Records chemical and biological test results; prepares required water samples for analysis and testing as required by Federal, State, County, and local agencies.
7. Monitors and orders chemicals, supplies and service needs for treatment and maintenance of the plant.
8. Prepare monthly required reports and submit to City, State and Federal agencies.
9. Assists the Utilities Superintendent with budget preparation and maintains budget expenditures for all line items pertaining to the water plant.
10. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
11. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
12. Provides direction of work perform, if need, to meet project standards and to adhere to City policies and procedures.
13. Provides support to plant personnel and acts as a resource for alternatives and suggestions. Makes critical decisions affecting the outcome of the assigned work and project completion.
14. Communicates status and concerns of projects, assignments, and crew members to Superintendent.
15. Performs daily inspections of the crews/project, reporting any issues to the Superintendent concerning safety or repair and maintenance procedures.
16. Inspects work completed by crews to document if needed.
17. Monitors expenditures and approves purchase requests within assigned area of authority.
18. Plans and prioritizes necessary maintenance, and repair in accordance with Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials, and equipment for daily work projects.
19. Prepares daily work reports involving the materials inventory, cost, status of assigned projects and inspections, crew updates and accidents as necessary and directed.
20. Orders parts and equipment as needed in preparation for upcoming assignments and projects.
21. Responds to and calls out after hours on-call crews for emergency requests.
22. Receives and responds to inquiries and complaints from the general public on a wide range of areas.
23. Ensures proper care and maintenance of tools and equipment. Coordinates maintenance as needed.
24. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the principles and practices of water plants systems.
2. Knowledge of Federal, State, County, and Local regulations as they relate to water system, knowledge of the maintenance, repair, and installation of equipment in water distribution system.
3. Knowledge of the chemical and physical processes involved in the treatment of water.
4. General knowledges of laboratory operations and water testing.
5. Knowledge of how to read, interpret and calibrate gauges and other recording devices related to water treatment plant operations.

6. Ability to take liquid and solid samples and perform routine laboratory tests.
7. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.
8. Knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to develop department goals and objectives.
14. Ability to plan, develop, implement, and evaluate projects and programs.
15. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
16. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
17. Knowledge of administrative policies and procedures of the City.
18. Ability to establish and maintain accurate records of assigned activities and operations.
19. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
20. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
22. Ability to think quickly, maintain self-control, and adapt to stressful situations.
23. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
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28. Knowledge of computer software consistent for this position.
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31. Skill in researching and understanding complex written materials.
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33. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.

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PHYSICAL AND WORK ENVIRONMENT

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- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals and materials.
- Work is performed primarily in a plant environment
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, and vibrations.

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Employee Signature

Date

Employee Printed Name