

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 135-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that Consent Items 1, 3 and 4 are hereby approved. Consent Item #2 was pulled for further discussion.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

ABSENT: Hurley Ray Guillotte

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 000136-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Minutes from Council Meeting held May 21, 2013 are hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

ABSENT: Hurley Ray Guillotte

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 137-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the City is hereby authorized to contract with Mike Heidelberg to provide an appraisal for property on Allen Road, Parcel No. 81921013.000.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

ABSENT: Hurley Ray Guillotte

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

Bill Gregory
875-5238

Property search

Address Parcel Number Owner Name

Parcel Number: 81921013.000

City:

Zip:

Clear Find

Subject Property:

Address ALLEN RD 39565
 Owner BILL GREGORY
 Parcel Number 81921013.000
 County Jackson
 Acreage 2
 Assessed 1724

Search Options:

- Property search
- MLS number search
- Mailing label search
- Comparable search
- Tax field search
- Saved searches



© Copyright 2010 GeoJet E-Mapping. All rights reserved.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 138-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that Change Order #8 from Lane Construction, Inc., CDBG Project No. R-109-192-01-KCR proposed change to include banners is hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

ABSENT: Hurley Ray Guillotte

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 139-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the job descriptions for Fire Chief, Deputy Fire Chief/Fire Marshall and Fire Captain for the Fire Department are hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Colledge, seconded by Councilman Gollott and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

ABSENT: Hurley Ray Guillotte

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 4, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason D. Pugh, Human Resources Director
Date: May 24, 2013
Subject: Approval of Fire Chief, Deputy Fire Chief/ Fire Marshall and Fire Captain Job Descriptions

REQUEST:

The Human Resources Department requests that the Gautier City Council approve the attached job descriptions for Fire Chief, Deputy Fire Chief/Fire Marshall and Fire Captain.

BACKGROUND:

The Gautier Fire Department will have vacancies in their two (2) top management positions by June 28, 2013. The positions descriptions for Fire Chief and Deputy Fire Chief/Fire Marshall have been reviewed by the Human Resources Department and modifications were made to make the descriptions more concise and to update the duties and responsibilities. Upon approval of these descriptions, the Human Resources Department will immediately begin advertising to fill these positions. These positions are exempt and non-competitive.

The Fire Captain position has been modified to change the position's FLSA status from non-exempt to exempt. The Fire Captain position meets all applicable standards set forth by the FLSA to qualify for exempt status and this change will assist in the management and operation of the Fire Department. This position will remain competitive.

(For comparison, Police Department Captains were classified as exempt at the start of FY 2013)

RECOMMENDATION:

The Human Resources Department recommends the approval of the attached job descriptions.

ATTACHMENT(S):

Fire Chief Job Description
Deputy Fire Chief/Fire Marshall Job Description
Fire Captain Job Description



FIRE CHIEF

Department:	Fire Department	Pay Grade:	22 (Schedule 2080)
Reports To:	City Manager	Exempt (Y/N):	Y
Competitive (Y/N):	N		

SUMMARY:

This position is responsible for the administration and direction of the Fire Department in accordance with all applicable laws and City of Gautier policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Plans departmental operations with respect to equipment, apparatus and personnel and supervises the placing of such plans into effect.
- Issues orders for improvement of work methods and for enforcing rules and regulations.
- Keeps informed as to personnel, property and operations of the department;
- Receives reports on personnel, property, and operation issues; analyzes reports and takes action on such information in order to improve departmental operations.
- Prepares and monitors annual budget; ensures that all expenditures are within budgetary constraints.
- Assigns personnel and equipment to such duties and uses as the services requires.
- Evaluates the need for new apparatus and supplies; processes requisitions as needed.
- Responds to major alarms and personally directs firefighting operations.
- Investigates the causes and circumstances of fires.
- Directs the inspection of buildings and other properties for fire hazards; oversees fire prevention operations; takes action to secure abatement of fire hazards.
- Ensures that periodic maintenance is performed on all equipment and fire alarm systems.
- Supervises the operation of departmental in service training of personnel.
- Recommends promotions and demotions of fire department personnel.
- Any other duties assigned by the City Manager.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.)

- Computer proficiency in MS Word and MS Excel is required.
- Comprehensive knowledge of modern firefighting methods and ability to apply this knowledge to varied fire control and prevention problems.
- Comprehensive knowledge of the use and operation of a wide variety of fire motor and auxiliary apparatus.
- Thorough knowledge of laws, rules and regulations relating to fire control and prevention
- Thorough knowledge of the geography of the City including the location of principal buildings.

City Manager _____

Page 1 of 3

Date _____



FIRE CHIEF

- Ability to maintain discipline and the respect of subordinates, to lead and command personnel effectively, and to instruct them in proper work methods and techniques and in the use of fire apparatus and equipment.
- Ability to plan, initiate and carry out long term programs in Fire Department administration, employee training and fire prevention.
- Ability to plan, assign and coordinate activities performed by a large group of employees in varied firefighting work.
- Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential.
- Excellent communication skills are required to effectively present information in a one-on-one and small group setting.
- Strong interpersonal skills are essential to maintain effective working relationships with others.
- The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.
- Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues or problems, in a professional manner, while adhering to an appropriate policy and procedure.
- Must maintain a valid Mississippi driver's license.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises the Deputy Fire Chief on a daily basis and indirectly supervises all personnel assigned to the Fire Department.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the Fire Chief encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is exposed to outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, wet conditions, extreme cold or heat, risk of electrical shock, explosives, risk of radiation, and vibration and is occasionally exposed to high precarious places. The noise level for this position is usually low to moderate, but may be occasionally loud on fire scenes.

PHYSICAL DEMANDS:

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

The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to or more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in fire science, fire protection, public administration or a closely related field; and seven (7) years of progressively responsible experience in full time fire service including a minimum of two (2) years in a supervisory position as a lieutenant, captain, deputy chief or higher;

Or

High School Diploma is acceptable, however, an Associate's degree is preferred in fire science or fire protection technology with courses in business administration, public administration or a related field and ten (10) years of progressively responsible experience in full time fire service including a minimum of four (4) years in a supervisory position of lieutenant, captain, deputy chief or higher.



FIRE CHIEF

PREFERRED EXPERIENCE

- Natural Disasters readiness and response
- Hazardous Material training
- Swift water rescue
- Confined space rescue

REQUIRED LICENSES AND CERTIFICATES

Possession of or ability to obtain and maintain membership within job related programs, institutes and organizations.

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, cell phone, and personal computer.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.



DEPUTY FIRE CHIEF/FIRE MARSHALL

Department:	Fire Department	Pay Grade:	15 (Schedule 2080)
Reports To:	Fire Chief	Exempt (Y/N):	Y
Competitive (Y/N):	N		

SUMMARY:

This is highly responsible administrative, supervisory, and technical work in performing Fire Prevention Education, Fire Inspections, Fire Investigations, and acting as Fire Chief in the absence of the Fire Chief.

The incumbent makes administrative and operational decisions pertaining to Fire Prevention, Fire Inspections, and Fire Investigations. The Fire Marshall will also assist in firefighting operations, as well as administrative duties assigned by the Chief. Duties involve making recommendations on policy development and providing guidance in enforcement of laws, codes, and ordinances. Considerable initiative and independence of action is required in the position. This position requires integrity and confidentiality because of the nature of investigations and personnel records for which this position will be responsible for and have access to. Incumbent works under the supervision of the Fire Chief, and work is reviewed through conferences and written and oral reports in which accomplishment of desired results and established objectives are the focuses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Performs inspections of commercial buildings to identify fire hazards, and develop fire suppression plans.
- Responds to structure fires to investigate cause and origin as needed; assists in firefighting as needed by Incident Commander. In absence of the Fire Chief, evaluates situation and, if necessary, takes command of fire suppression or other emergency activities.
- Performs the duties of Fire Marshall in accordance with current International Fire Code and other related codes, as adopted by the City.
- Makes recommendations for training schedules.
- Develops and routinely updates fire prevention programs with an emphasis on education of youth through the school system programs.
- Confers with the Fire Chief on major policies; attends conferences and meetings; attends staff meetings.
- Performs other duties as assigned by Fire Chief.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.)

- Extensive knowledge of the principles, practices, procedures, and equipment used in modern firefighting, prevention, rescue operations, and fire personnel training.
- Extensive knowledge of the municipal fire laws, and City and department policies, procedures, and regulations.
- Knowledge of department and City rules and regulations; location of streets, fire hydrants, buildings, and general geography of the City of Gautier's fire service area.
- Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.

City Manager _____

Page 1 of 3

Date _____



DEPUTY FIRE CHIEF/FIRE MARSHALL

- Extensive knowledge of the duties and responsibilities of the Fire Marshall contained in the International Fire Code and other related codes, as adopted by the City.
- Ability to act quickly, effectively, and calmly in emergency situations; to supervise firefighting activities; to evaluate fires, recognize dangerous situations, and use sound judgment in handling them.
- Ability to understand written and oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential.
- Ability to establish and maintain effective working relations; to express ideas clearly and concisely, orally and in writing, to groups and individuals.
- Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues or problems, in a professional and courteous manner, while adhering to an appropriate policy and procedure.
- Computer proficiency in MS Word and MS Excel is required.
- Must maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises all Fire Department personnel on a daily basis and reports directly to the Fire Chief.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the Fire Chief encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

PHYSICAL DEMANDS:

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

This position requires the use of hands to finger, handle, or feel objects, tools, or controls; talk, hear, taste, and/or smell; lift and move up to 100 pounds; is frequently required to stand, walk, sit, and reach with hands and arms; and is occasionally required to climb, balance, stoop, kneel, crouch or crawl; and lift and/or move in excess of 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Completion of five (5) years' service in a Fire Department with a minimum of two (2) years as a Lieutenant or higher position and a satisfactory performance evaluation by supervisor.

PREFERRED EDUCATION AND EXPERIENCE:

Graduation from a high school or acceptable equivalent, supplemented by courses in fire science, fire technology, building construction, fire protection, fire protection engineering, fire suppression, and fire investigations. Certification through International



DEPUTY FIRE CHIEF/FIRE MARSHALL

Building Codes Congress International at Fire Inspector Level I and II. Certification through MS Fire Investigators Association and the International Association of Fire Investigators as Certified Fire Investigator.

TOOLS AND EQUIPMENT USED:

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, cell phone, and personal computer.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.



FIRE CAPTAIN

Department:	Fire Department	Pay Grade:	12 (Schedule 2496)
Reports To:	Deputy Fire Chief/Fire Marshall	Exempt (Y/N):	Y
Competitive (Y/N):	Y		

SUMMARY:

An employee of this class has responsibility for the supervision, discipline, and training of a fire shift and for the maintenance of apparatus and equipment at all fire stations. Responsibilities include insuring that shift is prepared to respond to various emergencies. Special duties of fire prevention may be assigned which involve fire inspections to insure fire and building code compliance and to investigate the cause of fires. Work involves the performance of a variety of firefighting and related duties, including inspection of assigned fire shift.

Duties are performed with a large degree of independence within established departmental rules and regulations, but under the general supervision of the Deputy Fire Chief/Fire Marshall and the Fire Chief. Employees of this class are expected to use initiative in performing their duties. Work is reviewed by observation of work in progress, through conferences, written reports, and accomplishment of desired objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Responds to fire alarms and emergency calls which occur on shift; takes command of fire suppression or other emergency activities upon arrival until relieved by a superior officer.
- Supervises, assigns, and inspects work of fire lieutenants and other subordinates; evaluates performance of subordinates and as such the Fire Captains opinion is given considerable weight in decisions of hiring, termination, promotions and discipline.
- Supervises administrative work, such as fire reports, fire prevention inspections, station activity reports.
- Processes various types of personnel actions, approves various reports and personnel actions of the shift.
- Attends advanced fire schools and training sessions; prepares lesson plans and teaches fire prevention and firefighting methods.
- Issues and revokes burn permits.
- Performs other duties as determined by Deputy Fire Chief or Fire Chief.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.)

- Thorough knowledge of the principles, methods, and equipment used in firefighting, rescue operations, and fire prevention.
- Thorough knowledge of the municipal fire laws, and City and department policies, procedures, and regulations.
- Thorough knowledge of location of streets, fire alarm phones, fire hydrants, principal buildings, and general geography of the City's fire service area.
- Thorough knowledge of hazardous materials and proper procedure in handling hazardous spills, accidents, fires, etc.
- Thorough knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.
- Thorough knowledge of fire investigation methods and techniques; and fire cause determination.



FIRE CAPTAIN

City Manager _____

Date _____

- Considerable knowledge of plans for building construction as related to fire code compliance.
- Ability to supervise groups of individuals in suppression of fires and in other tasks.
- Ability to act quickly, effectively, and calmly in emergency situations; to assign and supervise the effective use of firefighting equipment, apparatus, and personnel; to evaluate fires, recognize dangerous situations, and use sound judgment in handling them.
- Ability to establish and maintain effective working relations.
- Ability to instruct groups of individuals in accepted fire prevention and suppression techniques.
- Ability to deal effectively with the public at emergency scenes and in instructional settings.
- Ability to understand and follow oral and written instructions.
- Ability to meet prescribed medical and physical standards; and physical strength to do prolonged and arduous work under adverse conditions.
- Ability to bend and crawl in cramped area.
- Ability to lift, carry, push, and pull heavy loads.
- Ability to react to change productively, and handle other tasks as assigned.
- Must maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises an assigned shift within the Fire Department on a daily basis and reports directly to the Deputy Fire Chief/Fire Marshall. Because this is a supervisory position, the incumbent must maintain the same shift hours as the fire fighters assigned to his/her shift.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the Fire Chief encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

PHYSICAL DEMANDS:

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

This position requires the use of hands to finger, handle, or feel objects, tools, or controls; talk, hear, taste, and/or smell; lift and move up to 100 pounds; is frequently required to stand, walk, sit, and reach with hands and arms; and is occasionally required to climb,



FIRE CAPTAIN

balance, stoop, kneel, crouch or crawl; and lift and/or move in excess of 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Graduation from a high school or acceptable equivalent. Completion of five (5) years' service in a fire department with a minimum of two (2) years as a Lieutenant or higher position and satisfactory performance evaluation by Supervisor. Volunteer Fire Department experience will be credited for no more than one-half of that time.

TOOLS AND EQUIPMENT USED:

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, cell phone, and personal computer.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.