CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Jason Pugh, Human Resources Director

Date: 01/30/14

Subject: Approval of the Schedule of Authorized Positions

REQUEST:

The Human Resources Department requests that the Gautier City Council approve the attached Schedule of Authorized Positions to include:

1. Six (6) new firefighter positions as budgeted in the FY2014 budget. Funding for these positions became available in January of this year.

2. Rename the current Equipment Operator in the Cultural Services Division to Grounds and Maintenance Operator and approve the creation of an additional Grounds and Maintenance Operator position in the Cultural Services Division.

3. Remove the Field Supervisor position in the Public Works Department. This position is vacant and was only funded in this year's budget through January 31, 2014.

BACKGROUND:

Firefighters

The Gautier City Council approved a budget for FY 2014 that included the addition of six (6) new firefighters to man the new West Fire Station. Funding for those positions was not available in the budget until January of this year. These positions should now be added to the Schedule of Authorized Positions.

Grounds and Maintenance Operator

Since accepting responsibility for Shepard State Park and privatization of city public works, the duties for maintaining city parks and property has increased for the Cultural Services Division and additional personnel are needed.

Field Supervisor

The Field Supervisor position was only budgeted through January 31, 2014. The position is now vacant and should be removed from the Schedule of Authorized Positions.

DISCUSSION:

With the completion of the new fire station at hand and with funding now available to recruit and hire new firefighters for the station, the Human Resources Department requests that the City Council approve the attached Schedule of Authorized Positions to include six (6) new firefighter positions as anticipated in the 2014 budget.

It is also requested that the City Council approve renaming the current Equipment Operator position in the Cultural Services Division to Grounds and Maintenance Operator and also creating an additional Grounds and Maintenance Operator to assist in maintaining the city parks and properties. Funding for this position will be determined at a later time and brought before council for approval.

This Schedule of Authorized Positions also reflects the removal of the Field Supervisor position in the Public Works Department. This position is vacant and was only funded in this year's budget through January 31, 2014.

There are no other changes to this Schedule of Authorized Positions.

FINANCIAL IMPACT:
No financial impact at this time.

RECOMMENDATION:
Mississippi Code Annotated 21-9-45 establishes that the City Council may authorize positions upon recommendation of the City Manager. The City Manager recommends approval of the attached Schedule of Authorized Positions.

City Council may

1) authorize the proposed Schedule of Authorized Positions as presented;
2) authorize the proposed Schedule of Authorized Positions with changes; or
3) disapprove the Schedule of Authorized Positions as presented.

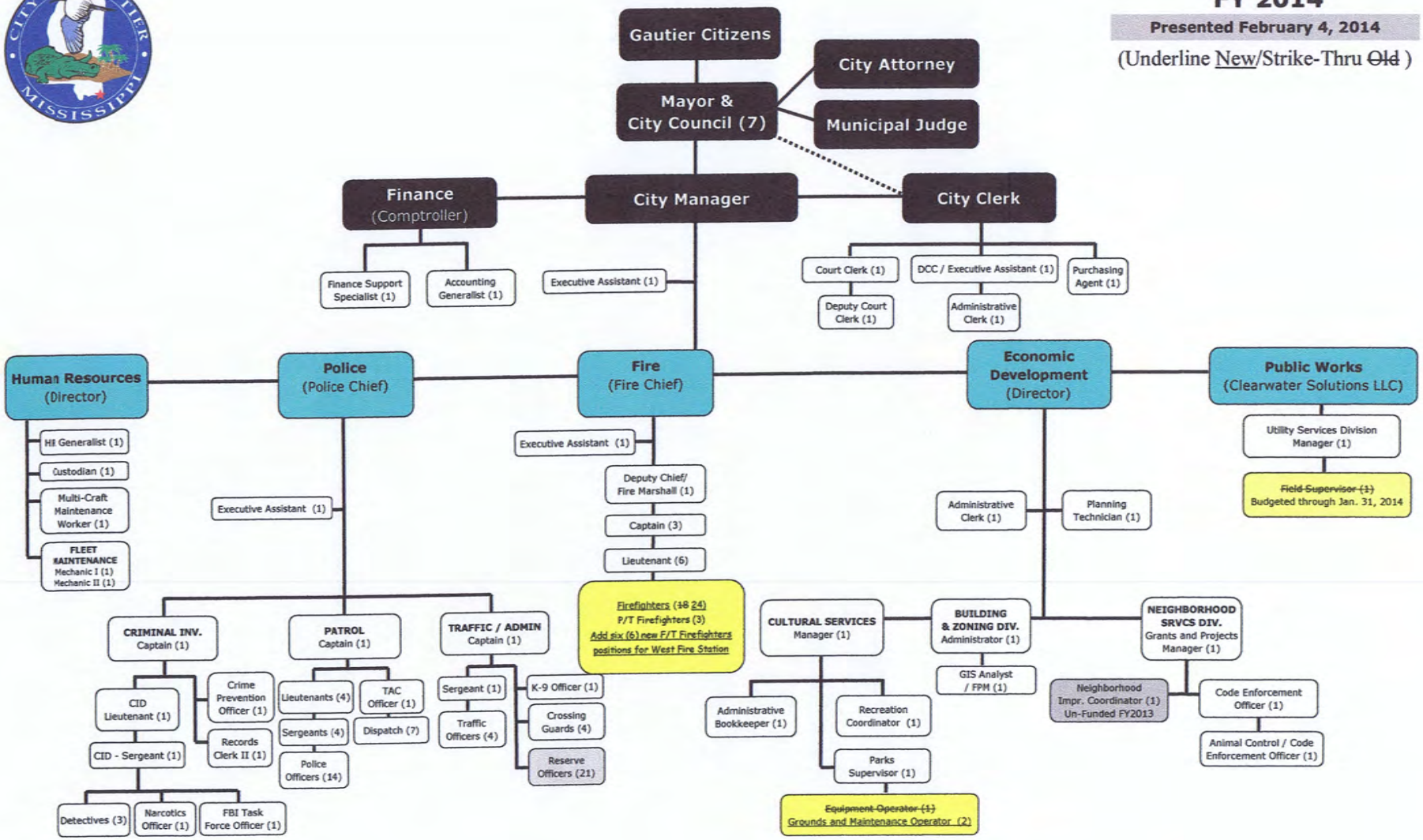
ATTACHMENT(S):
Schedule of Authorized Positions
Organizational Chart
Job Description/Grounds and Maintenance Operator

City of Gautier Organization Chart

FY 2014

Presented February 4, 2014

(Underline New/Strike-Thru ~~Old~~)



~~EQUIPMENT OPERATOR~~ GROUNDS AND MAINTENANCE OPERATOR
(Economic Development / Planning Department)

Department:	Economic Development / Planning Department	**Pay Grade:**	08 (Schedule 2080)
Reports To:	Parks Supervisor	**Exempt (Y/N):**	N
Competitive (Y/N):	N		

SUMMARY:

This is skilled work in the operation of light to medium automotive equipment and/or, semi-skilled manual labor.

Work may involve the operation of small trucks, riding power mowers, push lawn mowers, weed-eaters, edgers, light tractors, medium size dump trucks, and similar automotive equipment requiring little or no technical training. Operation of a variety of such equipment may be predominant task of this class. The predominant work of this class will likely be manual tasks of a semi-skilled nature requiring special knowledge acquired through work performance. Assignments may include use of standard specialized hand tools, power operated devices, or other equipment.

Assignments may be received in the form of specific orders or general instructions depending on the assignment. Work may be performed without direct supervision after instructions are received. Work is reviewed in progress and upon completion for conformance to established policies and procedures, and for accomplishment of desired results.

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 semi-skilled duties in several trades, may provide some supervision over seasonal employees and Adult Detention Center workers or may work independently from the direct supervision of a superior in carrying out such duties.
- Operates a truck in support of crews carrying out maintenance of all parks and City Hall facilities as delegated by Parks Supervisor.
- Operates riding power mower and tractor equipped with grass cutting and ditching attachments; operates push lawn mowers, weed-eaters, edgers, and similar lawn care devices.
- Performs special projects and other duties as assigned by the Parks Supervisor.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Considerable knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Working knowledge of the methods, materials, tools, and equipment utilized in area of assignment.
- Knowledge of the operating characteristics of assigned equipment.
- Skill in the operation of assigned equipment and physical strength and agility sufficient to perform the work of the class.
- Knowledge of the applicable traffic laws, ordinances, and regulations involved in the operation of assigned equipment.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability to understand and follow oral and written instructions.
- Ability to write and read to properly complete necessary maintenance records on equipment and prepare work reports when required.
- Ability and knowledge to perform preventive maintenance on variety of equipment.
- Ability to react to change productively, and handle other tasks as assigned.

- Ability to supervise on occasion a crew of workers such as summer youth workers, inmates, and community service workers.
- Must have and maintain a valid commercial Mississippi vehicle operator's license and work to obtain a CDL Classic Passenger Endorsement within 2 months of hire.

SUPERVISORY RESPONSIBILITIES:

May provide some supervision over seasonal employees and Adult Detention Center workers or may work independently from the direct supervision of a superior in carrying out such duties.

WORK ENVIRONMENT: The work environment characteristics described here 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.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, warm, cold and extreme heat. The employee is occasionally exposed to high, precarious places; risk of electric shock and vibration. The noise level in work environment is usually loud.

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

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, heel, crouch, or crawl; and talk or hear. The employee frequently is required to walk and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to *25* pounds frequently and move up to 50 pounds, and occasionally lift and/or move up to 100 pounds, Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral. Vision: depth perception and ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or acceptable equivalent and two (2) years of related experience. Up to one (1) year of vocational or technical school may substitute for one (1) year of experience.

REQUIRED LICENSES AND CERTIFICATES:

- Must have First Aid / CPR certification within six (6) months.
- Must maintain a valid Mississippi driver's license.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (Rule 4, Section 4.2)

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