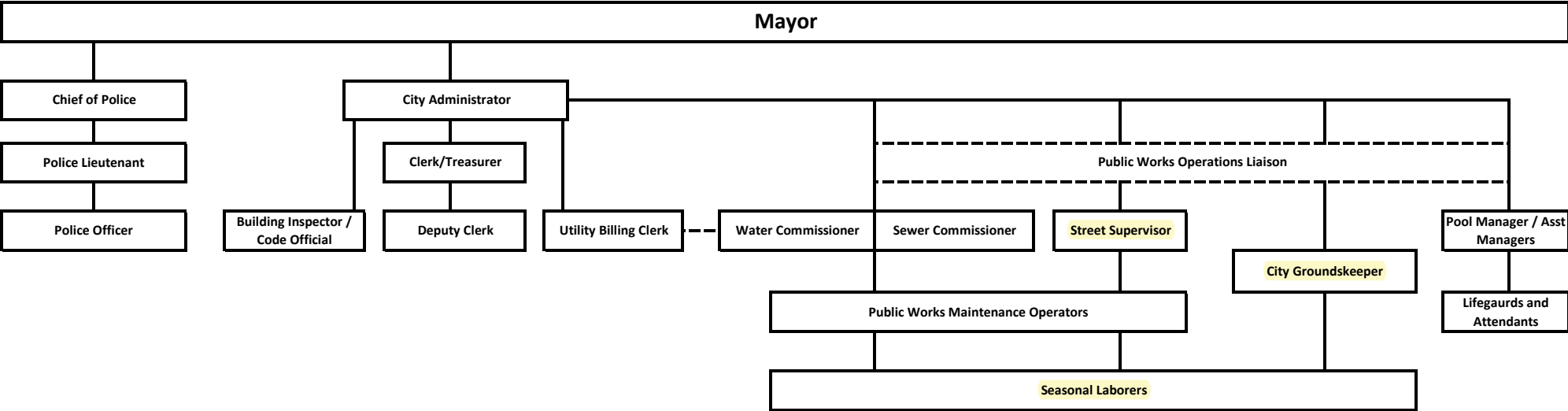


CITY OF ALBION JOB DESCRIPTIONS

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PUBLIC WORKS OPERATIONS LIAISON (Tag*)

RESPONSIBLE TO: MAYOR AND CITY ADMINISTRATOR & ALL DEPARTMENT LEADERSHIP

Nature of Work: The Public Works Operations Liaison tag is appointed to a Public Works Staff Member by the Mayor to assist the City Administrator and all Department Leadership with the coordination, communication, and implementation of public works operations including routine work and specific public works projects.

Essential Functions of the Position:

The Public Works Operations Liaison will communicate daily with City Administrator and all Public Works Staff to coordinate and prioritize public works activities in order to facilitate efficiency and effectiveness for all departments.

Shall coordinate all available staff in order to effectively assist Street Supervisor in his/her duty of snow and ice removal for all streets and alleys.

Shall supervise all seasonal employees of the Public Works and Parks Departments and will assign and coordinate daily tasks.

Required to seek and obtain proper Water and Wastewater certification to operate the water system and the wastewater system. Also required to continually seek training when available to upgrade certification and to further enhance knowledge needed for the operation the Water and Sewer Departments.

May be required to prepare any reports or other information deemed necessary by, City Administrator, Mayor, or City Council.

May make suggestions and present ideas that may lead to more efficient and cost effective operations of the Public Works Departments, or city in general to the City Administrator, Mayor, and/or City Council.

Encouraged attend conferences, seminars, or other educational opportunities pertaining to water, sewer, public works, or management in accordance with the City of Albion Employee Development Policies.

Shall work with City Administrator in formulation of the preliminary budget each year in order to present to the City Council.

Shall perform other reasonable tasks as requested by the City Administrator and/or Mayor.

Desirable Knowledge, Abilities, and Skills: Working and technical knowledge of matters related to project management, municipal water systems, municipal sewer collection systems, wastewater treatment facilities, street maintenance, and equipment operation.

Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer departments, and the general public.

Considerable ability to research and prepare accurate and thorough reports.

Ability to read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents.

Ability to effectively manage projects.

Ability to operate heavy machinery and equipment is required.

Basic knowledge and ability to operate office machines and personal computers.

Desirable Experience and Training: High school diploma or G.E.D coupled with relevant experience in a labor, construction, or contractor-related industry required.

Associates Degree in technical or scientific fields are also desirable.

Experience in water and/or sewer systems operation and maintenance, and/or other public works management experience are also desirable.

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 sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, lift, and operate vehicles and heavy machinery.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate to loud.

**Position is a tag by title only, no separate pay scale included on City Pay Plan.*

STREET SUPERVISOR

RESPONSIBLE TO: CITY ADMINISTRATOR

Nature of Work: The street supervisor is responsible for the operation and maintenance of the City of Albion streets, alleys, and all equipment of the department.

Essential Functions of the Position: Responsible for all alleys and streets in the City, including the maintenance and repair as required. Repair duties may include patching holes in streets and alleys, cement work for curbs and gutters, or other solutions the supervisor sees fit in order to keep City streets and alleys in best possible condition.

Shall be responsible for crack filling/tarring of City streets when necessary.

Shall be responsible for snow and ice removal for all streets and alleys by plowing, sanding, and other methods of cleaning and removal as required.

Shall keep all emergency routes clear of snow at all times and will clear business and residential areas as soon as possible and practical following the snow fall.

Shall maintain all street and traffic control signs in the city and maintain all posts, poles, reflectors, and guard rails, etc.

Shall clean out all drainage ditches, culverts, and storm sewer drains as needed. Shall install new ditches when necessary.

Shall be responsible for maintaining gravel roads and streets within City limits.

If the City obtains equipment that requires a CDL license, will receive CDL license as soon as possible and will learn how to operate City equipment.

Shall place gravel/salt on streets as necessary and shall haul gravel, white-rock, or other aggregate to private citizens if they request and pay for material delivery.

Shall cut out curbs, gutter, and other cement with cement saw and bill citizens per established rates when necessary.

Shall coordinate the sweeping of streets in the residential and business districts as needed and/or requested.

Shall be responsible for maintenance of City shop areas as necessary.

Shall maintain all Street Department vehicles, equipment, and buildings. Will also assist in maintenance of other department vehicles when able.

Shall field and assess all complaints that pertain to streets and alleys in order to remedy problems as quickly as possible.

Shall coordinate and authorize all purchases of the Street Department according to the Council-approved annual budget.

Shall assist other departments when needed and when there are no conflicts with priority Street Department duties.

Shall mow public areas, ditches, and – when instructed - private property (citizens will be billed accordingly).

Shall pick up branches and trash as needed in public areas, ditches, streets, and City right of way.

Shall trim trees that interfere with travel on the City streets and alleys.

Shall be responsible for maintaining the yard waste pile including the hauling and spreading of yard waste when necessary.

Shall be responsible for maintaining the tree branch pile including burning as necessary.

Shall put flags up on light posts for designated Holidays.

Shall learn to appropriately operate all Street Department Equipment, including but not limited to the wire welder.

Shall make suggestions and present ideas that may lead to more efficient and cost-effective operations of the Street department, or city in general to City Administrator, Mayor, and/or City Council.

Shall work with City Administrator in formulation of the preliminary budget each year in order to present to the City Council.

Shall perform other reasonable tasks as requested by the City Administrator, Mayor, or City Council, so long as they do not conflict with Street Department duties.

Desirable Knowledge, Abilities, and Skills: Extensive working and technical knowledge of the City Streets and equipment.

Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer departments, and the general public.

Ability to read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents.

Ability to effectively manage projects and supervise employees.

Ability to operate heavy machinery and equipment.

Basic knowledge and ability to operate office machines and personal computers.

Desirable Experience and Training: High school diploma or G.E.D coupled with relevant experience in a labor, construction, or contractor-related industry.

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 sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, lift, and operate vehicles and heavy machinery.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate to loud.

PUBLIC WORKS MAINTENANCE OPERATOR

RESPONSIBLE TO: PUBLIC WORKS COORDINATOR; and/or, WATER COMMISSIONER; and/or, SEWER COMMISSIONER

Nature of Work: Under the direction of the Public Works Coordinator, the Public Works Maintenance Operator may be required to perform a variety of tasks in the maintenance and operation of streets, parks, sewer and water systems, and all equipment of the City.

Operator duties may have a designated emphasis toward one public works department upon hire; however, the intent is to cross-train public works maintenance operators to provide assistance in all public works departments in order to be better prepared for temporary personnel needs across public works departments as necessary.

Essential Functions of the Position:

Will be trained to properly operate all public works equipment and once deemed proficient upon each such piece of equipment may be required to operate each unsupervised.

Will be trained to perform daily checks of all public works equipment, buildings, and vehicles; and, to perform all scheduled work or maintenance to each in a quick and timely manner in order to keep each in good repair, and may be required to perform such tasks on own once proficient.

If the City obtains equipment that requires a CDL license, will receive CDL license as soon as possible and will learn how to operate City equipment in order to help with snow removal and other tasks as needed.

Will be trained on how to participate in snow and ice removal for all streets and alleys by plowing, sanding, and/or other methods of cleaning and removal as required, and may be required to perform such tasks on own once proficient – including on nights, holidays, and weekends.

Will be trained to keep all emergency routes - including the fire station vehicle access ways - to be cleared of snow, and may be required to perform such task on own once proficient – including on nights, holidays, and weekends.

Will be required to assist in placing flags upon light posts for designated Holidays.

Shall perform other miscellaneous jobs when necessary.

May be required to assist in maintenance of the tree branch pile including burning as necessary.

May be trained to assist in cleaning out drainage ditches, storm sewers, culverts, and other storm waterways as to maintain adequate drainage throughout the City, and may be required to perform such tasks on own once proficient.

May be trained to assist in maintenance of all Street signs, posts, reflectors, and other traffic control devices as directed, and may be required to perform such tasks on own once proficient.

May be required to sweep the City streets once properly trained to operate equipment.

May be trained to assist in maintenance and repair of all alleys and streets in the City, and may be required to perform such tasks on own once proficient. Repairs may include patching holes in streets and alleys, cement work for curbs and gutters, crack sealing programs, asphalt overlays, or other best practices in order to keep City streets and alleys in the best possible condition.

May be required to grade and maintain alleys, including the placement of aggregate when necessary.

May be required to pick up branches and trash as needed in public areas, ditches, streets, and City right of way.

May be required to trim trees that interfere with travel on the City streets and alleys as directed by Public Works Coordinator.

May be required to maintain the yard waste pile including the hauling and spreading of yard waste when necessary.

May be responsible for maintaining the tree branch pile including burning as necessary.

May seek and obtain proper Water and Wastewater certification to operate the water system and the wastewater system and continually seek training when available to upgrade certification and to further enhance knowledge needed for the operation the Water and Sewer Departments.

May be trained on how to perform routine daily checks of all water wells, lift stations, storage towers, sewer plant operations, and may be required to perform such tasks on own and on weekends and/or holidays once proficient.

May be trained to maintain the sewer collection system of the City, including the clean out of blocked city sewer mains as well as how to follow a periodic cleaning schedule of all mains, and may be required to perform such tasks on own once proficient.

May be trained in all necessary tasks to operate and maintain waste water treatment facility, and may be required to perform such tasks on own once proficient.

May be trained to perform all necessary samples and tests required to keep the plant in excellent running order and in compliance with all State and Federal regulations, and may be required to perform such tasks on own once proficient.

May be trained to perform sludge wasting duties at the plant, and may be required to perform such tasks on own once proficient.

May be trained in general housekeeping of the waste water treatment facility and the area surrounding the plant (i.e. mowing, painting, general appearance, and repair), and may be required to perform such tasks on own once proficient.

May be trained to assist water operator in tapping water mains, installing and replacing hydrants, and repairing leaks and breaks when they occur, and may be required to perform such tasks on own once proficient.

May be trained to assist water operator in locating water valves, water curb stops, water mains, and sewer mains, and may be required to perform such tasks on own once proficient.

May be trained to assist water operator in exercising of all water valves and flushing of all fire hydrants located upon the water distribution system, and may be required to perform such tasks on own once proficient.

May be trained to assist water operator in reading meters for each billing cycle when necessary, and may be required to perform such task on own once proficient.

May be trained to assist in water disconnects when necessary, and may be required to perform such task on own once proficient.

May be trained to perform "read-in" and "read-out" procedures when necessary, and may be required to perform such tasks on own once proficient.

May be trained to assist water operator in the installation of water meters and remotes as well as the meter maintenance and change-out programs as needed in order to keep the system efficient and manageable, and may

be required to perform such tasks on own once proficient.

May be trained to assist the spring opening of the pool, summer maintenance of the pool and bathhouse (not the grounds surrounding), and fall closing and winterization of the pool, and may be required to perform such tasks on own once proficient.

May be trained to assist in the spring and fall maintenance and clean-up of the Mini-Park fountain, and may be required to perform such tasks on own once proficient.

May be trained to assist in inspection, maintenance and upkeep of the Kohtz/City of Albion Dam, and may be required to perform such tasks on own once proficient.

May make suggestions and present ideas that may lead to more efficient and cost effective operations of the Public Works Departments, or city in general to Department Heads, City Administrator, Mayor, and/or City Council.

Encouraged attend conferences, seminars, or other educational opportunities pertaining to water, sewer, public works, or management in accordance with the City of Albion Employee Development Policies.

Desirable Knowledge, Abilities, and Skills: Working and general knowledge of matters related to public works, municipal water systems, municipal sewer collection systems, wastewater treatment facilities, street maintenance, and equipment operation.

Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer departments, and the general public.

Considerable ability to research and prepare accurate and thorough reports.

Ability to read, analyze, and interpret plans and specifications, contracts, ordinances, technical journals, financial reports, and legal documents.

Ability to operate heavy machinery and equipment.

Basic knowledge and ability to operate office machines and personal computers.

Desirable Experience and Training: High school diploma or G.E.D coupled with relevant experience in a labor, construction, or contractor-related industry required.

Experience in street and/or road maintenance, water and/or sewer systems operation and maintenance, and/or other public works management experience are also desirable.

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 sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, lift, and operate vehicles and heavy machinery.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate to loud.

CITY GROUNDSKEEPER

RESPONSIBLE TO: CITY ADMINISTRATOR

Nature of Work: The City Grounds Caretaker is responsible for the operation and maintenance of all City of Albion public grounds, including parks and park equipment including, but not limited to:

Fuller Park	Clark Street/Memorial Park	Downtown Mini-Park
Swimming Pool Grounds	Sports Complex	City Hall/Police Dept Facilities
R.V. Camping Area	Library Facilities	Firehall Lawn

Essential Functions of the Position: Shall thoroughly clean Fuller Park, Mini-Park, and Sports Complex restrooms each weekday morning and shall check restrooms Sunday morning in the summer season.

Shall clean and maintain all ball fields, tennis courts, camping facilities, shelters, restrooms, and concession stand.

Shall keep all public grounds properly mowed and maintained.

Shall keep all bushes and trees on city grounds trimmed and all city grounds free of leaves and excessively cut grass.

Shall haul collected grass and branches to designated areas and maintain an overall clean perception of all parks and city grounds.

Shall keep all parks and city grounds free of garbage.

Shall have and maintain keys to all Park and Public facilities.

Shall drag ballfields when needed and drain and maintain ballfields throughout the summer season.

Shall fertilize and apply only necessary weed killers and other chemicals in area where needed (or cause these applications to occur).

Shall notify City Administrator and then coordinate replacement of lights and other equipment in all park areas.

Shall work with the Water Commissioner in order to maintain watering of parks and other areas.

Shall continuously look for dangerous items and inform City Administrator in order to coordinate appropriate corrective action.

Shall assist other departments when needed.

Shall maintain all Park Department vehicles, equipment, and buildings. Will help maintain other Department vehicles, equipment, and buildings when able.

Shall perform or cause to be performed a written safety inspection of all Park facilities and public city grounds at a minimum frequency of every year so that corrective action may be appropriately prioritized. Groundskeeper shall also indefinitely maintain records of these reports.

Shall perform any other reasonably requested task as assigned as long as it does not interfere with required duties of the position.

Shall coordinate and authorize all purchases for the operation and maintenance of public grounds including city parks according to the Council-approved annual budget.

Shall work with City Administrator in formulation of the preliminary budget each year in order to present to the City Council.

Desirable Knowledge, Abilities, and Skills: Working knowledge of general lawn care and grounds maintenance.

Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other city officials, volunteer departments, and the general public.

Ability to effectively manage projects and supervise employees.

Ability to operate light machinery and equipment.

Basic knowledge and ability to operate office machines and personal computers.

Desirable Experience and Training: High school diploma or G.E.D coupled with relevant practical experience in grounds keeping or related field. Supervisory experience also desired.

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 sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, lift, and operate vehicles and light machinery.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate to loud.

SEASONAL LABORER

(Seasonal/Temporary)

RESPONSIBLE TO: PUBLIC WORKS OPERATIONS LIAISON, CITY GROUNDS CARETAKER.

Nature of Work: The seasonal laborer position is responsible for assisting Public Works Staff and Groundskeeper during the months of April to October in the operation and maintenance of various city assets, grounds, and equipment across all Public Works and Parks Departments.

Essential Functions of the Position:

Shall keep all city grounds properly mowed and maintained.

Shall keep bushes and trees trimmed and all public grounds free of leaves and excessively cut grass.

Shall haul collected grass and branches to designated areas and maintain an overall clean perception of all parks and public grounds.

Shall keep all city grounds free of garbage.

Shall assist in maintenance of all Public Works and Parks Department vehicles, equipment, and buildings.

Shall thoroughly clean Fuller Park, Campground, Mini-Park, and Sports Complex restrooms each weekday morning and shall check restrooms Sunday morning in the summer season.

Shall clean and maintain all ball fields, tennis courts, camping facilities, shelters, restrooms, and concession stand.

Shall drag ballfields when needed and drain and maintain ballfields throughout the summer season.

Shall continuously look for dangerous items and inform Groundskeeper in order to coordinate appropriate corrective action.

Shall assist in performance of a written safety inspection of all Park facilities and public grounds at a minimum frequency of every year so that corrective action may be appropriately prioritized.

Shall perform any other reasonably requested task as assigned as long as it does not interfere with required duties of the position.

Desirable Knowledge, Abilities, and Skills: Working knowledge of general lawn care and grounds maintenance.

Ability to communicate effectively both orally and in writing with elected and appointed officials, staff, other public officials, volunteer departments, and the general public.

Ability to take direction and effectively complete any task assigned.

Ability to operate light machinery and equipment.

Basic knowledge and ability to operate office machines and personal computers.

Desirable Experience and Training: Relevant practical experience in grounds keeping or related field desired.

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 sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, lift, and operate vehicles and light machinery.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate to loud.