CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Jason Pugh, Human Resources Director

Date: 06-28-15

Subject: Funding of positions in the Cultural Services Department.

REQUEST:
Request for council approval to defund the Administrative Bookkeeper position and fund the previously approved Parks Supervisor position.

DISCUSSION:
The Cultural Services Department was established in December 2014. The Parks Supervisor position was an approved but unfunded position for this department. It is requested that council defund the Administrative Bookkeeper position in this department and fund the Parks Supervisor position in order to better reflect the job functions being handled daily. Employees affected by these changes will be reclassified in accordance with Civil Service Rules and Procedures.

FINANCIAL IMPACT:
No new financial impact. The funding for this change is within the approved budget for FY2015.

RECOMMENDATION:
The City Manager recommends the requested changes.

City Council may:
1) Approve the change as presented; or
2) Approve the change with changes; or
3) Reject the change as presented

ATTACHMENT(S):
Schedule of Authorized Positions
Organizational Chart
Job Description/Parks Supervisor

CITY OF GAUTIER
FY 2015
SCHEDULE OF AUTHORIZED POSITIONS
(Underline New/Strike-Thru ~~Old~~)

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
JUDICIAL					
City Judge	N/A	N/A		1	
Total Funded				**1**	
Total Non-Funded					
EXECUTIVE DEPT					
City Manager	N/A	N/A	1		
Executive Assistant	2080	10	1		
Total Funded			**2**		
Total Non-Funded					
FINANCE DEPT					
Comptroller	2080	21	1		
Finance Support Specialist	2080	11	1		
Accounting Generalist	2080	10	1		
Total Funded			**3**		
Total Non-Funded					
HUMAN RESOURCES DEPT					
Director	2080	21	1		
HR Generalist	2080	10	1		
Multi-Craft Maintenance Worker	2080	10	1		
Custodian	2080	6	1		
Fleet Maintenance					
Mechanic II	2080	11	1		
Mechanic I	2080	10	1		
Total Funded			**6**		
Total Non-Funded					
CITY CLERK DEPT					
City Clerk	2080	21	1		
DCC / Executive Assistant	2080	11	1		
Purchasing Agent	2080	10	1		
Administrative Clerk	2080	8	1		
Court Division					
Court Clerk II	2080	10	1		
Deputy Court Clerk	2080	8	1		
Total Funded			**6**		
Total Non-Funded					

Approved by Council 07/07/15

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
POLICE DEPT					
Police Chief	2080	22	1		
Executive Assistant	2080	9	1		
CID					
Detective Captain	2080	15	1		
Detective Lieutenant	2080	13	1		
Detective Sergeant	2080	12	1		
Detective	2080	11	2		
Detective	2080	11	Unfunded (1)		
FBI Task Force Officer	2080	11	1		
Narcotics Officer	2080	11	1		
Crime Prevention Officer	2080	11	1		
Records Clerk II	2080	8	1		
Patrol					
Patrol Captain	2080	15	1		
Patrol Lieutenant	2184	11	4		
Patrol Sergeant	2184	10S	4		
Patrol Officer **	2184	9/10	14		
Dispatcher / TAC Officer	2080	10	1		
Dispatcher	2184	7	7		
Traffic/Admin					
Traffic/Admin Captain	2080	15	1		
K9 Officer	2080	10	1		
Traffic Sergeant	2184	10S	1		
Traffic Officer	2184	10	3		
Traffic Officer	2184	10	Unfunded (1)		
School Guards	N/A	N/A		4	
Patrol Officer	N/A	N/A			21
Total Funded			**48**	**4**	**21**
Total Non-Funded			**2**		

** probationary officer 9
certified officer 10

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
FIRE DEPT					
Fire Chief	2080	22	1		
Deputy Fire Chief/Fire Marshal	2080	15	1		
Executive Assistant	2080	9	1		
Fire Captains	2496	10	3		
Fire Lieutenant	2496	9	6		
Firefighters ***	2496	9/10	24		
P/T Firefighters	N/A	N/A		3	
Total Funded			**36**	3	
Total Non-Funded					

*** Probationary Firefighter 9
Firefighter 10

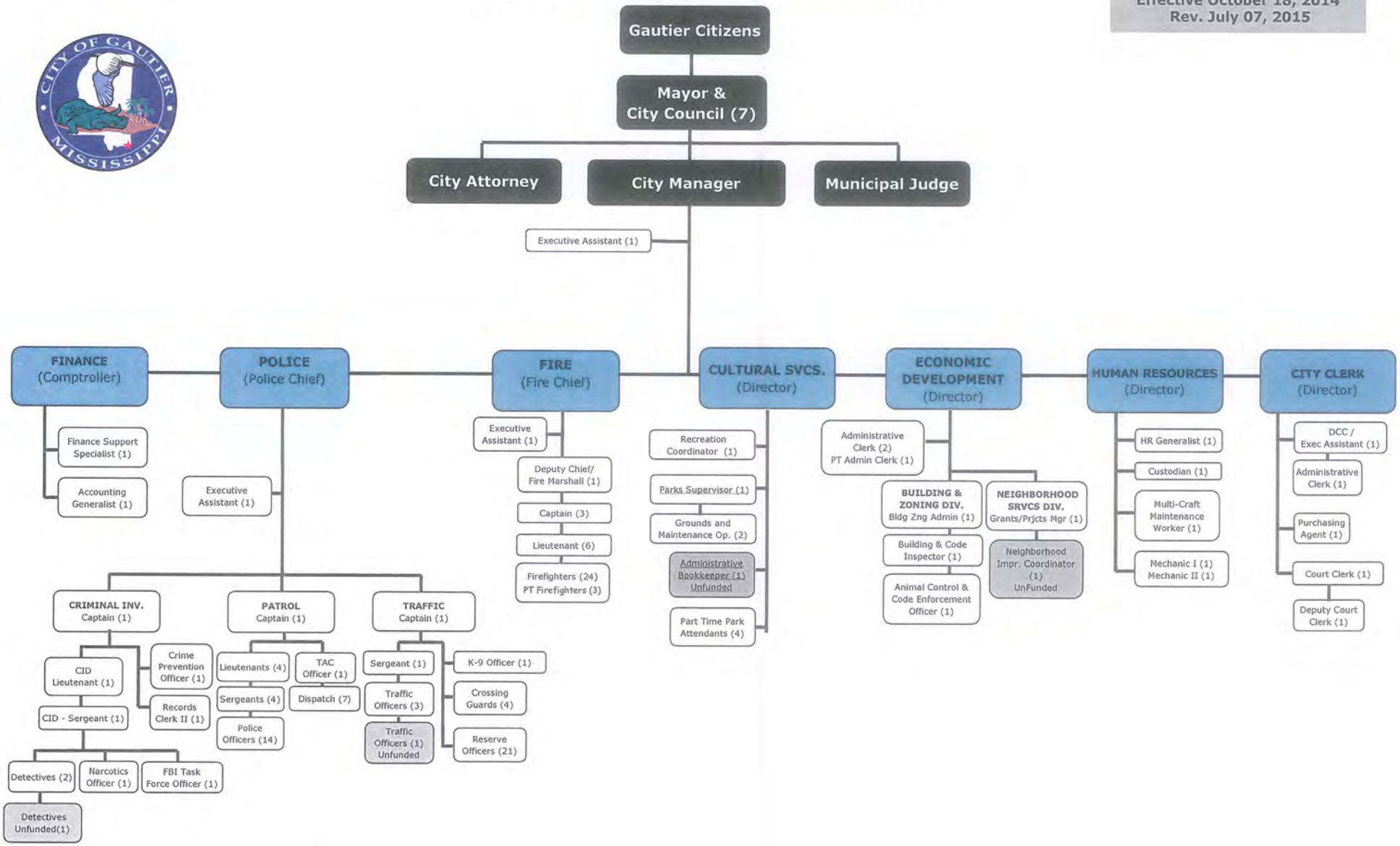
	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
ECONOMIC DEV DEPT					
Director	2080	22	1		
Administrative Clerk	2080	8	2		
Administrative Clerk	N/A	N/A		1	
Building & Zoning					
Building & Zoning Administrator	2080	13	1		
Building & Code Inspector	2080	12	1		
Animal Control/Code Enforcement Officer	2080	9	1		
Neighborhood Services					
Grants and Projects Manager	2080	13	1		
Neighborhood Improv. Coord.	2080	10	Unfunded (1)		
Total Funded			**7**	1	
Total Non-Funded			**1**		
CULTURAL SERVICES DEPT					
Cultural Services Director	2080	21	1		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	1		
Administrative Bookkeeper	2080	10	Unfunded (1)		
Grounds and Maintenance Oper.	2080	8	2		
Park Attendant	N/A	N/A		4	
Total Funded			**5**	**4**	
Total Non-Funded			**1**		

Summary of Authorized Positions	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
Judicial Dept: Funded		1	
Executive Dept: Funded	2		
Finance Dept: Funded	3		
Human Resources Dept: Funded	6		
City Clerk Dept: Funded	6		
Police Dept: Funded	48	4	21
Non-Funded	2		
Fire Dept: Funded	36	3	
Econ Dev Dept: Funded	7	1	
Non-Funded	1		
Cultural Services Dept: Funded	5	4	
Non-Funded	1		
Total	**113**	**13**	**21**
Total Non Funded	**4**		

CITY OF GAUTIER ORGANIZATION CHART

FY 2015

Effective October 18, 2014
Rev. July 07, 2015



PARKS SUPERVISOR

Department:	Cultural Services Department	**Pay Grade:**	11 (Schedule 2080)
Reports To:	Cultural Services Director	**Exempt (Y/N):**	Y
Competitive (Y/N):	N		

SUMMARY:

This is skilled work in the operation of park, automotive, and construction, maintenance equipment, and skilled plumbing, electrical, and carpentry labor.

Work will involve the maintenance of all City parks and park buildings including plumbing, electrical, and carpentry labor. The incumbent must operate skillfully all grounds keeping equipment including, but not limited to lawn mowers, weed-eaters, top dressers, sprayers, aerators, over-seeders, groomers, line markers and seeders. The Worker must be able to make repairs to fencing, bleachers, playground equipment, sprinklers, sprinkler controls, and all other equipment and facilities located at the City's parks and park buildings.

Assignments may be received in the form of specific orders or general instructions depending on the assignment. Work will be performed without direct supervision after instructions are received. Supervision shall be exercised by the Worker over the Grounds and Maintenance Operators, work release and/or community service program inmates, and Student Youth Corps Workers. 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.)

- Operates a riding lawn mower, self-propelled mower, push lawn mower, top dresser, sprayer, aerator, over- seeder, groomer, line marker, and seeder.
- Operates a front end loader in loading asphalt, gravel, sand, rock, slag, slurry, and similar materials on trucks.
- Operates small trucks, light tractors, medium size dump trucks, and similar automotive equipment.
- Operates standard or specialized hand tools, power operated tools and devices, or other equipment commonly used in plumbing, electrical, and carpentry maintenance and construction projects.
- Operates sprayers and other applicators in the use of herbicides and insecticides.
- Performs daily preventive maintenance and other higher echelon repair and maintenance on variety of equipment.
- Performs skilled duties in several trades in the construction, alteration, maintenance, and repair of parks, recreational facilities, and buildings; acts as a crew leader.
- Instructs others in proper operation and maintenance of tools and machines.
- Lays brick, spreads aggregate, pours and finishes concrete in the construction or repair of catch basins, curbs, gutters, sidewalks; and spreads, levels, and tamps asphalt.
- Performs special projects and other duties as assigned by the Cultural Services Director.

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.
- 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 make minor operating adjustments and to recognize operating deficiencies in assigned equipment.
- Ability to establish and maintain effective working relations as required by work assignments.
- Ability to establish and maintain effective relations with the public.
- Ability to handle and use chemicals including those used as pesticides and herbicides.
- 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 and purchase requisitions.
- Ability and knowledge to perform preventive maintenance and repairs on a variety of equipment.
- Ability to assemble the people, machines, tools, and materials to perform public parks repair and construction jobs in an effective and efficient manner.
- Ability to react to change productively, and handle other tasks as assigned.
- Must maintain a valid Mississippi driver's license.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Grounds and Maintenance Operator(s) of the Cultural Services Department, Inmate labor and Student Youth Corp workers. This includes but is not limited to interviewing, training, setting work hours and methods, evaluating work, handling grievances, keeping records, selecting equipment to be used and ensuring safety in the workplace.

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 five (5) 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.