

Council Action Sheet

To: Mayor and City Council Members
 From: Kathy Payne, City Recorder
 Date: February 17, 2021
 Subject: Proposed Amendments to Job Descriptions



Background

The City has hired Lane Council of Governments (LCOG) Local Government Personnel Services to conduct a compensation survey for non-represented employee positions and Patrol Officer. In an effort to make sure that the survey reflects accurately what each employee job description is, I asked that the employees review their job description and meet with their supervisor to finalize amendments.

All of the job descriptions are listed below but not all are in need of amending (see notes). Those that are highlighted are in your packet for review at the February 17 Work Session and for your approval at the February 17 Regular Session. Some of the amendments are to formatting to make the job descriptions consistent. *Please note that at the request of Councilor Topaz, this packet includes the original job description followed by the clean proposed amended job description.*

Current Job Title	New Job Title	Notes
Accountant		No changes; created 5/6/20
Assistant City Administrator		No changes; created 10/16/19
Building Official		No changes
City Administrator		
City Engineer		No changes; created 12/16/20
City Planner		
City Recorder	Human Resources Coordinator/ City Recorder	Total revamp
Community Development Director		
Deputy City Recorder		
Field Supervisor/Safety Coordinator		
Government Affairs & Project Support Specialist	Government Affairs Specialist	
IT Specialist		No changes; created 1/2/19
Library Director		
Parks Field Supervisor		
Parks & Recreation Supervisor		New job description
Patrol Officer		No changes
Police Chief		
Police Lieutenant		
Police Sergeant		
Public Works Director		

Current Job Title	New Job Title	Notes
Public Works Supervisor		
Recreation Manager		No changes
Water Filtration Facility Supervisor		
WWTP Operator IV		
WWTP Superintendent	WWTP Supervisor	

Recommendation

At your February 17, 2021 Council Regular Session, please approve the amended job descriptions under the Consent Agenda for Approval agenda item.

Thank you,
Kathy

Attachments

City of St. Helens

Job Title: CITY ADMINISTRATOR
Department: Administrative
FLSA Status: Exempt
Union: No
Date Revised: June 4, 2008

GENERAL PURPOSE

Performs a variety of routine, complex and high level administrative, technical and professional work in directing and supervising the administration of city government. City Administrator shall coordinate the activities of all departments, supervise the Administrative Department and coordinate the collaborative process described in the City of St. Helens Governing Policy.

SUPERVISION RECEIVED;

Works under the direct supervision and guidance of the City Council.

SUPERVISION EXERCISED

Exercises supervision over the Administrative Department and other staff as assigned. Must work effectively with a team-oriented, collaborative management style.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Manages and supervises the Administrative Department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Coordinates the activities of all departments as it relates to the general administration of the City.
- Acts as the City's special projects coordinator on projects as assigned by the Council.
- Acts as the City's human resources coordinator assisting departments administer their human resources needs.
- Acts as the primary grant administrator for the City. Provides grant assistance as necessary to all departments. Seeks out financial resources available to the City and oversees any applications made for grants by department heads.
- Serves as a City representative to various internal groups, agencies and task forces. Participates in various meetings with officials, or the general public to discuss strategic planning, community indicators, benchmarking issues and citizen involvement.
- Reviews local, state and federal legislation to determine impact on administrative plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.

- Develop the annual Budget for the City in coordination with the Finance Director.
- Provides leadership and direction in the development, implementation and monitoring of short and long range plans, goals, objectives, policies and priorities; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Conducts and/or coordinates, through Department Heads City-wide strategic planning, implementation and attainment.
- Provides professional advice and assistance to the City Council and department heads on a wide variety of issues including outlining speeches, writing or editing agenda items and memorandums; makes presentations to councils, boards, commissions, civic groups and the general public.
- Fosters administrative and technical relationships with various state agencies including but not limited to OECDD, ODOT, OSMB, OPRD, DLCDD, DEQ, etc; Fosters relationships with elected federal representatives; Fosters relationships with various federal, state, regional and local agencies.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances;
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested.
- Sees that all laws and ordinances are faithfully performed.
- Maintains positive public relations with customers and is responsive to customer needs.
- Conducts a variety of special projects as directed by the City Council.
- Performs related duties as assigned by the Council.
- Attends regular and special City Council meetings, unless excused by the Council.

PERIPHERAL DUTIES

- Recommends for adoption by the council such measures deemed necessary or expedient.
- Prepares and submits to the council such reports as may be required by that body or as manager may deem it advisable to submit.
- Responsible for all employment advertising to see it meets all EEO requirements. Maintains all personnel records.
- Serves as the City's American Disabilities Act (ADA) compliance officer.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management of a closely related field, and five years of responsible experience in municipal government. Advance degree preferred.

Necessary Knowledge, Skills and Abilities:

- a. Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development;
- b. Skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment;
- c. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public.

SPECIAL REQUIREMENTS;

Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision 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 moderately quiet.

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.

City of St. Helens

Job Title: CITY ADMINISTRATOR
Department: Administrative
FLSA Status: Exempt
Union: No
Date Revised: June 4, 2008

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **City Administrator** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____ Date: _____

Mayor Signature: _____ Date: _____



City Administrator

DEPARTMENT: Administration
DIVISION: N/A
SUPERVISOR: City Council
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of routine, complex and high level administrative, technical, and professional work in directing and supervising the administration of city government. Plans, directs, manages, and oversees the activities and operations of the City; advises and assists the City Council; and represents the City's interests with other governmental agencies, businesses, and the community at large.

SUPERVISION RECEIVED

Works under the supervision and direction of the City Council.

SUPERVISION EXERCISED

Exercises supervision over the City Departments and other staff as assigned. Must work effectively with a team-oriented, collaborative management style.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Manages and supervises City Departments and other assigned staff to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Serves as the Executive Director to the City's Urban Renewal Agency.
- Coordinates the activities of all departments as it relates to the general administration of the City.
- Acts as the City's special projects coordinator on projects as assigned by the Council.
- Oversees the City's Human Resources Coordinator assisting departments administer their human resources needs.
- Acts as the primary grant administrator for the City. Provides grant assistance as necessary to all departments. Seeks out financial resources available to the City and oversees any applications made for grants by Department Heads.
- Directs the development, presentation, and administration of the City budget; prepares and oversees the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitors revenues and expenditures; implements midyear adjustments.
- Administers specific program activities by planning, organizing, and supervising activities; establishes and implements, with approval, operating policies and procedures.

- Reviews local, state, and federal legislation to determine impact on administrative plans, policies, and strategies; prepares and coordinates responses and recommendations as appropriate.
- Develop the annual Budget for the City in coordination with the Finance Director.
- Provides leadership and direction in the development, implementation and monitoring of short- and long-range plans, goals, objectives, policies, and priorities; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Conducts and/or coordinates, through Department Heads City-wide strategic planning, implementation, and attainment.
- Provides professional advice and assistance to the City Council and Department Heads on a wide variety of issues including outlining speeches, writing, or editing agenda items and memorandums; makes presentations to councils, boards, commissions, civic groups, and the general public.
- Fosters administrative and technical relationships with various state agencies including but not limited to ODOT, OSMB, OPRD, DLCD, DEQ, etc.; Fosters relationships with elected federal representatives; Fosters relationships with various federal, state, regional, and local agencies.
- Communicates official plans, policies, and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Provides public records and information to citizens, civic groups, the media, and other agencies as requested.
- Sees that all laws and ordinances are faithfully performed.
- Maintains positive public relations with customers and is responsive to customer needs.
- Conducts a variety of special projects as directed by the City Council.
- Facilitates staff development on such issues as diversity and creating a respectful working environment.
- Attends regular and special City Council meetings, unless excused by the Council.

PERIPHERAL DUTIES

- Recommends for adoption by the council such measures deemed necessary or expedient.

- Prepares and submits to the council such reports as may be required by that body or as manager may deem it advisable to submit.
- Responsible for all employment advertising to see it meets all EEO requirements. Maintains all personnel records.
- Serves as the City's American Disabilities Act (ADA) compliance officer.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from an accredited four-year college or university with a degree in public administration, political science, business management of a closely related field (advance degree preferred), and
- b. Five (5) years of responsible experience in municipal government.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.
- b. Skill in planning, directing, and administering municipal programs; skill in operating the listed tools and equipment.
- c. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public.

SPECIAL REQUIREMENTS

- Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs, calculator, telephone, copy machine, and fax machine.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision 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 moderately quiet.

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EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the City Administrator job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

City Administrator

Date

Print Name: _____

Mayor

Date

City of St. Helens

Job Title: CITY PLANNER
Department: Community Development
FLSA Status: Exempt
Union: No
Date Created: September 11, 2009

GENERAL PURPOSE

Performs a variety of routine and complex administrative, technical and professional work in the current and long range planning programs of the city related to the development and implementation of land use and related municipal plans and policies.

SUPERVISION RECEIVED

Works under the general supervision of the City Council, through the Planning Director or Planning Commissioner.

SUPERVISION EXERCISED

Supervision is not normally a responsibility of this position, however, the City Planner may be placed in charge of specialized project, personnel and departmental functions. May supervise support staff, part-time or temporary employees or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Land use decisions at the Planning Director level.
- Reviews land use applications; notices; and staff reports.
- Makes recommendations to the Planning Commission and/or City Council on planning matters.
- Maintains up-to-date knowledge of emerging State law regulations, pending legislation and trends in planning that impact the City as well as current programs and processes.
- Conducts special studies and develops statistics for use by other planners and officials in housing, transportation and energy, and other economic and physical areas related to planning.
- Develops long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Monitors planning activities of neighboring jurisdictions; coordinates work with other affected agencies; assists in the development of regional plans, as assigned.
- Provides technical and professional advice on inquiries dealing with land use matters; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Enforces all land use laws and instructs staff on land use matters.
- Prepares a variety of studies, reports and related information for decision-making purposes. Provides proposals for updating land use laws and regulations.
- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and long range comprehensive plans, projecting trends, monitoring socio-economic data, etc.

- Assists in the development and implementation of long range growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
- Provides staff support to the Planning Commission as needed and assigned.
- Prepares planning reports and supporting data, including recommendations or various long range planning proposals.
- Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.
- Serves when assigned as a member of a planning task force composed of City, County or State groups.
- Prepares and writes grant application components relating to geographic, maps, plats, site plans, etc.
- Assists in maintaining the data base of information for planning purposes.
- Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
- Coordinates and manages long range planning consultant contracts, as assigned.
- Other duties as required.

PERIPHERAL DUTIES

- Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Assists in designs for parks, streetscapes, landscapes and other municipal projects.
- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and development in the field of municipal planning.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and
- b. Two years experience in municipal planning; or
- c. Any equivalent combination of education and experience, with additional education substituting on a year for year basis for the required experience.

Necessary Knowledge, Skills and Abilities:

- a. Exercise discretion and independent judgment is regularly required.
- b. Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of personal computers and GIS applications.
- c. Skill in the area of drafting and designing; Skill in the operation of the listed tools and equipment.
- d. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS:

Valid State Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; tape measure.

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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 10 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the City Planner job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

City Planner



DEPARTMENT: Community Development
DIVISION: Planning
SUPERVISOR: Community Development Director or City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of routine and complex administrative, technical, and professional work in the current and long-range planning programs of the city related to the development and implementation of land use and related municipal plans and policies.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director or City Administrator.

SUPERVISION EXERCISED

Supervision is a responsibility of this position for other Planning Division staff. The City Planner may also be placed in charge of specialized projects, personnel, and departmental functions. May supervise other support staff, part-time or temporary employees or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Land use decisions at the Planning Director level.
- Reviews land use applications; notices; and staff reports.
- Makes recommendations to the Planning Commission, Historic Landmarks Commission, and/or City Council on planning matters.
- Maintains up-to-date knowledge of emerging State law regulations, pending legislation and trends in planning that impact the City as well as current programs and processes.
- Conducts special studies and develops statistics for use by other planners and officials in housing, transportation and energy, and other economic and physical areas related to planning.
- Develops long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Monitors planning activities of neighboring jurisdictions; coordinates work with other affected agencies; assists in the development of regional plans, as assigned.
- Provides technical and professional advice on inquiries dealing with land use matters; makes presentations to supervisors, boards, commissions, civic groups, and the general public.
- Enforces all land use laws and instructs staff on land use matters.

- Prepares a variety of studies, reports, and related information for decision-making purposes. Provides proposals for updating land use laws and regulations.
- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and long-range comprehensive plans, projecting trends, monitoring socio-economic data, etc.
- Assists in the development and implementation of long-range growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
- Provides staff support to the Planning Commission and Historic Landmarks Commission as needed and assigned.
- Prepares planning reports and supporting data, including recommendations or various long range planning proposals.
- Prepares graphics and maps for a variety of reports, plans, grant applications, publications, or meetings.
- Serves when assigned as a member of a planning task force composed of City, County or State groups.
- Prepares and writes grant application components relating to geographic, maps, plats, site plans, etc.
- Assists in maintaining the data base of information for planning purposes.
- Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
- Coordinates and manages long range planning consultant contracts, as assigned.
- Other duties as required.
- Manages GIS software and data.
- Manages city address assignments.
- Administers the City's participation in the National Flood Insurance Program.
- Updates the St. Helens Development Code to comply with changes in state and federal laws, and to advance local initiatives.
- Manages and coordinates historical preservation efforts of locally identified resources.

PERIPHERAL DUTIES

- Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Assists in designs for parks, streetscapes, landscapes, and other municipal projects.
- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and development in the field of municipal planning.
- Assist staff with legal descriptions.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and

- a. Two years' experience in municipal planning; or
- b. Any equivalent combination of education and experience, with additional education substituting on a year for year basis for the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Exercise discretion and independent judgment is regularly required.
- b. Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of personal computers and GIS applications.
- c. Skill in the area of drafting and designing; Skill in the operation of the listed tools and equipment.
- d. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS

- Valid State Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; tape measure.

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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 10 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **City Planner** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

City Planner

Date

Print Name: _____

Community Development Director or City Administrator

Date

City of St. Helens

Job Title: CITY RECORDER II
Department: Administration (Confidential)
FLSA Status: Non-Exempt
Union: No
Date Created: June 4, 2008

GENERAL PURPOSE

Performs a variety of highly responsible and complex clerical, secretarial, and administrative duties; keeps official records; provides support to the City Administrator, Councilors, and staff; and assists in the administration of the standard operating policies and procedures of the City. Serves as City Elections Officer.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over Secretary, and other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as custodian of official City records and public documents; ensures certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification; catalogs and files all City records.
- Attends work sessions, regular sessions, and some special sessions of the City Council, oversees the accurate recording of the proceedings, transcription and preparation of the minutes, proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested. Maintains attendance records.
- Assemble and finalize City Council meeting agendas and packets.
- Reproduce City Council packets and prepare for mailing.
- Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.
- Acts as City Elections Officer. Prepare appropriate forms, set-up election files, accept completed candidate forms, and perform other related duties. Coordinate elections with County Elections Officer.
- Monitor and track various documents, projects and annual occurrences including but not limited to expiration of contracts/agreements and committee/board member terms.
- Ensure proper maintenance, storage and destruction of official City records and public documents in accordance with State records retention laws and established City policies.

- Responsible for recording legal documents with the County Clerk.
- Files ordinances and resolution of the council and oversees the codification of ordinances into the municipal code; maintains indexes to ordinances and resolutions.
- Maintains City website, including design, maintenance, and troubleshooting.
- Composes, types, and edits a variety of documents including minutes, ordinances, resolutions, proclamations, public and legal notices, contracts/agreements, leases, lists, advertisements, correspondence, reports, and other materials requiring judgment as to content, accuracy and completeness.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Maintains indexes for contracts, agreements and board orders.
- Maintains indexes for easements, street vacations and deeds.
- Maintains City records in accordance with established policies.
- Places job postings, accepts resumes and applications, enters applicant information in job database, and mails letters to applicants upon selection.
- Creates and maintains systems for internal tracking of various programs.
- Maintains City vehicle inventory list and collaborates with the City's insurance agent to insure coverage. Titles and renews vehicle registrations.
- Prepares and formats ordinances for posting per City Charter and for review and adoption by City Council.
- Administers annual renewal of local OLCC licenses; maintains local OLCC database.
- Administers annual employee driver certification program.
- Maintains internal contact sheets including employee contact list, departments lists, and various boards and committee lists.
- Responsible for the accomplishment of tasks for employees directly supervised and for the efficient and productive work performed.
- Responsible for excellence in customer service and will initiate training opportunities to improve employee skills.

PERIPHERAL DUTIES

- Does production typing, formats bid specifications, mails copies, prepares bid documents and letters, respond to public records requests.
- Assists contractors and consultants with various tasks when designated.

- Schedules appointments and performs other administrative and clerical duties.
- Provides back-up to other positions in work area.
- Maintains proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Provides computer assistance to fellow employees, including word processing, spreadsheet, and database software functions.

MINIMUM QUALIFICATIONS

Education and experience:

- a. Graduation from a high school with specialized course work in general office practices such as typing, filing, dictation, and transcription.
- b. Five (5) years of related experience in municipal government; or
- c. Any equivalent combination of education and progressively responsible experience which demonstrates the knowledge, skills and abilities to perform the above duties.

Necessary Knowledge, Skills and Abilities:

- a. Working knowledge of computers and applicable computer programs; working knowledge of modern office practices and procedures; meeting processes and minute taking; ability to follow complex written and verbal instructions.
- b. Ability to type a minimum of 50 words per minute; transcribe minutes from recorded meetings or dictation in a timely and accurate manner.
- c. Ability to perform complex secretarial work requiring considerable exercise of independent judgment, react resourcefully and exercise initiative as necessary.
- d. Ability to work under pressure and/or frequent interruptions; ability to handle stressful situations.
- e. Skill in operation of listed tools and equipment.
- f. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing.
- g. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.
- h. Ability to exercise and maintain discretion and confidentiality on various matters relating to the City and/or City personnel.

Special Certification Required:

- a. Possession of Certified Municipal Clerk designation; and
- b. Possession of Notary Public Commission.

TOOLS AND EQUIPMENT USED

Computer (including word processing, spreadsheets, databases, and other related software); printer; typewriter; ten-key calculator; multi-line telephones; dictation, transcription and recording machines; copy machine; postage machine; fax machine; folding machine.

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 frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision 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. Evening work is required.

The noise level in the work environment, while usually quiet, can at times be noisy and distracting.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **City Recorder II** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Human Resources Coordinator / City Recorder



DEPARTMENT: Administration
DIVISION: City Recorder's Office
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a wide variety of highly responsible routine and complex administrative functions for the City Administrator, Mayor, City Council, and staff. This position serves as the City Recorder, Human Resources Coordinator, Records Manager, and Elections Officer, and other duties that involve confidential and sensitive information. Serves as a member of the City's management team.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over the Deputy City Recorder and other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

Human Resources

- Serves as primary human resources contact for employees, working in cooperation with the City Administrator.
- *Recruitment and Selection:* Coordinates activities relating to hiring or promotion to fill position vacancies; prepares recruitment announcements and job postings; and assists with development of interview questions, written or skills exams, and other testing procedures, may conduct interviews or participate in interview panels. Maintains candidate databases and candidate score sheets. Notifies all candidates of their status in the recruitment process.
- *New Employee Orientation:* Develops and updates information for new employee orientation, as necessary; conducts onboarding with new employees; prepares employment related paperwork including healthcare and other insurance benefits.
- *Classification and Compensation:* Conducts or requests wage surveys and classification studies, as necessary. Makes recommendations to City Administrator on appropriate job description, classification, and/or pay of positions.
- *Performance Management:* Oversees performance evaluations schedule and forms; sends monthly notices to management to complete evaluations; prepares Personnel Change Notice forms to implement salary and other personnel changes.
- *Training:* Coordinates City's training programs by scheduling training sessions as necessary for the City and/or individual employees, as necessary.

- *Policies:* Develops and maintains administrative and personnel policies and procedures with guidance from City County Insurance Services (CIS); interprets policy and contract questions and provides guidance to managers and employees; communicates with labor units on policy questions.
- *Labor Relations:* May represent City management with non-union staff and bargaining units; may participate as member of management negotiation team; assists in researching negotiation issues and drafting contract language; assists the Department Heads and City Administrator in responding to grievances; participates at hearings and at labor management committees.
- *Documentation:* Maintains personnel and medical files for all City employees and volunteers (if required); prepares Personnel Change Notice forms to document changes in employee status; prepares and/or processes documentation for Family Medical Leaves, Short Term Disability, criminal history checks, exit interviews, job descriptions, and related personnel documents.
- *Benefits:* Work in coordination with the Accountant to administer the City's benefits program, researching health insurance, retirement, and other benefit questions. Coordinates pay and benefit information with payroll.
- *Other:* Performs a variety of confidential and sensitive administrative tasks including gathering, interpreting, and preparing data for studies, reports, and recommendations; coordinating activities with other departments and agencies as needed; researching and preparing a variety of studies, reports, and related information for decision-making purposes.

Records Manager

- Acts as the confidential employee responsible for the integrity of City records. Maintains City records, official documents, and indexes of the City for documents such as ordinances, resolutions, deeds, leases, easements, and contracts.
- Serves as custodian of official City records and public documents; ensures certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds, or other documents requiring City certification. Indexes all records.
- Monitor and track various documents, projects, and annual occurrences including but not limited to expiration of contracts/agreements and franchises.
- Ensure proper maintenance, storage, and destruction of official City records and public documents in accordance with State records retention laws and established City policies.
- Responsible for supervising and coordinating all aspects of record management including the City's Oregon Records Management System (ORMS). Coordinates employee training on ORMS.
- Responsible for receiving Public Records Requests and processing them or forwarding them to the appropriate employee to process and fulfill the request.

- Files ordinances and resolutions of the City Council and oversees the codification of ordinances into the St. Helens Municipal Code. Maintains indexes to ordinances and resolutions.

City Council, Boards, Committees, and Commissions

- Attends all City Council meetings and other official City meetings as needed to assure recording of proceedings.
- Schedules all City Council meetings, special meetings, and assures public notice is made for all such meetings.
- Serves as support to the City Administrator, Mayor, and City Council. Duties include issuing public notices; preparing staff reports, assembling and distributing Council meeting packets; attends Council meetings and oversees the preparation of meeting minutes; may make presentations to Council or other groups as assigned; assists with preparing resolutions, ordinances, agreements, reports, and other correspondence as needed.
- Coordinates and/or schedules orientation and training opportunities for elected officials.
- Maintains the St. Helens Municipal Code and codifies legislation passed by the City Council; updates the City website with newly adopted ordinances and resolutions.
- Attests the City Administrator's or Mayor's original signatures on official documents and applies the City Seal as appropriate.
- Maintains ongoing open and effective communication with the City Administrator, City Council, and City staff.
- Maintains meeting attendance records of City Council members.
- Maintains master list of City Council and various boards, committees, and commissions of the City.

Elections Officer

- *Serves as the City's Elections Officer:* This includes conducting City elections; preparing candidate information packets; receiving candidate nominations; preparing ballot measures; certifying candidates to County election officer; researching election laws to ensure continuous compliance with legal publication and other requirements for City elections; preparing canvass of election results to the City Council; maintaining up-to-date State and City elections processes for bond measures, initiatives, referendums and referrals in order to accurately and timely conduct the elections for City officials; preparing oaths of office for newly elected officials.

Administrative

- Serves as a member of the City's management team.
- Assists in the City budget relative to the City Recorder's Division of the Administration Department and personnel-related expenditures.
- Assists with the management of the Administration Department operations by coordinating services, policies, procedures, and reports.
- Assists in the maintenance of the City website, including design and troubleshooting.

- Composes, types, and edits a variety of documents including ordinances, resolutions, proclamations, public and legal notices, contracts/agreements, leases, lists, advertisements, correspondence, reports, and other materials requiring judgment as to content, accuracy, and completeness.
- Responds to inquiries from Council, staff, agencies, and citizens, and refers, when necessary, to appropriate person.
- Creates and maintains systems for internal tracking of various programs.
- Maintains City-owned vehicle and equipment inventory list and collaborates with the City's insurance agent to insure coverage. Oversees the title and registration of vehicles and equipment with the DMV.
- Schedules appointments and coordinates meetings with employees, agencies, and others, as needed.
- Certifies official City documents as to authenticity for staff, other jurisdictions, or citizens.
- Prepares and formats ordinances for posting per City Charter and for review and adoption by City Council.
- Responsible for set-up and operation of video and audio equipment for City Council meetings, as well as post-meeting uploads.
- Maintains use and custody of the City seal.
- Maintains cooperative relationships with City personnel, elected officials and other agencies.
- Responsible for the accomplishment of tasks for employees directly supervised and for the efficient and productive work performed.
- Demonstrates leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourages and provides excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area.
- Other duties as assigned.

PERIPHERAL DUTIES

- Serve on or provide support to a variety of committees, task forces, and advisory groups as necessary.
- Maintain proficiency by attending trainings and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.
- Serve as Notary Public.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from a high school with specialized course work in general office practices. However, a bachelor's degree in public administration, political science, human resources, business management, or a closely related field is preferred.
- b. Five years of related experience in a municipal office environment, preferably in which individual was responsible for various elements of responsibility associated with the City Recorder position; or
- c. Any equivalent combination of education and progressively responsible experience which demonstrates the knowledge, skills, and abilities to perform the duties listed above.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Broad knowledge of laws, regulations, and practices involved with general human resources field, in particular employee relations, compensation, and employment principles and methods. Experience in a public agency highly desirable. Ability to research and interpret ordinances, statutes, and administrative rules.
- b. Advanced knowledge of secretarial principles, practices, and techniques, including records maintenance, word processing, business English, grammar, punctuation, spelling, administrative research, report writing, municipal departmental functions, and public relations techniques.
- c. Ability to use a computer to perform the essential functions of the job, knowledge of Microsoft Office Suite. The ability to create computer spreadsheets; and ability to create and work with surveys, web pages, and electronic presentations highly desirable.
- d. Ability to type a minimum of 50 words per minute, transcribe minutes from recorded meetings in a timely and accurate manner.
- e. Ability to perform complex clerical work requiring considerable exercise of independent judgment, react resourcefully and exercise initiative, as necessary.
- f. Ability to work under pressure and frequent interruptions; ability to handle stressful situations.
- g. Ability to communicate effectively verbally and in writing.
- h. Ability to accurately record and maintain records.
- i. Ability to establish and maintain working relationships with employees, supervisors, officials, and the public.
- j. Ability to exercise and maintain discretion and confidentiality on various matters relating to the City and City personnel.

SPECIAL REQUIREMENTS

- Possession of International Institute of Municipal Clerks (IIMC) Certified Municipal Clerk (CMC) certification. Ability to obtain IIMC Master Municipal Clerk (MMC) certification within first three years of employment.
- Possession of Notary Public.

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; typewriter; ten-key calculator; telephones; transcription equipment; folding machine; and audio/video equipment.

PHYSICAL DEMANDS

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

- While performing the duties of this position, the employee is frequently required to walk, sit, stand, bend, kneel, stoop, reach and manipulate objects, hear, use hands to finger, handle, feel, and reach with hands and arms.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

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.

- Usual office working conditions.
- The noise level in the work area is typical of most office environments with telephones, interruptions, and background noise.
- Attendance at various meetings may require working after normal business hours.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Human Resources Coordinator/City Recorder** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Print Name: _____

City of St. Helens

Job Title: COMMUNITY DEVELOPMENT DIRECTOR
Department: Community Development
FLSA Status: Exempt
Union: No
Date Revised: March 21, 2007 (Adopted by Resolution No. 1443)

GENERAL PURPOSE

Performs complex supervisory, administrative, and professional work as manager of the City Building and Planning Departments. Reviews, approves and coordinates all work of the Building Department and Planning Department.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Council and Councilor in Charge of Community Development as assigned by the Mayor. Coordinates activities with the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to the Building Official and City Planner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Supervises the departments of; Building and Planning through the supervisor of each Department and their subsequent supporting staff, either directly or through subordinates.
- Reviews work procedures, coordinates work schedules, and expedites work as necessary.
- Prepares and documents budget requests; administers adopted budget in assigned areas of responsibility.
- Standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Adjusts errors, complaints, and grievances.
- Prepares composite reports from individual reports of subordinates.
- Develops and transmits written and oral instructions, as needed, to maintain effective working relationships with the public and City employees. Promotes harmony among City work groups.
- Coordinates departmental reviews of private project development proposals and plans for compliance with codes, regulations and standards, adequacy of permits, and compliance with approved plans.

- Coordinates plan reviews, permits, inspections, and code enforcement of all building activity in the City.
- Oversees preparation and maintenance of the GIS systems, data bases, development codes, and comprehensive plans.
- Responds to public or other inquiries relative to procedures on specific projects and other information.
- Coordinates and assists in the evaluation and preparation of studies and reports on impacts of public improvement proposals, development proposals, permits, rezoning, comprehensive plan amendments, plats, etc on public infrastructure.
- Attends City Council meetings and other meetings as assigned.
- Coordinate or write agenda, reviews minutes, and prepares status reports for various Boards and Commissions of the City.
- Responds or coordinates the response to inquiries relative to building and planning.
- Coordinates departmental activities with other city departments through the City Administrator

PERIPHERAL DUTIES

- Assists in the training of other City personnel.
- Coordinate enforcement activities relating to building and land use.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Undergraduate degree in planning, public administration or business from an accredited four-year college or university. Masters degree in related fields preferred.
- (B) Minimum of five years' experience in similar positions with at least two years in supervisory positions.
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) General knowledge of planning and building principles, practices, and methods as applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations affecting division activities.
- (B) Preparing and analyzing complex building and/or land use related issues; skill in operating the listed tools and equipment.
- (C) Ability to communicate effectively, orally, and in writing with employees, consultants, other governmental agency representatives, City officials, and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- (A) Valid Oregon State Driver's License or ability to obtain prior to employment.
- (B) Must be physically capable of moving about on construction work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; GIS; motor vehicle; phone.

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.

Work performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and smell.

The employee must occasionally lift and/or move up to 25 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.

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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

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

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Community Development Director job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Community Development Director



DEPARTMENT: Community Development
DIVISION: N/A
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs complex supervisory, administrative, and professional work as manager of the City Building and Planning Divisions including management of the City’s Tourism and Economic Development initiatives and activities.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to the Building Official and City Planner and other assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Supervises the Building and Planning Divisions through the supervisor of each Division and their subsequent supporting staff, either directly or through subordinates.
- Oversees the City’s Tourism and Economic Development initiatives and activities.
- Reviews work procedures, coordinates work schedules, and expedites work, as necessary.
- Prepares budget requests; administers adopted budget in assigned areas of responsibility.
- Standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Adjusts errors, appropriately addresses complaints and grievances.
- Develops and transmits written and oral instructions, as needed, to maintain effective working relationships with the public and City employees. Promotes harmony among City work groups.
- Coordinates departmental reviews of public and private development proposals and plans for compliance with codes, regulations and standards, adequacy of permits, and compliance with approved plans.
- Oversees plan reviews, permits, inspections, and code enforcement of all building activity in the City.
- Oversees maintenance of the GIS system, databases, development code, and comprehensive plan.
- Responds to public or other inquiries relative to procedures on specific projects and other information.
- Coordinates and assists in the evaluation and preparation of studies and reports on impacts

of public improvement proposals, development proposals, permits, rezoning, comprehensive plan amendments, plats, etc., on public infrastructure.

- Attends City Council meetings and other meetings as assigned.
- Coordinates or writes agendas, reviews minutes, and prepares status reports for various boards and commissions of the City.
- Responds or coordinates the response to inquiries relative to building and planning.
- Coordinates departmental activities with other City departments through the City Administrator.

PERIPHERAL DUTIES

- Assists in the training of other City personnel.
- Coordinate enforcement activities relating to building and land use planning.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Undergraduate degree in planning, public administration, or business from an accredited four-year college or university. Master's degree in related fields preferred; and
- b. Minimum of five (5) years' experience in similar positions with at least two (2) years in supervisory positions; or
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. General knowledge of planning and building principles, practices, and methods as applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations.
- b. Preparing and analyzing complex building and/or land use related issues; skill in operating the listed tools and equipment.
- c. Ability to communicate effectively, orally, and in writing with employees, consultants, other governmental agency representatives, City officials, and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- a. Valid state driver's license or ability to obtain prior to employment.
- b. Must be physically capable of moving about on construction work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database and computer-aided-design (CAD) software; standard drafting tools; GIS; motor vehicle; phone.

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.

Work performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and smell.

The employee must occasionally lift and/or move up to 25 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.

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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

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

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Community Development Director** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Community Development Director

Date

Print Name: _____

City Administrator

Date

City of St. Helens

Job Title: DEPUTY CITY RECORDER
Department: Administration
FLSA Status: Non-Exempt
Union: No
Date Revised: July 1, 2015

GENERAL PURPOSE

Performs a variety of highly responsible and complex clerical, secretarial, and administrative duties; keeps official records; provides support to the City Recorder, City Administrator, and staff; and assists in the administration of the standard operating policies and procedures of the City.

SUPERVISION RECEIVED

Works under the general supervision of the City Recorder.

SUPERVISION EXERCISED

None generally. May exercise supervision over clerical, temporary or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the City Recorder in all aspects of the City Recorder's duties, including back up support in the City Recorder's absence.
- May attend periodic night meetings of the City Council, take notes, records, transcribes, and indexes meeting minutes. Prepares meeting notices, agendas, and City Council meeting packets.
- Prepares and tracks documents, ordinances, resolutions, contracts, and prepares backup to reports for the City Administrator.
- Transcribes and maintains index of minutes for City Council and other Boards and Committees.
- Maintains City records in accordance with established policies.
- Responsible for recording legal documents with the county recorder.
- Maintains indexes to easements, deeds, ordinances, resolutions, contracts/agreements, and local contract exemption orders.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other materials requiring judgment as to content, accuracy and completeness.
- Mails agendas and meeting minutes for various City appointed Boards and Commissions.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

- Operates listed office machines as required. Calls for maintenance on various City office machines.
- Provides customer assistance, acts as cashier, answers in-coming calls, routes callers or provides information as required.
- Creates and maintains systems for internal tracking of various programs (i.e. dog licensing, parks reservations, document tracking, tickler file, etc.)
- Issues dog licenses for dogs residing inside the city limits of St. Helens.
- Receives City parks/public assembly inquiries, answers questions, makes reservations, and handles all paperwork involved.
- Assists in the maintenance of the City's website, including design, maintenance, and troubleshooting.
- Orders supplies for City Hall employees and office equipment when needed.
- Maintains all internal contact sheets, including Boards and Committees list, departments list and employee contact list.
- Maintains city vehicle inventory list.
- Places job postings, accepts resumes and applications, enters applicant information in job database, and mails letters to applicants upon selection.
- Prepares and formats ordinances for posting per City Charter and for review and adoption by City Council.
- Creates and maintains City public meetings calendar, notifying media and interested parties, and posting to website.
- Administers annual employee driver certification program.
- Administers annual renewal of local OLCC licenses; maintains local OLCC database.
- Administrator of ProWatch Security software for employee key card access program.
- Prepare voter approved annexations for notification to required parties as per Oregon Statutes.

PERIPHERAL DUTIES

- Does production typing, formats bid specifications, mails copies, prepares bid documents and letters.
- Retrieves, opens and distributes mail in absence of designee.
- Assist City Attorney with various tasks when designated.
- Schedules appointments and performs other administrative and clerical duties.

- Acts as backup in the absence of the Planning Secretary and Building Secretary.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- a. Graduation from a high school with specialized course work in general office practices such as typing, filing, dictation, and transcription.
- b. Three (3) years of related experience; or
- c. Any equivalent combination of education and progressively responsible experience.

Necessary knowledge, skills and abilities:

- a. Working knowledge of computers and applicable computer programs; office practices and procedures; ability to follow complex written and verbal instructions; and
- b. Ability to perform complex secretarial work requiring considerable exercise of independent judgment, react resourcefully and exercise initiative as necessary. Ability to work under pressure and/or frequent interruptions; and
- c. Skill in operation of listed tools and equipment; and
- d. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; ability to communicate effectively verbally and in writing; and
- e. Ability to exercise and maintain discretion and confidentiality on various matters relating to the City and/or City personnel; and
- f. Ability to type a minimum of 50 words per minute; transcribe minutes from recorded meetings or dictation in a timely and accurate manner.

SPECIAL REQUIREMENTS

- a. Possession of Notary Public Commission.

TOOLS AND EQUIPMENT USED

Computer (including word processing, spreadsheets, databases, and other related software); printer; typewriter; ten-key calculator; multi-line telephones; dictation, transcription and recording machines; copy machine; postage machine; fax machine; folding machine.

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 frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision 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.

The noise level in the work environment, while usually quiet, can at times be noisy and distracting.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Deputy City Recorder job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Deputy City Recorder



DEPARTMENT: Administration
DIVISION: City Recorder's Office
SUPERVISOR: Human Resources Coordinator/City Recorder
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of highly responsible and complex clerical, secretarial, and administrative duties; keeps official records; provides support to the Human Resources Coordinator/City Recorder, City Administrator, and staff; and assists in the administration of the standard operating policies and procedures of the City.

SUPERVISION RECEIVED

Works under the general supervision of the Human Resources Coordinator/City Recorder.

SUPERVISION EXERCISED

None generally. May exercise supervision over clerical, temporary, or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Assists the City Recorder in all aspects of the City Recorder's duties, including back up support in the City Recorder's absence.
- Attends City Council work sessions and may attend periodic night meetings of the City Council, take notes, records, transcribes, and indexes meeting minutes.
- Prepares and tracks documents, ordinances, resolutions, contracts, and prepares backup to reports for the City Administrator.
- Transcribes and maintains index of minutes for City Council and other Boards and Committees.
- Maintains City records in accordance with established policies, including data entry, filing, and records management.
- Responsible for recording legal documents with the county clerk.
- Maintains indexes to easements, deeds, ordinances, resolutions, contracts/agreements, and local contract exemption orders.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other materials requiring judgment as to content, accuracy, and completeness.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Operates listed office machines as required. Calls for maintenance on various City office machines.
- Provides customer assistance, acts as cashier, answers in-coming calls, routes callers, or provides information as required.
- Creates and maintains systems for internal tracking of various programs (i.e. vacant property registration, comment boxes, document tracking, tickler file, etc.)
- Processes social gaming licenses in accordance with the St. Helens Municipal Code.
- Processes animal facility licenses in accordance with the St. Helens Municipal Code.

- Assists in the maintenance of the City's website, including design, maintenance, and troubleshooting.
- Orders supplies for City Hall employees and office equipment when needed.
- Maintains all internal contact sheets, including Boards and Committees list, departments list, and employee contact list.
- Assists with job postings, accepts resumes and applications, enters applicant information in job database, and mails letters to applicants upon selection.
- Assists with the fulfillment of Public Records Requests.
- Creates and maintains City public meetings calendar, notifying media and interested parties, and posting to website.
- Administers annual employee driver certification program.
- Maintains storage and destruction of official City records and public documents in accordance with State records retention laws and established City policies.
- Assists in planning and preparation of employee recognition events and annual City initiated events.
- Administers "If I Were Mayor..." Student Contest in coordination with the Oregon Mayor's Association.
- Maintain City Hall key list.
- Maintain purchase card receipts and settle payments monthly for City Recorder's Office.
- Maintains the Comcast broadcast schedule.
- Distributes Municipal Code updates.
- Titles and renews City-owned vehicle and equipment registrations.
- Other duties as assigned.

PERIPHERAL DUTIES

- Retrieves, opens and distributes mail in absence of designee.
- Schedules appointments and performs other administrative and clerical duties.
- Acts as backup in the absence of the Communications Officer.
- Acts as backup to the administrator of ProWatch Security software for employee key card access program.
- Provides computer assistance to fellow employees, including word processing, spreadsheet, and database software functions.

MINIMUM QUALIFICATIONS

- **EDUCATION AND EXPERIENCE** Graduation from a high school with specialized course work in general office practices such as typing, filing, dictation, and transcription.
- Three (3) years of related experience; or
- Any equivalent combination of education and progressively responsible experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of computers and applicable computer programs; office practices and procedures; ability to follow complex written and verbal instructions; and
- Ability to perform complex secretarial work requiring considerable exercise of independent judgment, react resourcefully and exercise initiative, as necessary. Ability to work under pressure and/or frequent interruptions; and
- Skill in operation of listed tools and equipment; and
- Ability to accurately record and maintain records; ability to establish and maintain effective

working relationships with employees, supervisors, other departments, officials and the public; ability to communicate effectively verbally and in writing; and

- Ability to exercise and maintain discretion and confidentiality on various matters relating to the City and/or City personnel; and
- Ability to type a minimum of 50 words per minute; transcribe minutes from recorded meetings or dictation in a timely and accurate manner.

SPECIAL REQUIREMENTS

- Possession of an International Institute of Municipal Clerks (IIMC) Certified Municipal Clerk (CMC) designation or ability to obtain one within first three years of employment.
- Possession of Notary Public.

TOOLS AND EQUIPMENT USED

Computer (including word processing, spreadsheets, databases, and other related software); printer; typewriter; ten-key calculator; multi-line telephones; dictation, transcription and recording machines; copy machine; postage machine; fax machine; folding machine.

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 frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision 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.

The noise level in the work environment, while usually quiet, can at times be noisy and distracting.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Deputy City Recorder** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Deputy City Recorder

Date

Print Name: _____

Human Resources Coordinator/City Recorder

Date

City of St. Helens

Job Title: FIELD SUPERVISOR/SAFETY COORDINATOR
Department: Public Works
FLSA Status: Exempt
Union: No
Date Revised: April 2, 2007

GENERAL PURPOSE

Oversees and maintains City water distribution system as directed by Public Works Supervisor. Provides field supervision over assigned maintenance workers and equipment operators. Provides assistance to Public Works Supervisor as required. Coordinates the City safety program by providing assistance, training, and research of safety related information to the Safety Committee.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Supervisor who outlines goals and objectives, confers on policy matters and evaluates performance and effectiveness.

SUPERVISION EXERCISED

Provides daily field (job site) supervision of Public Works crews to see that work assignments are carried out and proper safety procedures are being followed. Assumes supervision of the Public Works Department in the absence of the Public Works Supervisor. Provides technical assistance and direction to the Safety Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Public Works Supervisor in planning, scheduling, and implementation of construction activities designed to provide water, sewer, street, and drainage service for the City.
- Oversees construction and maintenance work or determines acceptability and conformance to standards.
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and the Public Works Supervisor.
- Inspects and supervises the repair of chlorine equipment, wells, booster pumping station, reservoirs, meters, fire hydrants, backflow devices, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.
- Responsible for implementation of all the current and impending rules and regulations regarding monitoring, testing, and reporting of the potable water system as required by the Safe Drinking Water Act, the Oregon Health Division, or any other regulatory agency.
- Provides for other assigned personnel to take care of testing of backflow devices, water line locations, leak detection, delinquent water account actions, and other "tickets" generated by City hall Staff.

- Responsible for insuring that the water system is properly maintained, equipment is kept in proper working order, and spaces are kept clean and painted.
- Is subject to call out after normal working hours to respond to emergency situations; may be required to direct the activities of others.
- Provide technical assistance to City personnel and the Safety Committee as requested, maintain an up to date library of OSHA and general safety material, and develop contacts with OSHA and other safety contacts that could provide assistance and training for the City.
- Attend appropriate safety seminars/conferences, coordinate the monthly safety training program, develop a long term training schedule that meets OSHA requirements, conduct the monthly safety training sessions and maintain training records and attend monthly safety meeting.

PERIPHERAL DUTIES

- Serves on various employee or other committees as assigned.
- Provides back up to Receptionist/Dispatcher as well as water system dispatcher back up.
- Other duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from high school education or GED equivalent, and
- b. Four years of experience relating to construction, maintenance, or repair, or
- c. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- a. Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- b. Skill in operation of some of the listed tools and equipment.
- c. Ability to perform heavy manual tasks for extended periods of time.
- d. Ability to work safely; ability to communicate effectively verbally and in writing.
- e. Ability to establish and maintain effective working relationships with employees, other departments and the public.
- f. Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- a. Possess or have the ability to obtain the following: Valid Oregon Driver's License and Valid Commercial Driver's License; Water Distribution Operator II Certification; Backflow Tester and Backflow Inspector Certification; Competent Person Certification and CPR/1st Aid Certification.
- b. Obtain, at a minimum, a Certificate in Management/Supervision through college level classes.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/vacuum truck, manlift, tamper, plate compactor, saws, pumps, compressors, sanders,

generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 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.

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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is sometimes loud.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Field Supervisor/Safety Coordinator job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Field Supervisor/Safety Coordinator



DEPARTMENT: Public Works
DIVISION: Operations
SUPERVISOR: Public Works Supervisor
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Oversees and maintains City water distribution system as directed by Public Works Supervisor. Provides field supervision over assigned maintenance workers and equipment operators. Provides assistance to Public Works Supervisor as required. Coordinates the City safety program by providing assistance, training, and research of safety related information to the Safety Committee.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Supervisor who outlines goals and objectives, confers on policy matters and evaluates performance and effectiveness.

SUPERVISION EXERCISED

Provides daily field (job site) supervision of Public Works crews to see that work assignments are carried out and proper safety procedures are being followed. Assumes supervision of the Public Works Department in the absence of the Public Works Supervisor. Provides technical assistance and direction to the Safety Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Assists Public Works Supervisor in planning, scheduling, and implementation of construction activities designed to provide water, sewer, street, and drainage service for the City.
- Oversees construction and maintenance work or determines acceptability and conformance to standards.
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and the Public Works Supervisor.
- Inspects and supervises the repair of chlorine analyzer, wells, booster pumping station, reservoirs, meters, fire hydrants, backflow devices, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.
- Responsible for implementation of all the current and impending rules and regulations regarding monitoring, testing, and reporting of the potable water system as required by the Safe Drinking Water Act, the Oregon Health Division, or any other regulatory agency.

- Provides for other assigned personnel to take care of testing of backflow devices, water line locations, leak detection, delinquent water account actions, and other "tickets" generated by City hall Staff.
- Responsible for insuring that the water system is properly maintained, equipment is kept in proper working order, and spaces are kept clean and painted.
- Is subject to call out after normal working hours to respond to emergency situations; may be required to direct the activities of others.
- Provide technical assistance to City personnel and the Safety Committee as requested, maintain an up-to-date library of OSHA and general safety material, and develop contacts with OSHA and other safety contacts that could provide assistance and training for the City.
- Attend appropriate safety seminars/conferences, coordinate the monthly safety training program, develop a long-term training schedule that meets OSHA requirements, conduct the monthly safety training sessions and maintain training records and attend monthly safety meeting.
- Maintains training in NIMS. Participates in emergency management operations as a Front Line Supervisor (FLS).
- Direct Responsible Contact (DRC) for water distribution system as required by the Oregon Health Authority.
- Responsible for being in the on-call rotation and subject to being called in to work after normal work hours.
- Responsible for checking wells and the water treatment plant on non-working days.

PERIPHERAL DUTIES

- Serves on various employee or other committees as assigned.
- Provides back up to Receptionist/Dispatcher as well as water system dispatcher back up.
- Other duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school education or GED equivalent, and
- b. Four (4) years of experience relating to construction, maintenance, or repair, or
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
- b. Skill in operation of some of the listed tools and equipment.
- c. Ability to perform heavy manual tasks for extended periods of time.
- d. Ability to work safely; ability to communicate effectively verbally and in writing.
- e. Ability to establish and maintain effective working relationships with employees, other departments and the public.
- f. Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- a. Possess or have the ability to obtain the following:
 - Valid state driver's license;
 - Valid Commercial Driver's License;
 - Water Distribution Operator II Certification;
 - Backflow Tester and Backflow Inspector Certification;
 - Competent Person Certification; and
 - CPR/1st Aid Certification.
- b. Obtain, at a minimum, a Certificate in Management/Supervision through college level classes.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/vacuum truck, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 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.

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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in

high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is sometimes loud.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Field Supervisor/Safety Coordinator** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Field Supervisor/Safety Coordinator

Date

Print Name: _____

Public Works Supervisor

Date

City of St. Helens

Job Title: Government Affairs and Project Support Specialist
Department: Administration
FLSA Status: Exempt
Union: Unrepresented
Created: August 21, 2019

GENERAL PURPOSE

Supports the Administration Department by assisting with government affairs initiatives, facilitating the completion of special projects, and performing various administrative activities.

SUPERVISION RECEIVED

Works under the general direction of the City Administrator.

SUPERVISION EXERCISED

No supervision exercised.

JOB DUTIES AND RESPONSIBILITIES

- Government Affairs
 - Establish and maintain essential relationships and necessary linkages with government officials, businesses, economic development, community leaders, and select media.
 - Develop policy guidance for the City on specific and complex strategic issues. Develop materials to communicate and promote these positions across all regional stakeholders.
 - Develop issue and tactical strategies with internal colleagues, contract lobbyists, and external associations and coalitions. Ensure strategies take into account local and regional policies as well as business interests.
 - Monitor legislative and regulatory proceedings, provide analysis and manage presentation of the City's position in written and oral testimony before state and local commissions and other external audiences
 - Create and present information on legislative and political activities for internal groups such as City Council, internal subject matter experts, and relevant external stakeholders.
 - Act as a City representative in front of local and community organizations in support of the City's initiatives.
 - Facilitate the completion of special projects related to strategic issues as assigned by the City Administrator. Provide necessary policy analysis of complex issues and drive internal processes through City departments and Council review where necessary.
 - Convene and coordinate advisory groups related to City activities, agency rulemaking, and development of legislation.
- Project Support
 - Assist in developing project plans containing complete scope of work identifying all project requirements, tasks, resource assignments, and an accurate estimate for task completion.
 - Provide input into project related policy decisions to produce desired business results.
 - Communicate status and updates for projects; keep stakeholders informed of project progress and potential roadblocks, as well as providing final assessment.
 - Research, develop proposals, secure and manage public, private and philanthropic grants and contracts.
 - Assist in documentation of project goals, progress reporting, and outcomes.
 - Assist with project plan updates on a regular basis.

PERIPHERAL DUTIES

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree and 4+ years of increasingly responsible related experience, or any equivalent combination of related education and experience of community/government/public relations experience.
- Experience working with the Oregon legislature.
- Experience working with local, regional, state, and federal representatives.

Knowledge, Skills and Abilities:

- Ability to effectively meet and deal with the public appropriately.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.
- Ability to maintain a high level of organization.
- Ability to establish successful working relationships.

PREFERRED QUALIFICATIONS

- Previous experience performing clerical functions, such as data entry, minutes, and mail merge documents.
- Experience working with the media.
- Strong problem-solving, organization and communication skills and the ability to self-direct work.
- Possess research skills, ability to analyze data, and arrive at conclusions.
- Excellent communication skills (written/verbal).
- Ability to make oral and written recommendations and present plans of action.
- Strong interpersonal skills including effective communications with internal and external stakeholders regarding issues which may be sensitive in nature.
- Highly self-motivated, flexible, able to follow through, and can work under pressure with associated deadlines
- Able to exercise judgment and discretion on sensitive or confidential matters.
- Demonstrated computer proficiency; including word processing and spreadsheet applications.
- Ability to work with many different types of perspectives/personalities.

SPECIAL REQUIREMENTS

- A valid state driver's license.

TOOLS AND EQUIPMENT USED

Phone, computer, calculator, copy machine, scanner, fax machine, windows based software, Word, Excel, and City vehicle.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

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 area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Government Affairs and Project Support Specialist** job description. I understand that it is my responsibility to adhere to the job duties and responsibilities outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

Government Affairs Specialist



DEPARTMENT: Administration
DIVISION: N/A
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Supports the City Council and Administration Department by assisting with government affairs initiatives, facilitating the completion of special projects, and performing various administrative activities.

SUPERVISION RECEIVED

Works under the direction of the City Administrator.

SUPERVISION EXERCISED

No supervision exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

Government Affairs

- Establish and maintain essential relationships and necessary linkages with government officials, businesses, economic development, community leaders, and select media.
- Develop policy guidance for the City on specific and complex strategic issues. Develop materials to communicate and promote these positions across all regional stakeholders.
- Develop issue and tactical strategies with internal colleagues, contract lobbyists, and external associations and coalitions. Ensure strategies take into account local and regional policies as well as business interests.
- Monitor legislative and regulatory proceedings, provide analysis and manage presentation of the City's position in written and oral testimony before state and local commissions and other external audiences.
- Create and present information on legislative and political activities for internal groups such as City Council, internal subject matter experts, and relevant external stakeholders.
- Act as a City representative in front of local and community organizations in support of the City's initiatives.
- Convene and coordinate advisory groups related to City activities, agency rulemaking, and development of legislation.

Project Support

- Facilitate the completion of special projects related to strategic issues as assigned by the City Administrator. Provide necessary policy analysis of complex issues and drive internal processes through City departments and Council review where necessary.
- Provide input into project related policy decisions to produce desired business results.

- Communicate status and updates for projects; keep stakeholders informed of project progress and potential roadblocks, as well as providing final assessment.
- Support research, develop proposals, secure and manage public, private and philanthropic grants and contracts.
- Assist in documentation of project goals, progress reporting, and outcomes.
- Assist with project plan updates on a regular basis.
- Support organizational development efforts agency-wide.

PERIPHERAL DUTIES

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- EDUCATION AND EXPERIENCE** Bachelor's degree and 4+ years of increasingly responsible related experience, or any equivalent combination of related education and experience of community/government/public relations experience.
 - Experience working with the Oregon legislature.
 - Experience working with local, regional, state, and federal representatives.
-
- KNOWLEDGE, SKILLS, AND ABILITIES** Ability to effectively meet and deal with the public appropriately.
 - Ability to communicate effectively verbally and in writing.
 - Ability to handle stressful situations.
 - Ability to maintain a high level of organization.
 - Ability to establish successful working relationships.

PREFERRED QUALIFICATIONS

- Previous experience performing clerical functions, such as data entry, minutes, and mail merge documents.
- Experience working with the media.
- Strong problem-solving, organization and communication skills and the ability to self-direct work.
- Possess research skills, ability to analyze data, and arrive at conclusions.
- Excellent communication skills (written/verbal).
- Ability to make oral and written recommendations and present plans of action.
- Strong interpersonal skills including effective communications with internal and external stakeholders regarding issues which may be sensitive in nature.
- Highly self-motivated, flexible, able to follow through, and can work under pressure with associated deadlines.
- Able to exercise judgment and discretion on sensitive or confidential matters.
- Demonstrated computer proficiency, including word processing and spreadsheet applications.
- Ability to work with many different types of perspectives/personalities.

SPECIAL REQUIREMENTS

- A valid state driver's license.

TOOLS AND EQUIPMENT USED

Phone, computer, calculator, copy machine, scanner, fax machine, windows-based software, Word, Excel, and City vehicle.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

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 area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Government Affairs Specialist** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Government Affairs Specialist

Date

Print Name: _____

City Administrator

Date

City of St. Helens

Job Title: LIBRARY DIRECTOR
Department: Library
FLSA Status: Exempt
Union: No
Date Revised: April 3, 2007

PURPOSE OF POSITION

Directs the City library and serves as advisor to the Mayor, City Council, City Administrator and staff on library issues. Performs complex supervisory, administrative, and professional work in planning, developing, organizing, scheduling, directing, supervising, and implementing a year-round, citywide library program; does related work as required.

SUPERVISION RECEIVED

Works under the general direction of the City Administrator.

SUPERVISORY RESPONSIBILITIES

Exercises supervision over all Library staff directly.

ESSENTIAL JOB FUNCTIONS include the following, but are not limited to:

- Manages and supervises library operations to ensure Library and City goals and objectives are met within available resources.
- Exhibits leadership to staff and fellow employees. Serves as a model for accomplishing City's vision and goals. Creates an environment in which employees are focused on and produce excellent quality results and customer service.
- Performs personnel duties: plans and organizes workloads and staff work assignments; hires, trains, coaches, evaluates, and terminates staff; oversees disciplinary process according to the Collective Bargaining Agreement and City policy.
- Provides direction and sets standards for excellence in internal and external customer service. Promotes professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the patron.
- Prepares and administers departmental budget; prepares cost estimates for budget recommendations; submits justifications for budget items; reviews and monitors expenditures to remain within established budgetary constraints; assures effective and efficient use of budgeted funds: personnel, materials, facilities, and time; and approves library purchase orders.
- Provides leadership and direction in the development of short- and long-range library plans; reviews program areas, implements changes or new programs to meet community needs for library service; gathers, interprets, and prepares data for studies, reports, and

recommendations; coordinates department activities with other City departments, agencies, and community-based groups as needed. Ensures statistical data including monthly, quarterly and annual reports required by the City and State Library are prepared.

- Provides professional advice on library issues to City Council; makes presentations to City Council, Library Board, civic groups, and the general public; communicates official plans, policies, and procedures to staff and the general public and serves as primary spokesperson for the Library.
- Provides professional librarian oversight for the selection of books, periodicals, and other media; reviews materials and collections that are outdated for withdrawal and coordinates removal and disposition; classification and cataloging of materials; reference services; outreach; adult, young adult and children's services; selection/maintenance/migration of the integrated online catalog.
- Assures that library facilities and equipment are maintained properly and coordinates maintenance and repair functions; monitors employee activity and equipment operations to ensure safety practices; implements and maintains safe operating practices; assures compliance with proper safety procedures, rules, and regulations.
- Maintains cooperative working relationships with City staff, other organizations, and the public.
- Maintains regular job attendance and adheres to working hours.

AUXILIARY JOB FUNCTIONS

- Serves as a member of various employee and city committees and as a City representative to various city and interagency committees as assigned.
- Assists other staff in the performance of their duties.
- Performs the duties of subordinate staff as needed.
- Maintains proficiency by attending training conferences, regional and state meetings, and reading professional journals.

KNOWLEDGE/SKILLS/ABILITIES

Must have a broad knowledge of the principles, practices, and philosophy of public library administration, current methods and principles governing the selection, acquisition, cataloging, processing, maintenance, and circulation of print and non-print materials, reference and outreach practices. Knowledge of statutes and ordinances governing public library service. Completion of an ALA-accredited Master's of Library Science program and over two years professional experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Special Requirements/Licenses: Must obtain valid CPR/First Aid card as offered.

WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most library/office environments with telephones, personal interruptions, and background noises. Work schedule may include evening and weekend assignments.

EMPLOYEE ACKNOWLEDGEMENT

This description covers the most significant essential and auxiliary duties performed by the position, but does not include other occasional work, which may be similar, related to, or a logical assignment for 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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Library Director job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Library Director

DEPARTMENT: Library
DIVISION: N/A
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Directs the City library and serves as advisor to the Mayor, City Council, City Administrator, and staff on library issues. Performs complex supervisory, administrative, and professional work in planning, developing, organizing, scheduling, directing, supervising, and implementing a year-round, citywide library program; does related work as required.

SUPERVISION RECEIVED

Works under the general direction of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over all Library staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Manages and supervises library operations to ensure Library and City goals and objectives are met within available resources.
- Provides leadership and direction in the development of short- and long-range library plans; reviews programs, implements changes or new programs and services to meet community needs. gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other City departments, agencies, and community-based groups as needed.
- Exhibits leadership to staff and fellow employees. Serves as a model for accomplishing City's vision and goals. Creates an environment in which employees are focused on and produce excellent quality results and customer service.
- Provides direction and sets standards for excellence in internal and external customer service. Promotes professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the patron.
- Provides professional oversight for selection of books, periodicals, and other media; review of outdated materials and collections for withdrawal; and coordination of removal and disposition; classification and cataloging of materials; reference services; outreach programs and services; adult and youth services; selection/maintenance/migration of the online integrated library system.
- Performs personnel duties; plans and organizes workloads and staff work assignments; hires, trains, coaches, evaluates, and terminates staff; oversees disciplinary process according to the Collective Bargaining Agreement and City policy.

- Prepares and administers departmental budget; prepares cost estimates for budget recommendations; submits justifications for budget items; reviews and monitors expenditures to remain within established budgetary constraints; assures effective and efficient use of budgeted funds: personnel, materials, facilities, and time; and approves library purchase orders. Prepares or oversees grant applications and monitors compliance and completion.
- Maintains current knowledge of and compliance with all state and federal laws related to public libraries.
- Provides professional advice on library issues to City Council; makes presentations to City Council, Library Board, civic groups, and the general public; communicates official plans, policies, and procedures to staff and the general public. Serves as primary spokesperson for the Library and responds to library-related requests from the media. Reviews and approves library press releases, publicity, and social media content.
- Ensures the accurate and timely reporting required by the City, State Library, state, and national library organizations, and grant funding entities are prepared.
- Assures that library facilities and equipment are maintained properly and coordinates maintenance and repair functions with frequent contractor interactions; serves as contact point for all non-library building tenants; responds to after-hours security/fire alarms; monitors employee activity and equipment operations to ensure safety practices; implements and maintains safe operating practices; assures compliance with proper safety procedures, rules, and regulations.
- Oversee compliance to library rules of conduct, execute needed administrative actions.
- Maintains cooperative working relationships with City staff, other organizations, and the public.
- Maintains regular job attendance and adheres to working hours.

PERIPHERAL DUTIES

- Serves as a liaison to the Library Board, as a member of various employee and city committees, and as a City representative to the Friends of the St. Helens Public Library and various city and interagency committees as assigned.
- Assists other staff in the performance of their duties.
- Performs the duties of subordinate staff as needed.
- Maintains proficiency by attending training conferences, regional and state meetings, and reading professional journals.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Completion of an ALA-accredited Masters of Library Science Program; and
- b. Two years of professional experience; or
- c. Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential duties and responsibilities of this position.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Must have a broad knowledge of the principles, practices, and philosophy of public library administration.
- b. Broad knowledge of current methods and principles governing the selection, acquisition, cataloging, processing, maintenance, and circulation of print and non-print materials, reference, and outreach practices.
- c. Knowledge of statutes and ordinances governing public library service.

SPECIAL REQUIREMENTS

- Must obtain valid CPR/First Aid card as offered.

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; typewriter; ten-key calculator; telephones; transcription equipment; folding machine; and audio/video equipment.

PHYSICAL DEMANDS

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

- While performing the duties of this position, the employee is frequently required to walk, sit, stand, bend, kneel, stoop, reach and manipulate objects, hear, use hands to finger, handle, feel, and reach with hands and arms.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

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.

- Usual office working conditions.
- The noise level in the work environment is typical of most library/office environments with telephones, interruptions, and background noises.

- Work schedule may include evening and weekend assignments.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Library Director** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Library Director

Date

Print Name: _____

City Administrator

Date

Parks and Recreation Manager



DEPARTMENT: Public Works
DIVISION: Parks and Recreation
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Parks and Recreation Manager is responsible for program development and administration and the overall operation of the Parks and Recreation Division.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Director.

SUPERVISION EXERCISED

Incumbent provides direct supervision to full and part-time professional, supervisory, and field staff in Parks and Recreation assigned programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Develop goals, objectives, policies, and services for assigned staff.
- Prepare and recommend annual operating budgets and monitor revenues and expenditures; purchase supplies and maintain records relating to equipment, and materials.
- Oversee and direct the maintenance, and repairs of City grounds, which include parks, athletic fields, and playgrounds.
- Develop, manage, and provide oversight to a comprehensive recreation program and related youth and adult activities including but not limited to community-wide special events, special interest classes, summer youth and adult programs, and cultural programs.
- Plan and develop budgets for classes, activities, and events, promote activities in the community, attend activities to ensure proper implementation, and maintains attendance logs and other program records.
- Supervise division employees, including assigning and reviewing work, monitoring workflow, training, evaluating performance, and resolving grievances.
- Train, recruit, and schedule volunteers for youth sports and other recreation programs.
- Prepare grant applications and manage grant contracts from a variety of private, federal, state, and local sources; assure proper grant accounting and adherence to guidelines and regulations.
- Assist with park planning and development and special project implementation, including the management of small- to medium-sized capital improvement projects.
- Answer questions and provide information to the public; investigate citizen complaints and recommend corrective action as necessary to resolve complaints; provide public presentations regarding recreation programs and services.
- Make presentations to boards and committees, community groups, school district, and public on recreation and leisure services programs.

- Work closely with youth and adult sports associations on the development and implementation of programs and scheduling of activities.
- Manage the division's sponsorship program to provide a high level of program cost recovery.
- Recommend charges for fee-based programs and ensure the proper receipting and management of fees collected.
- Develop and manage strategic partnerships with local organizations to improve service to the community.
- Prepare for publication a variety of brochures, calendars, letters, posters, news releases, flyers, website, social media, and related communications regarding recreation programs.
- May serve as a member of various employee committees.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Bachelor's degree in Recreation Administration, and five (5) or more years of experience in recreation programming which includes supervisory experience.
- b. Any equivalent combination of relevant education and experience that provides the required knowledge and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Recreation program development principles.
- b. Techniques of marketing, promoting and scheduling events, activities, and facilities.
- c. Interpersonal and customer service skills required to create a team environment.
- d. Establish and maintain effective working relationships with City staff, outside agency representatives, City officials, and the public.
- e. Develop and evaluate program budgets and provide budgetary recommendations.
- f. Communicate clearly and effectively, both verbally and in writing.
- g. Formulate park policies, procedures, rules, and regulations.
- h. Problem solving, organize workloads, meet deadlines, and develop staffing patterns to meet program and facility needs.
- i. Supervise, direct, and evaluate employees.
- j. Plan, organize, and supervise small capital improvement projects.
- k. Schedule work projects as directed by Public Works Director.
- l. Maintain site inventories and records.
- m. Prepare reports and recommendations.

SPECIAL REQUIREMENTS

- Valid state driver's license

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; ten-key calculator; telephones.

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.

Physical activities frequently required by the work include light work, exert up to 20 pounds of force and occasionally lift/move up to 50 pounds; perform tasks that may require the incumbent to walk, lift, use manual dexterity, repetitive motions, and grasp with or without reasonable accommodations; express or exchange ideas by means of the spoken word; visual acuity necessary to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; expansive reading.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to finger, handle, feel, or operate objects and tools or controls. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch or crawl, and talk or hear.

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 regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Parks and Recreation Manager** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Parks and Recreation Manager

Date

Print Name: _____

Public Works Director

Date

City of St. Helens

Job Title: PARKS FIELD SUPERVISOR
Department: Public Works
FLSA Status: Exempt
Union: No
Date Revised: April 9, 2007

Job Summary

Oversees and participates in the maintenance of City parks facilities, open spaces, and associated buildings and grounds. Provides field supervision over assigned maintenance workers. Provides assistance to the Public Works Supervisor as required.

Supervision Received

Works under the direct supervision of the Public Works Supervisor who outlines general goals and objectives, confers on policy matters and evaluates performance and effectiveness.

Supervision Exercised

Provides daily field (job site) supervision of parks maintenance crews to ensure that work assignments are completed and proper safety procedures are followed. Supervises community service and temporary employees as required and assigned.

Essential Duties and Responsibilities include the following, but are not limited to:

- Assists Public Works Supervisor in planning, scheduling and implementing construction activity and maintenance work in City parks facilities, open spaces and associated building and grounds.
- Maintains records of work activities and assists Public Works Supervisor in budgeting, record keeping and reporting administration.
- Oversees and supervises construction and maintenance activities and ensures adherence to acceptable standards and requirements.
- Ensures safety of all assigned personnel and assists or provides training to assigned crew members and community service or volunteer workers.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and the Public Works Supervisor.
- Operates the City's maintenance barge for various assignments to Sand Island facility.
- Responsible for ensuring that the various City parks, open spaces, and buildings and grounds are properly maintained by participating in and supervising personnel in the following:
 - Mowing turf areas and athletic fields;
 - Removing weeds and clearing brush;
 - Planting lawns, trees, shrubs, and flowers;

- Applying fertilizers and herbicides;
- Trimming and removing trees;
- Cleaning, repairing and maintaining restroom facilities;
- Collecting and disposing of solid waste and litter;
- Installing, repairing and operating sprinkler systems;
- Cleaning and maintaining tennis courts and nets;
- Installing goalposts, nets and other athletic facility equipment and preparing athletic fields for events;
- Setting up and taking down equipment for park and recreation events;
- Sweeping, washing, painting, and repairing park tables and slabs;
- Operating trucks, tractors, mowers, turf care equipment, chippers, chainsaws, steam cleaners, buffers, washers, and other power equipment; and
- Painting, plumbing, carpentry, and other semiskilled trades work tasks

Assists in the construction of new and expanded City parks facilities, including clearing, grading, drainage, and foundation work.

Other duties as required.

Peripheral Duties

- If appointed by City Council, perform the duties of McCormick Park Caretaker pursuant to a Caretaker Agreement.
- Serves on various employee or other committees as assigned.

Attendance at Parks Commission meetings as requested.

Desired Minimum Qualifications

Education and Experience:

- (a) Graduation from high school or GED equivalent; and
- (b) Four years experience in repair and maintenance work, or
- (c) Any equivalent combination of relevant education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Working knowledge of equipment, materials, supplies, methods, and procedures used in building and parks maintenance, construction and repair activities;
- (b) Skill in the operation of listed tools and equipment;
- (c) Ability to perform and complete daily scheduled activities; ability to lift heavy objects perform heavy manual tasks, and walk and stand for long periods, at times under adverse field conditions; ability to work safely; ability to communicate effectively both orally and in writing; ability to understand, follow, and carry out written and oral instructions; and ability to establish and maintain effective working relationships with employees, supervisors, other departments, and the public.

Special Requirements

- Valid Oregon Driver's License;
- Commercial Driver's License (CDL) Endorsement or ability to obtain one; and
- First Aid and CPR Certificate

Desired Qualification

Herbicide applicator's license

Tools and Equipment Used

Pickup truck; lawn and landscaping equipment including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; common hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

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 reach with hands and arms. The employee is frequently required to stand, walk, and use hands to finger, handle, feel, or operate objects and tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 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.

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 regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Parks Field Supervisor job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Parks Field Supervisor



DEPARTMENT: Public Works
DIVISION: Parks and Recreation
SUPERVISOR: Parks and Recreation Manager
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Oversees and participates in the maintenance of City parks facilities, open spaces, and associated buildings and grounds. Provides field supervision over assigned parks maintenance workers. Provides assistance to the Public Works Supervisor as required.

SUPERVISION RECEIVED

Works under the direct supervision of the Parks and Recreation Manager who outlines general goals and objectives, confers on policy matters and evaluates performance and effectiveness.

SUPERVISION EXERCISED

Provides daily field (job site) supervision of parks maintenance crews to ensure that work assignments are completed and proper safety procedures are followed. Supervises community service and temporary employees as required and assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Assists Parks and Recreation Manager in planning, scheduling, and implementing construction activity and maintenance work in over 160 acres of City parks facilities, open spaces and associated buildings and grounds.
- Maintains records of work activities and assists Parks and Recreation Manager in budgeting, record keeping and reporting administration.
- Oversees and supervises construction and maintenance activities and ensures adherence to acceptable standards and requirements.
- Ensures safety of all assigned personnel and assists or provides training to assigned crew members and community service or volunteer workers.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and the Public Works Supervisor.
- Operates the City's maintenance barge for various assignments to Sand Island facility.
- Responsible for ensuring that the various City parks, open spaces, and buildings and grounds are properly maintained by participating in and supervising personnel in the following:
 - Mowing turf areas and athletic fields;
 - Removing weeds and clearing brush;
 - Planting lawns, trees, shrubs, and flowers;

- Applying fertilizers and herbicides;
 - Trimming and removing trees;
 - Cleaning, repairing and maintaining restroom facilities;
 - Collecting and disposing of solid waste and litter;
 - Installing, repairing and operating sprinkler systems;
 - Cleaning and maintaining tennis courts and nets;
 - Installing goalposts, nets and other athletic facility equipment and preparing athletic fields for events;
 - Setting up and taking down equipment for park and recreation events;
 - Sweeping, washing, painting, and repairing park tables and slabs;
 - Operating trucks, tractors, mowers, turf care equipment, chippers, chainsaws, steam cleaners, buffers, washers, and other power equipment; and
 - Painting, plumbing, carpentry, and other semiskilled trades work tasks
 - Assists in the construction of new and expanded City parks facilities, including clearing, grading, drainage, and foundation work.
 - Other duties as required.
- PERIPHERAL DUTIES Serves on various employee or other committees as assigned.
 - Attendance at Parks and Trails Commission meetings as requested.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school or GED equivalent; and
- b. Four years experience in repair and maintenance work, or
- c. Any equivalent combination of relevant education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Working knowledge of equipment, materials, supplies, methods, and procedures used in building and parks maintenance, construction and repair activities;
- b. Skill in the operation of listed tools and equipment;
- c. Ability to perform and complete daily scheduled activities; ability to lift heavy objects perform heavy manual tasks, and walk and stand for long periods, at times under adverse field conditions; ability to work safely; ability to communicate effectively both orally and in writing; ability to understand, follow, and carry out written and oral instructions; and ability to establish and maintain effective working relationships with employees, supervisors, other departments, and the public.

SPECIAL REQUIREMENTS

- Valid state driver's license;
- Commercial Driver's License (CDL) Endorsement or ability to obtain one; and
- First Aid and CPR Certificate.

DESIRED QUALICATIONS

- Herbicide applicator's license.

TOOLS AND EQUIPMENT USED

Pickup truck; lawn and landscaping equipment including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; common hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

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 reach with hands and arms. The employee is frequently required to stand, walk, and use hands to finger, handle, feel, or operate objects and tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 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.

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 regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Parks Field Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Parks Field Supervisor

Date

Print Name: _____

Parks and Recreation Manager

Date

City of St. Helens

Job Title: POLICE CHIEF
Department: Police
FLSA Status: Exempt
Union: No
Date Revised: April 2, 2007

GENERAL PURPOSE

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Council and the Police Commissioner.

SUPERVISION EXERCISED

Exercises supervision over all police department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, supervises and evaluates police department operations.
- Develops policies and procedures for the Department in order to implement directives from the City Council or Police Commissioner.
- Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Assures that personnel are assign to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
- Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- Trains and develops Department personnel.
- Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the City Council regarding the Department's activities, and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

- Attends conferences and meetings to keep abreast of current trends in the field; represents the Police Department in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained

PERIPHERAL DUTIES

- May assume direction of major crime scenes, or other major incidents.
- Performs the duties of subordinate personnel as needed.
- Analyzes and recommends improvements to equipment and facilities, as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, and
- b. Seven years of experience in police work, three years of which must have been equivalent to police sergeant or higher, and
- c. Completion of the basic law enforcement training academy or equivalent, or
- d. An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- a. Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- b. Skill in the use of the tools and equipment listed below.
- c. Ability to train and supervise subordinate personnel.
- d. Ability to perform work requiring good physical condition.
- e. Ability to communicate effectively, both orally and in writing
- f. Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- g. Ability to exercise sound judgment in evaluating situations and in making decisions.
- h. Ability to give verbal and written instructions.
- i. Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- b. Ability to meet physical standards as established by the City Council.
- c. Executive level law enforcement training certification issued by the Oregon Board on Police Standards and Training, or equivalent certification issued by another state.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, side handle and/or extendable baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing software.

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to wear a "duty belt" around the waist, weighing up to twenty pounds for periods as long as ten hours a day, and a protective vest weighing as much as eight pounds for periods as long as ten hours a day.

The employee must occasionally lift and/or move more than 150 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.

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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Police Chief job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Police Chief

DEPARTMENT: Police
DIVISION: N/A
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the activities of the Police Department.

SUPERVISION RECEIVED

Works under the general guidance of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over all Police Department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Develops policies and procedures for the Department in order to implement directives from the City Council.
- Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the City Council regarding the Department's activities, and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Police Department in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.

- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Assumes full management responsibility for all Police Department programs, services, and activities including field operations, criminal investigations, code enforcement, community programs, communications, and records management and reporting.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within city policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and city needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine city needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.
- Represents the department to other city departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Administrator.

PERIPHERAL DUTIES

- May assume direction of major crime scenes, or other major incidents.
- Performs the duties of subordinate personnel as needed.
- Analyzes and recommends improvements to equipment and facilities, as needed.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration, or a closely related field, and
- b. Seven years of experience in police work, three years of which must have been equivalent to police sergeant or higher, and
- c. Completion of the basic law enforcement training academy or equivalent, or
- d. An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- b. Provide administrative and professional leadership for the department.
- c. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- d. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- e. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.
- f. Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- g. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- h. Effectively administer programs and projects with contractual agreements and ensure compliance with contractual obligations.
- i. Effectively represent the city and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- j. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- k. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- l. Direct the establishment of filing, record keeping, and tracking systems.
- m. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- n. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- o. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- p. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- q. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid state driver's License without record of suspension or revocation in any state.
- b. Ability to meet physical standards as established by the City Council.
- c. Executive level law enforcement training certification issued by the Oregon Board on Police Standards and Training, or equivalent certification issued by another state.

TOOLS AND EQUIPMENT USED

Police issued weapons and equipment as required.

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to wear a "duty belt" around the waist, weighing up to twenty pounds for periods as long as ten hours a day, and a protective vest weighing as much as eight pounds for periods as long as ten hours a day.

The employee must occasionally lift and/or move more than 150 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.

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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Police Chief** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Police Chief

Date

Print Name: _____

City Administrator

Date

City of St. Helens

Job Title: POLICE LIEUTENANT
Department: Police
FLSA Status: Exempt
Union: No
Date Revised: April 2, 2007

GENERAL PURPOSE

Performs a variety of routine and complex public safety work in the administration of the Police Department. Operations officer for the Police Department, who's duties encompass, but are not limited to, supervises police patrol, investigation, traffic regulation, and related law enforcement activities. Performs duties of the Day Shift Commander.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

Exercises general supervision over police sergeants, detectives, and subordinate officers and support staff. This position is second in command of the Police Department, subordinate only to the Chief of Police, and has authority to administer discipline, both time-loss and non-time-loss, in compliance with the City's personnel Policies and any Collective Bargaining Agreement in effect.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises police sergeant, detectives, police officers and support staff in their assigned duties.
- Participate in and oversee the investigation of complaints of wrongdoing, from any source, made against Police Officers and other assigned staff and any corrective action resulting from those complaints
- Oversees and may personally participate in investigating criminal law violations occurring within the jurisdiction of the Police Department; obtaining evidences and compiling information regarding these crimes; preparing cases for filing of charges; testifying in court; and related activities.
- Supervises the scheduling and coordination of shift changes.
- Functions as the department training officer with the delegation of appropriate training functions, as deemed necessary.
- Reviews a variety of police related reports prepared by subordinate officers or others.
- Evaluates officers' arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
- Makes day-to-day police assignments as required by the needs of the department.
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.
- Determines how to deploy personnel during emergency responses.

- Maintains contact with police supervisory personnel to coordinate investigation activities; provide mutual assistance during emergency situations; and provide general information about Police Department activities.
- Maintains contact with general public, court officials, and other City officials in the performance of police activities.
- Conducts periodic performance evaluations and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters.
- Maintains normal availability by radio or telephone for consultation on major emergencies or procedural questions.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances and Police Department policies.
- Oversees and assists, as needed, Police Department responses to emergency radio calls; in the patrol of City streets, parks, commercial and residential areas to preserve the peace and enforce the law; control vehicular traffic; prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations; takes appropriate law enforcement action, and to otherwise serve and protect.
- Prepares a variety of reports and records.
- Reviews, evaluates and develops programs, policies and procedures for various departmental operations.
- Assists in the preparation and administration of the department budget.

PERIPHERAL DUTIES

- Interviews suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders and prepares cases for giving testimony and testifies in court proceedings.
- Coordinates and supervises the training, assignment, development of subordinate police officers.
- Coordinates activities with supervisors of other City departments; exchanges information with officers in other law enforcement agencies; and obtains advice from the City Attorney, Court Administrator, and Municipal and State Prosecutor's Office regarding cases, policies and procedures.
- Decides case priorities and determines when to take over an investigation. Analyzes and recommends improvements to equipment and facilities, as needed.
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Monitors and observes patrol or investigative activities to ensure that conduct and performance conforms to Police Department standards.
- Schedules and conducts meetings.
- Maintains departmental equipment, supplies and facilities.
- Maintains liaison with community groups.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. High school diploma or equivalent supplemented by a minimum of eighty term hours or a two-year degree from an accredited college, or vocational school training in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and
- b. Completion of the basic law enforcement training academy or equivalent; and
- c. Minimum of seven years work experience as a fully commissioned police officer, three of which shall have been in a supervisory position; or
- d. An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- a. Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and Police Department rules and regulations; extensive knowledge of City's geography.
- b. Skill in the operation of the tools and equipment listed below
- c. Ability to train and supervise subordinate personnel.
- d. Ability to perform work requiring good physical condition.
- e. Ability to communicate effectively orally and in writing.
- f. Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- g. Ability to exercise sound judgment in evaluating situations and in making decisions.
- h. Ability to follow and give verbal and written instructions.
- i. Ability to meet the special requirements listed below

SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state, and
- b. Ability to meet Police Department's physical standards, and
- c. Must within two years from date of appointment, obtain a management level certification issued by the Oregon Department of Public Safety Standards and Training.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, side handle and/or extendable baton, handcuffs, intoxilyzer, pager, first aid equipment, personal computer including word processing software.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to wear a "duty belt" around the waist weighing up to twenty pounds for periods as long as ten hours a day, and a protective vest weighing as much as eight pounds for periods as long as ten hours a day.

The employee must occasionally lift and/or move more than 150 pounds, and on occasion may be required to engage in physical altercations with persons subject to arrest who resist.

Specific vision abilities required by this job include close vision, distance vision, color 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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Police Lieutenant job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Police Lieutenant

DEPARTMENT: Police
DIVISION: N/A
SUPERVISOR: Police Chief
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of routine and complex public safety work in the administration of the Police Department. Operations officer for the Police Department, who's duties encompass, but are not limited to, supervises police patrol, investigation, traffic regulation, and related law enforcement activities. Performs duties of the Day Shift Commander.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

Exercises general supervision over police sergeants, detectives, and subordinate officers, and support staff. This position is second in command of the Police Department, subordinate only to the Chief of Police, and has authority to administer discipline, both time-loss and non-time-loss, in compliance with the City's personnel Policies and any Collective Bargaining Agreement in effect.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Plans, organizes, assigns, review, and supervises the daily functions, operations, and activities of the Police Department, including field operations, criminal investigations, code enforcement, community programs, communications, and records management and reporting.
- Manages internal investigation processes in accordance with policies and procedures.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Supervises the work of sworn and non-sworn staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Responds to emergency and non-emergency situations as needed; supervises investigations; performs the full range of patrol, investigative, and related law enforcement duties of an officer and assumes a command role as appropriate; oversees and coordinates cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.

- Oversees and commands the Special Investigative Unit, responsible for selection of members, training, and equipment for unit, assumes a command role as appropriate; oversees and coordinates cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of assigned programs, projects, operations, and services; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Plans, coordinates, and implements training programs for department staff; assists with development of individual training plans and makes recommendations for training; ensures staff complies with DPSST mandatory training requirements.
- Provides staff assistance to the Police Chief; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Determines how to deploy personnel during emergency responses.
- Maintains contact with police supervisory personnel to coordinate investigation activities; provide mutual assistance during emergency situations; and provide general information about Police Department activities.
- Serves as a liaison for assigned functions with other city departments, outside agencies, and the public; serves on various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in law enforcement; monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Coordinates and supervises the training, assignment, development of subordinates, to include documenting periodic performance evaluation for assigned personnel. Coaches, mentors, and develops employees to maximize performance and encourage development. Includes creating and maintaining performance plans to ensure proper development and succession.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances and Police Department policies.
- Oversees and assists, as needed, Police Department responses to emergency radio calls; in the patrol of City streets, parks, commercial and residential areas to preserve the peace and enforce the law; control vehicular traffic; prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations; takes appropriate law enforcement action, and to otherwise serve and protect.
- Manages department facilities and equipment maintenance, including planning, prioritizing, and scheduling capital improvement and maintenance projects in coordination with management; reviews plan, and specifications and recommends changes as appropriate to

meet operational needs; oversees the work of contractors to ensure compliance with city standards.

- Acts as the department's public information officer, as needed, maintaining positive relations with the media and public.
- Reviews, evaluates, and develops programs, policies, and procedures for various departmental operations.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Performs related duties as assigned.

PERIPHERAL DUTIES

- Interviews suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders and prepares cases for giving testimony and testifies in court proceedings.
- Coordinates activities with supervisors of other City departments; exchanges information with officers in other law enforcement agencies; and obtains advice from the City Attorney, Court Administrator, and Municipal and State Prosecutor's Office regarding cases, policies, and procedures.
- Decides case priorities and determines when to take over an investigation. Analyzes and recommends improvements to equipment and facilities, as needed.
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Monitors and observes patrol or investigative activities to ensure that conduct and performance conforms to Police Department standards.
- Schedules and conducts meetings.
- Maintains departmental equipment, supplies and facilities.
- Maintains liaison with community groups.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- High school diploma or equivalent supplemented by a minimum of eighty term hours or a two-year degree from an accredited college, or vocational school training in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and
- Completion of the basic law enforcement training academy or equivalent; and
- Minimum of seven years work experience as a fully commissioned police officer, three of which shall have been in a supervisory position; or

- An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct law enforcement programs and activities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solution.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Research and summarize information; prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Effectively represent the department and the city in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state, and
- Ability to meet Police Department's physical standards, and
- Must within two years from date of appointment, obtain a management level certification issued by the Oregon Department of Public Safety Standards and Training.

TOOLS AND EQUIPMENT USED

Police issued weapons and equipment as required.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to wear a "duty belt" around the waist weighing up to twenty pounds for periods as long as ten hours a day, and a protective vest weighing as much as eight pounds for periods as long as ten hours a day.

The employee must occasionally lift and/or move more than 150 pounds, and on occasion may be required to engage in physical altercations with persons subject to arrest who resist.

Specific vision abilities required by this job include close vision, distance vision, color 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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Police Lieutenant** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Police Lieutenant

Date

Print Name: _____

Police Chief

Date

City of St. Helens

Job Title: POLICE SERGEANT
Department: Police
FLSA Status: Non-Exempt
Union: No
Date Revised: October 7, 2020

GENERAL PURPOSE

Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities. Functions as a Shift Commander, supervisor of specialty team or detail (ie, CENT or detectives), supervises personnel of lesser rank and a member of the management team responsible for the administration of the Police Department.

SUPERVISION RECEIVED

Works under the general supervision of a Police Lieutenant or during the absence of the Lieutenant, the Police Chief.

SUPERVISION EXERCISED

Exercises general supervision over police officers and other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises police officers and other staff in their duties. Makes decisions and directs department activities as a part of management.
- Responsible to ensure the safety of subordinates.
- Conducts or participates in the investigation of complaints made by citizens against Police Officers or other staff and any resulting corrective action, including relieving employee from duty with or without pay.
- Conducts or participates in the hiring process, including oversight of oral board interviews in the absence of the Lieutenant, both for new hires and for promotional interviews.
- Supervises the scheduling and coordinating of shift changes.
- Reviews a variety of police related reports prepared by subordinate officers or others and ensure completion of subordinate's work.
- Continuously monitors the quality and quantity of work performed of subordinates, including evaluating officers arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
- Makes day-to-day police assignments as required by the needs of the service, including the granting of time off and the granting of permission to work overtime.
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.
- Advises other supervisors on deployment of personnel during emergency responses.
- Maintains contact with all police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about department activities.

- Maintains contact with general public, court officials, and other City officials in the monitoring of performance of police activities, as assigned.
- Conducts periodic performance evaluation and planning sessions for assigned personnel, including identifying employee strengths and weaknesses and making plans with the employee to maximize capabilities and to deal with performance issues, either positive or negative. Includes creating and maintaining appropriate records.
- Counsels assigned personnel on job performance and disciplinary matters.
- Participates in special assignments, as assigned.
- Personally participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Works a uniformed shift in the performance of security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Maintains normal availability by radio, pager, or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County, and City laws/ordinances, and Department policies.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victims, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and prepares semiannual evaluations of members of the department under his/her supervision.
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Coordinates and supervises the training, assignment, development of subordinate police officers, including the observation and evaluation of probationary employees resulting in recommendations to retain or release the employee.
- Coordinates activities with other Shift Commanders, other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.
- Participate in grievances, grievance arbitrations or other management/labor activities as a representative of management.
- Supervises Criminal Detective(s) and participates in criminal investigations, when appropriate.

- Supervises the Columbia Enforcement Narcotics Team (CENT) while that countywide team is managed by SHPD, including the Raid Entry Team.
- Supervises the Meth Lab Response Team while that countywide team is managed by SHPD.
- Supervises the Critical Incident Response Team (CIRT) as both Tactical Commander and as Ground Team Commander, including exercising supervision over assigned members from other police, fire, or dispatch agencies.

PERIPHERAL DUTIES

- Analyzes and recommends improvements to equipment and facilities, as needed.
- Reviews, evaluates, and develops programs, policies and procedures for various departmental operations.
- Schedules and conducts meetings.
- Maintains departmental equipment, supplies and facilities.
- Maintains liaison with community groups.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. High school diploma or equivalent; and
- b. Completion of the State Basic Training Academy ; and
- c. Minimum of five years work experience as a fully commissioned police officer; and
- d. At the time of appointment possess an Advance Certification issued by the Oregon Board on Police Standards and Training.
- e. *Preferred* to hold the rank of Corporal.

Necessary Knowledge, Skills, and Abilities:

- a. Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- b. Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- c. Extensive knowledge of City's geography.
- d. Skill in the operation of the tools and equipment listed below.
- e. Ability to train and supervise subordinate personnel.
- f. Ability to perform work requiring good physical condition.
- g. Ability to communicate effectively orally and in writing.
- h. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the general public.
- i. Ability to exercise sound judgment in evaluating situations and in making decisions.
- j. Ability to follow and give verbal and written instructions.
- k. Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- b. Ability to meet Department's physical standards.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, side handle, or extendable baton, handcuffs, breathalyzer, pager, first aid equipment.

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; smell/taste; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; on occasion may be required to become involved in physical altercations to take, and or maintain control of suspects, or prisoners. The employee will be required to wear a duty belt weighing in excess of twenty pounds for extended periods of time.

The employee must occasionally lift and/or move items or persons weighing in excess of 150 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.

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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Police Sergeant** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____



Police Sergeant

DEPARTMENT: Police
DIVISION: N/A
SUPERVISOR: Police Lieutenant
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities. Functions as a Shift Commander, supervisor of specialty team or detail (i.e., CENT or detectives), supervises personnel of lesser rank and a member of the management team responsible for the administration of the Police Department.

SUPERVISION RECEIVED

Works under the general supervision of a Police Lieutenant or during the absence of the Lieutenant, the Police Chief.

SUPERVISION EXERCISED

Exercises general supervision over police officers and other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Plans, organizes, assigns, supervises, and reviews the work of sworn staff on an assigned shift; conducts shift briefings; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Responsible to ensure the safety of the public and police personnel.
- Monitors activities of assigned shift; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Identifies procurement needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Participates and coordinates cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.
- Conducts or participates in the hiring process, as needed, including oversight of oral board interviews, both for new hires and for promotional interviews.

- Coordinates and leads daily shift briefings to discuss crime trends, local crime hot spots and public safety issues that impact our community. Develops daily proactive policing plans to combat crime in our community and deploys resources in accordance with the plans.
- Assists with development of individual training plans and makes recommendations for training; ensures staff complies with DPSST mandated training requirements.
- Reviews police related reports prepared by subordinate officers or others and ensure completion and quality of subordinate's work.
- Monitors overtime expenditures and proper staffing levels to ensure fiscal responsibility and compliance with mandated staffing levels.
- Makes appropriate notifications, as needed, during critical or high-profile events.
- Responds to incidents, crime scenes, accidents, or emergencies and serves as Incident Commander of police activities, including supervising and participating in any or all crime scene processes, diffusing situations, enforcing laws, codes, and ordinances, providing technical advice and direction, and requesting additional resources as necessary.
- Conducts periodic performance evaluation and planning sessions for assigned personnel, including identifying employee strengths and weaknesses and making plans with the employee to maximize capabilities and to deal with performance issues, either positive or negative. Includes creating and maintaining appropriate records.
- Coordinates and supervises the training, assignment, development of subordinate police officers, to include documenting periodic performance evaluation for assigned personnel. Coaches, mentors, and develops employees to maximize performance and encourage development. Includes creating and maintaining performance plans to ensure proper development and succession.
- Participates in special assignments, as assigned.
- Supervises the preparation and dissemination a variety of police records and reports prepared by subordinate officers; supervises preparation of court cases; testifies in court as needed.
- Maintains availability by radio or telephone for consultation on major emergencies or precedent.
- Maintains files, databases, and records related to daily activities and operations.
- Carries out duties in conformance with Federal, State, County, and City laws/ordinances, and Department policies.
- Patrols the city to secure life and property, observes situations, reports suspicious behavior, criminal activity, or hazardous conditions, and deters crime by providing high visibility. Responds to emergency radio calls as needed and takes appropriate law enforcement and supervisory action.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Prepares a variety of written reports, memoranda, and correspondence, and prepares semiannual evaluations of members of the department under his/her supervision.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in law enforcement; monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Coordinates assigned services and operations with those of other departments and outside agencies.
- Participate in grievances, grievance arbitrations, or other management/labor activities as a representative of management.
- Supervises Criminal Detective(s) and participates in criminal investigations, as needed.
- Performs other duties as assigned.

PERIPHERAL DUTIES

- Analyzes and recommends improvements to equipment and facilities, as needed.
- Reviews, evaluates, and develops programs, policies, and procedures for various departmental operations.
- Schedules and conducts meetings.
- Maintains departmental equipment, supplies and facilities.
- Maintains liaison with community groups.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. High school diploma or equivalent; and
- b. Completion of the State Basic Training Academy ; and
- c. Minimum of five years work experience as a fully commissioned police officer; and
- d. At the time of appointment posses an Advance Certification issued by the Oregon Board on Police Standards and Training.
- e. Preferred to hold the rank of Corporal.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- b. Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- c. Basic principles and practices of budget administration and monitoring.
- d. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- e. Functions and services of a full-service municipal police department.
- f. Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- g. Rules of evidence regarding search and seizure and the preservation of evidence.
- h. Investigation and identification techniques and equipment.

- i. Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- j. Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- k. Principles and procedures of record keeping.
- l. Techniques for effectively representing the city in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- m. Methods and techniques of preparing reports and general business correspondence.
- n. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and city staff.
- o. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- p. Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- q. Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- r. Supervise law enforcement programs and activities on assigned shift.
- s. Perform the full scope of police officer duties.
- t. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- u. Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solution.
- v. Prepare clear and concise reports, correspondence, procedures, and other written materials.
- w. Maintain accurate records and files of work performed.
- x. Effectively represent the department and the city in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- y. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- z. Use tact, initiative, prudence, and independent judgment within general policy and procedural and legal guidelines.
- aa. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- bb. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- cc. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- b. Ability to meet Department's physical standards.

TOOLS AND EQUIPMENT USED

Police issued weapons and equipment as required.

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; smell/taste; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; on occasion may be required to become involved in physical altercations to take, and or maintain control of suspects, or prisoners. The employee will be required to wear a duty belt weighing in excess of twenty pounds for extended periods of time.

The employee must occasionally lift and/or move items or persons weighing in excess of 150 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.

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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Police Sergeant** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Police Sergeant

Date

Print Name: _____

Police Lieutenant

Date

City of St. Helens

Job Title: PUBLIC WORKS DIRECTOR
Department: Public Works
FLSA Status: Exempt
Union: No
Date Revised: February 19, 2020

GENERAL PURPOSE

Performs complex supervisory, administrative, and professional work as manager of the City Engineering, Public Works, Fleet, Parks, Water Filtration, and Wastewater Treatment Divisions. Oversees development, review, and management of engineering projects, ensuring technical competence and compliance with applicable codes and criteria.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator and Councilor liaison assigned by the Mayor. Coordinates activities with the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to the Engineering Supervisor, Wastewater Treatment Plant Superintendent, Parks Supervisor, and Public Works Supervisor.

ESSENTIAL DUTIES AND RESPOSIBILITIES include the following, but are not limited to:

- Supervises the divisions of; City Engineering, Public Works, Fleet, Parks, Water, and Wastewater Treatment, through the supervisor of each Division and their subsequent supporting staff, either directly or through subordinates.
- Reviews work procedures, coordinates work schedules, and expedites work as necessary.
- Prepares and documents budget requests; administers adopted budget in assigned areas of responsibility.
- Standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Adjusts errors, complaints, and grievances.
- Prepares composite reports from individual reports of subordinates.
- Develops and transmits written and oral instructions, as needed, to maintain effective working relationships with the public and City employees. Promotes harmony among City work groups.
- Coordinates departmental reviews of private project development proposals and plans for compliance with codes, regulations and standards, adequacy of permits, and compliance with approved plans.
- Coordinates the preparation of public improvement engineering plans and specifications, coordinates all required bid solicitations and reviews all construction bids. Makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

- Oversees public works projects to ensure contractor compliance with time and budget parameters.
- Oversees preparation and maintenance of the sanitary sewer, water, storm drainage, and street system maps, GIS systems, data bases, infrastructure management systems, and comprehensive plans.
- Responds to public or other inquiries relative to procedures on specific projects and other information.
- Coordinates and assists in the evaluation and preparation of studies and reports on impacts of public improvement proposals, development proposals, permits, rezoning, comprehensive plan amendments, plats, etc on public infrastructure.
- Attends City Council meetings and other meetings as assigned.
- Coordinate or write agenda, reviews minutes, and prepares status reports for various Boards and Commissions of the City.
- Responds or coordinates the response to inquiries relative to parks, streets, traffic, parking, utilities, and/or storm drainage.

PERIPHERAL DUTIES

- Assists in the training of other City personnel.
- Coordinate events and special use permits for city parks.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Undergraduate degree in civil engineering, public administration or business from an accredited four-year college or university. PE or advanced degree preferred.
- (B) Minimum of five years' experience in public works related positions with at least three to five years in supervisory positions.
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) General knowledge of civil engineering, principles, practices, and methods as applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations affecting department activities.
- (B) Preparing and analyzing cost estimates on complex projects; skill in operating the listed tools and equipment.
- (C) Ability to communicate effectively, orally, and in writing with employees, consultants, other governmental agency representatives, City officials, and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- (A) Valid Oregon State Driver's License or ability to obtain prior to employment.
- (B) Must be physically capable of moving about on construction work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; GIS; motor vehicle; phone.

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.

Work performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and smell.

The employee must occasionally lift and/or move up to 25 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.

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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

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

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Public Works Director** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

Public Works Director



DEPARTMENT: Public Works
DIVISION: N/A
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

The Public Works Director is a highly responsible executive level position and a key contributor to the City’s leadership team. The Public Works Director performs complex managerial and professional work in planning, organizing, directing, and overseeing the operations of the City of St. Helens Public Works Department to maintain the quality and safety of the City’s infrastructure and deliver associated programs and services reliably, efficiently, and cost effectively. The director provides leadership and strategic direction to the department, coordinates activities with other departments and outside agencies.

The Public Works Department is organized into five primary divisions: Engineering, Public Works Operations, Wastewater Treatment Plant, Water Filtration Facility, and Parks and Recreation. Programs and services include water, wastewater, drainage, and solid waste utilities; streets, traffic engineering, and pavement management; engineering, construction management and survey services for public and private transportation and utility infrastructure projects within the City and for utilities within the City’s utility service area; grounds, parks, and sensitive lands maintenance; fleet, facilities, and Water Resources.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator and Councilor liaison assigned by the Mayor. Coordinates activities with the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to all department personnel including the City Engineer, Wastewater Treatment Plant Supervisor, Water Filtration Supervisor, Parks and Recreation Manager, and Public Works Supervisor.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Assume full management responsibility for all public works department services and activities including engineering, water, wastewater, drainage and solid waste utilities; streets, traffic engineering, and pavement management; construction management for public and private transportation and utility infrastructure projects within the City.

- Manage the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Prepares and documents budget requests; administers adopted budget in assigned areas of responsibility.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Serves as a member of Management Leadership Team and participates on committees and task forces in citywide policy and management issues and other strategic initiatives.
- Develops and transmits written and oral instructions, as needed, to maintain effective working relationships with the public and City employees. Promotes harmony among City work groups.
- Coordinates departmental reviews of private project development proposals and plans for compliance with codes, regulations and standards, adequacy of permits, and compliance with approved plans.
- Consult and provide support to Human Resources during labor negotiations; ensure compliance of union contracts when determining and administering personnel actions.
- Coordinates the preparation of public improvement engineering plans and specifications, coordinates all required bid solicitations, and reviews all construction bids. Makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Oversees public works projects to ensure contractor compliance with time and budget parameters.
- Oversees preparation and maintenance of the sanitary sewer, water, storm drainage, and street system maps, GIS systems, data bases, infrastructure management systems, and comprehensive plans.
- Responds to public or other inquiries relative to procedures on specific projects and other information.
- Coordinates and assists in the evaluation and preparation of studies and reports on impacts of public improvement proposals, development proposals, permits, rezoning, comprehensive plan amendments, plats, etc on public infrastructure.
- Attends City Council meetings and other meetings as assigned.
- Coordinate or write agenda, reviews minutes, and prepares status reports for various Boards and Commissions of the City.
- Responds or coordinates the response to inquiries relative to parks, streets, traffic, parking, utilities, and/or storm drainage.
- Coordinate department activities related to or impacting service areas of other departments and outside agencies, schools, and organizations.
- Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the public, and media representatives.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Undergraduate degree in civil engineering, public administration, or business from an accredited four-year university. Master's degree preferred.
- b. Eight (8) years of broad and extensive experience in public works related positions with at least five (5) years in management role.
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. General knowledge of civil engineering, principles, practices, and methods as applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations affecting department activities.
- b. Preparing and analyzing cost estimates on complex projects; skill in operating the listed tools and equipment.
- c. Ability to communicate effectively, orally, and in writing with employees, consultants, other governmental agency representatives, City officials, and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- a. Valid state driver's license or ability to obtain prior to employment.
- b. Must be physically capable of moving about on construction work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided- design software; standard drafting tools; GIS; motor vehicle; phone.

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.

Work performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and smell.

The employee must occasionally lift and/or move up to 25 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.

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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

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

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Public Works Director** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Print Name: _____

City Administrator

Date

City of St. Helens

Job Title: PUBLIC WORKS SUPERVISOR
Department: Public Works
FLSA Status: Exempt
Union: No
Date Revised: April 6, 2007

GENERAL PURPOSE

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Engineering Manager.

SUPERVISION EXERCISED

Exercises close supervision over assigned maintenance workers and equipment operators of Public Works and Parks departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following, but not limited to

- Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality water, sewer, street and drainage service for the City; oversees construction and maintenance work to determine acceptability and conformance to standards.
- Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of Parks, water, sewer, street and storm drainage facilities.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, sewer collection, and storm drainage systems and other department facilities.
- Inspects and supervises the repair of chlorine machine, booster pumping stations, reservoir, meters, streets, drainage systems and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Over sees requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.
- Advises Public Works Manager, Parks Attorney, Engineer, and other City officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding street, water, sewer and drainage problems and services.
- Supervises, instructs and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.
- Ensures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from the store room.

- Supervises the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crews of such locations.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situations, determines if liability lies with the City or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.
- Supervises the contacting of residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Supervises the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and other City supervisors.
- Supervises the control and use of supplies and equipment used in the maintenance, construction and repair of water lines, sewer lines, street, drainage systems and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budget.
- Analyzes and projects the needs of the City for equipment, bridges, roads, sidewalk and materials for completion of the same.
- Provides operations guidance for construction of bridges, buildings, sidewalks, signs, sewer, drainpipe installations, culvert installation and road construction.
- Approves the purchases and signs off on bills of heavy equipment and requisitions all supplies and materials needed for effective department operation.
- Parks Commission Meetings.
- Supervise Maintenance of Marina facilities.
- Review reports done by the Parks supervisor – Use permits.
- Responsible for water treatment plant
- Responsible for joint maintenance facility
- Sign building permits and the signing off of bills at city hall

PERIPHERAL DUTIES

- Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.
- Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, and
- (b) Seven (7) years of experience relating to the construction, repair and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment, or
- (c) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems; thorough knowledge of pipe

installation, connection and repair; thorough knowledge of road construction and maintenance.

- (b) Skill in operation of the listed tools and equipment.
- (c) Ability to guide, direct and motivate employees; ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks and sewer cleaners; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

Valid state driver's license and CDL certification
Certification as a Water Distribution Operator II
Backflow Tester and Inspector Certification
Competent Person Certificate
First Aid and CPR Certificate
Water Treatment I license
Management Supervisor Certificate

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machines.
SCATA System

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 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.

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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally

exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Public Works Supervisor job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Public Works Supervisor



DEPARTMENT: Public Works
DIVISION: Operations
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises close supervision over assigned utility workers and equipment operators of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following, but not limited to:

- Plans, schedules, and implements construction, maintenance, and operation activities designed to provide quality water, sewer, street, and drainage service for the City; oversees construction and maintenance work to determine acceptability and conformance to standards.
- Instructs, supervises, and guides employees performing the duties of maintenance, construction and repair of water, sewer, street, and storm drainage facilities.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, sewer collection, and storm drainage systems and other department facilities.
- Inspects and supervises the repair of chlorine analyzer, booster pumping stations, reservoir, meters, streets, drainage systems, and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Oversees requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption, and reports.
- Advises Public Works Director in matters relating to department activities; provides information to various civic, school, and public groups and individuals regarding street, water, sewer and drainage problems and services.
- Supervises, instructs, and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.

- Ensures that all necessary materials, supplies, and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools, and supplies.
- Supervises the location of storm, water, and sewer lines from the appropriate sources prior to excavation and informs crews of such locations.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situations, determines if liability lies with the City or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.
- Supervises the contacting of residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Supervises the safety of assigned utility workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and other City supervisors.
- Supervises the control and use of supplies and equipment used in the maintenance, construction and repair of water lines, sewer lines, street, drainage systems and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budget.
- Analyzes and projects the needs of the City for equipment, bridges, roads, sidewalk, and materials for completion of the same.
- Provides operations guidance for construction of bridges, buildings, sidewalks, signs, sewer, drainpipe installations, culvert installation and road construction.
- Approves the purchases and signs off on bills of heavy equipment and requisitions all supplies and materials needed for effective department operation.
- Responsible for water treatment plant.
- Responsible for joint maintenance facility.
- Reviews and signs off on building permits.
- Direct Responsible Contact (DRC) for the water distribution system required by the Oregon Health Authority.
- Responsible for being in the on-call rotation and subject to being called in to work after normal work hours.
- Responsible for checking wells and the water treatment plant on non-working days.

PERIPHERAL DUTIES

- Operates a variety of power construction and maintenance equipment used in water, sewer, and streets.
- Serves on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school education or GED equivalent, and

- b. Seven (7) years of experience relating to the construction, repair, and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment, or
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Thorough knowledge of equipment, facilities, materials, methods, and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems; thorough knowledge of pipe installation, connection, and repair; thorough knowledge of road construction and maintenance.
- b. Skill in operation of the listed tools and equipment.
- c. Ability to guide, direct, and motivate employees; ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks, and sewer cleaners; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

- Valid state driver's license and CDL certification
- Certification as a Water Distribution Operator II
- Backflow Tester Certification
- Competent Person Certificate
- First Aid and CPR Certificate
- Management Supervisor Certificate
- Cross Connection Specialist Certification

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of leak detection devices, mobile radio, phone, SCADA System, personal computer including word processing and other software, copy and fax machines.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The

employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 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.

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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and equipment and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Public Works Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Public Works Supervisor

Date

Print Name: _____

Public Works Director

Date

City of St. Helens

Job Title: WATER FILTRATION FACILITY SUPERVISOR
Department: Public Works
FSLA Status: Exempt
Union: No
Date Created: June 5, 2013

GENERAL PURPOSE

Oversees, maintains and operates the drinking water treatment facility, the process and equipment which is controlled using a computerized SCADA system. In the daily operational activities of the Supervisor, apply their knowledge, experience and skills to make informed process control or system integrity decisions that directly impact the quality or quantity of drinking water that affect public health. Performs all regular and non-routine water filtration plant operations and maintenance, including lab and clerical work. Performs all activities necessary to maintain structures, equipment, and grounds. Trains and supervises work activities of employees with less skill and experience. Writes and maintains the standard operating procedures and protocols manual for the water filtration facility.

SUPERVISION RECEIVED

Works under the general direction of the Public Works Supervisor who outlines goals and objectives, confers on policy matters, and evaluates performance and effectiveness.

SUPERVISION EXERCISED

Provides general supervision to staff assigned to work on the operation and maintenance of the water filtration facility. When problems or alarms occur outside the normal operating conditions that require changes in the process control or operation, or require further troubleshooting than covered in the written standards and protocols, the Water Filtration Facility Supervisor with Direct Responsible Charge (DRC OAR 333-061-0020, pg 8, article 53), provides oral or written instructions and directions to the Public Works Supervisor, Water System/Filtration Operator(s), Public Works utility workers and personnel, with corrective actions and/or procedures to make the necessary adjustments or changes to the drinking water treatment process or equipment. In the absence of the Water Filtration Facility Supervisor, all possible effort must be made to contact Supervisor to notify them of the problem or situation to keep them updated and informed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not limited to:

- Plans, schedules, and implements maintenance and operation activities as they have to do with the operation of the Water Filtration Facility and the quality of water being produced.
- Operate and monitor a computerized control system (SCADA) to control the water treatment process, pumps, motors and chemical feeders.
- Respond to alarms and make necessary adjustments or changes within prescribed standards and protocols to the process to insure continued production and an uninterrupted supply of drinking water.

- Be able to perform all duties of a Water Treatment Operator and/or Water System Filtration Operator.
- Monitor and inspect all water plant operations and equipment and record and maintain data from control room spreadsheets, process meters, gauges and recording instruments. Report malfunctions and unusual trends to the Public Works Supervisor.
- Calibrate and maintain process monitoring instruments.
- Compile and complete all Federal, State and Local reports as required by law. Reports and recordkeeping will be performed in accordance with prescribed standards.
- Maintains records of work activities.
- Assists Public Works Supervisor in budget preparation, expenditure tracking, record keeping, and reporting.
- Supervises the control and use of supplies and equipment used in the maintenance and operation of the Water Filtration Facility.
- Monitors all plant operations and records data from control room meters, gauges, and recording chart readings. Reports malfunctions and unusual trends or conditions to supervisor.
- Adjusts apparatus controls, starts and stops pumps, adjusts valves, and operates electric switches and valve controls as necessary to maintain assigned process operations within prescribed standards.
- Collects raw water, in-process finished water, and effluent samples for in-house and outside analysis. Prepares samples for shipping to outside laboratory as required, following all specifications for strict chain-of-custody. Conducts laboratory tests, such as pH, chlorine, and turbidity, in accordance with established procedures. Maintains appropriate records.
- Performs all routine maintenance on equipment, such as lubrication, oil changes, and belt changes. Performs routine repair work, such as disassembly, repair, and installation of valves, switches, process instrumentation, motors, and related equipment.
- Performs plant and landscape maintenance duties within scope of ability. This includes: inspection, cleaning, and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; carpentry; plumbing; minor electrical repairs; mopping and waxing floors; cleaning windows; and mowing and trimming lawns.
- Performs all work in accordance with Federal, State, and Local laws, rules, and regulations and in compliance with all departmental safety policies and procedures. This includes using appropriate safety devices and equipment.
- Responds to public inquiries in a courteous manner. On occasion, conducts public tours of the plant. Maintains excellent relations with suppliers and vendors, engineers, regulatory agencies, and other people in the industry through oral and written communication.
- Conducts individual projects, such as projections, proposals, or facility research, along with ongoing operations duties.
- Performs clerical and administrative duties as necessary.
- Is subject to call out after normal working hours and to respond within one hour to emergency situations; may be required to direct the activities of others.

PERIPHERAL DUTIES

- May perform portions of the work of higher classified positions occasionally, as assigned.
- May perform duties of similar complexity in any City department as required or assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. High school Diploma or GED equivalent plus post high school education that is acceptable to the State of Oregon Department of Human Services (DHS), and
- B. Eight (8) years operating experience of which four years must have been involved in operational decision making directly relating to the operation of a drinking water treatment process or facility, and
- C. Training or experience in micro-fiber filtration facilities, technologies or processes, or
- D. Any equivalent combination of education and experience in a drinking water system or in a related field as allowed under DHS regulations.

Necessary Knowledge, Skills, and Abilities:

- A. Basic knowledge and ability to read equipment instruction and maintenance manuals, drawings, schematics, and blueprints.
- B. Good working knowledge of math and chemistry and the specific applications of these in the plant and laboratory.
- C. Knowledge of modern water treatment methods, theories and practices.
- D. Knowledge of safe drinking water regulations.
- E. Ability to make rapid and sound decisions in the event of extraordinary situations such as equipment malfunctions, rapid deterioration of raw water quality, or power outages, to ensure the quality of finished water and protect public health. Frequently required to exercise this judgment while unsupervised.
- F. Ability to give and follow oral and written instructions.
- G. Ability to learn to perform a variety of clerical functions, including typing correspondence, making legible and orderly entries in logs and work order reports, and maintaining files.
- H. Ability to supervise the work of others occasionally as required.
- I. Possess or have the ability to obtain CPR/First Aid Certification.

SPECIAL REQUIREMENTS

- Must possess and maintain Oregon certification as a *Water Treatment Plant Operator II* or higher.
- Must possess or have the ability to obtain a valid Oregon State driver's license.
- Water Distribution Operator II certification may be required.
- Must be able to apply basic knowledge of water treatment to the existing systems, equipment, and facilities.
- Must have a strong basic knowledge of mechanical, electrical, pneumatic, and hydraulic theory and application, and be able to use manuals and other resources to apply that knowledge in water treatment operations and other diverse requirements of the job.
- Must be trained in confined space procedures and use and containment of all hazardous chemicals used. Must be trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.

- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence. Must be able to learn to operate programmable logic controllers (PLC's) to monitor and maintain operations.
- Must be able to acquire Direct Responsible Charge (DRC), as defined in OAR 333-061-0020.

TOOLS AND EQUIPMENT USED

In addition to computer and all specialized plant equipment, operate forklift and pickup truck. To the extent of ability, use a variety of hand tools, such as saws, drills, wrenches, shovels, etc., and power tools, such as cutting torches, drill and bench presses, grinders, drills, and a variety of saws, including electric, chain, reciprocating, table, and jigsaw. Specialized equipment, such as crack welder and electrical test equipment may be used under close to limited supervision depending on the area where equipment is used and potential risk involved.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 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.

Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.

Ability to monitor radio messages while doing other work throughout shift.

Ability to wear all required safety and protective gear and equipment.

WORK ENVIRONMENT

Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space, requiring protective gear and special training in basic confined space procedures; various areas of the treatment plant and intake station, subject to hot, noisy, wet, or slippery conditions. Must handle hazardous materials, such as chlorine and concentrated acids, on a regular basis. Much of the work is performed outside in all kinds of weather conditions. Can be unusually stressful due to the need to make quick decisions to avoid equipment damage or dangerous results.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Water Filtration Facility Supervisor** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Water Filtration Facility Supervisor



DEPARTMENT: Public Works
DIVISION: Water Filtration Facility
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Oversees, maintains, and operates the drinking water treatment facilities process, equipment, controls, and SCADA system. In the daily operational activities of the Supervisor, apply their knowledge, experience, and skills to make informed process control or system integrity decisions that directly impact the quality or quantity of drinking water that affect public health. Performs all regular and non-routine water filtration plant operations and maintenance, including lab and clerical work. Performs all activities necessary to maintain structures, equipment, and grounds. Trains and supervises work activities of employees with less skill and experience. Writes and maintains the standard operating procedures and protocols manual for the water filtration facility.

SUPERVISION RECEIVED

Works under the general direction of the Public Works Director who outlines goals and objectives, confers on policy matters, and evaluates performance and effectiveness.

SUPERVISION EXERCISED

Provides general supervision to staff assigned to work on the operation and maintenance of the water filtration facility. When problems or alarms occur outside the normal operating conditions that require changes in the process control or operation, or require further troubleshooting than covered in the written standards and protocols, the Water Filtration Facility Supervisor with Direct Responsible Charge (DRC OAR 333-061-0225(1), page 320), provides oral or written instructions and directions to the Public Works Supervisor, Water System/Filtration Operator(s), Public Works utility workers and personnel, with corrective actions and/or procedures to make the necessary adjustments or changes to the drinking water treatment process or equipment. In the absence of the Water Filtration Facility Supervisor, all possible effort must be made to contact Supervisor to notify them of the problem or situation to keep them updated and informed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not limited to:

- Plans, schedules, and implements maintenance and operation activities as they have to do with the operation of the Water Filtration Facility and the quality of water being produced.
- Operate and monitor a computerized control system (SCADA) to control the water treatment process, pumps, motors, and chemical feeders.

- Respond to alarms and make necessary adjustments or changes within prescribed standards and protocols to the process to insure continued production and an uninterrupted supply of drinking water.
- Be able to perform all duties of a Water Treatment Operator and/or Water System Filtration Operator.
- Monitor and inspect all water plant operations and equipment and record and maintain data from control room spreadsheets, process meters, gauges and recording instruments. Report malfunctions and unusual trends to the Public Works Supervisor.
- Calibrate and maintain process monitoring instruments.
- Compile and complete all Federal, State and Local reports as required by law. Reports and recordkeeping will be performed in accordance with prescribed standards.
- Maintains records of work activities.
- Assists Public Works Supervisor in budget preparation, expenditure tracking, record keeping, and reporting.
- Supervises the control and use of supplies and equipment used in the maintenance and operation of the Water Filtration Facility.
- Monitors all plant operations and records data from control room meters, gauges, and recording chart readings. Reports malfunctions and unusual trends or conditions to supervisor.
- Adjusts apparatus controls, starts and stops pumps, adjusts valves, and operates electric switches and valve controls as necessary to maintain assigned process operations within prescribed standards.
- Collects raw water, in-process finished water, and effluent samples for in-house and outside analysis. Prepares samples for shipping to outside laboratory as required, following all specifications for strict chain-of-custody. Conducts laboratory tests, such as pH, chlorine, and turbidity, in accordance with established procedures. Maintains appropriate records.
- Performs all routine maintenance on equipment, such as lubrication, oil changes, and belt changes. Performs routine repair work, such as disassembly, repair, and installation of valves, switches, process instrumentation, motors, and related equipment.
- Performs plant and landscape maintenance duties within scope of ability. This includes: inspection, cleaning, and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; carpentry; plumbing; minor electrical repairs; mopping and waxing floors; cleaning windows; and mowing and trimming lawns.
- Performs all work in accordance with Federal, State, and Local laws, rules, and regulations and in compliance with all departmental safety policies and procedures. This includes using appropriate safety devices and equipment.
- Responds to public inquiries in a courteous manner. On occasion, conducts public tours of the plant. Maintains excellent relations with suppliers and vendors, engineers, regulatory agencies, and other people in the industry through oral and written communication.
- Conducts individual projects, such as projections, proposals, or facility research, along with ongoing operations duties.
- Performs clerical and administrative duties as necessary.

- Is subject to call out after normal working hours and to respond within one hour to emergency situations; may be required to direct the activities of others.

PERIPHERAL DUTIES

- May perform portions of the work of higher classified positions occasionally, as assigned.
- May perform duties of similar complexity in any City department as required or assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. High school Diploma or GED equivalent plus post high school education that is acceptable to the State of Oregon Department of Human Services (DHS), and
- b. Eight (8) years operating experience of which four years must have been involved in operational decision making directly relating to the operation of a drinking water treatment process or facility, and
- c. Training or experience in micro-fiber filtration facilities, technologies, or processes, or
- d. Any equivalent combination of education and experience in a drinking water system or in a related field as allowed under DHS regulations.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Basic knowledge and ability to read equipment instruction and maintenance manuals, drawings, schematics, and blueprints.
- b. Good working knowledge of math and chemistry and the specific applications of these in the plant and laboratory.
- c. Knowledge of modern water treatment methods, theories, and practices.
- d. Knowledge of safe drinking water regulations.
- e. Ability to make rapid and sound decisions in the event of extraordinary situations such as equipment malfunctions, rapid deterioration of raw water quality, or power outages, to ensure the quality of finished water and protect public health. Frequently required to exercise this judgment while unsupervised.
- f. Ability to give and follow oral and written instructions.
- g. Ability to learn to perform a variety of clerical functions, including typing correspondence, making legible and orderly entries in logs and work order reports, and maintaining files.
- h. Ability to supervise the work of others.
- i. Possess or have the ability to obtain CPR/First Aid Certification.

SPECIAL REQUIREMENTS

- Must possess and maintain Oregon certification as a Water Treatment Plant Operator II or higher.
- Must possess or have the ability to obtain a valid Oregon State driver's license.
- Water Distribution Operator II certification may be required.
- Must be able to apply basic knowledge of water treatment to the existing systems, equipment, and facilities.

- Must have a strong basic knowledge of mechanical, electrical, pneumatic, and hydraulic theory and application, and be able to use manuals and other resources to apply that knowledge in water treatment operations and other diverse requirements of the job.
- Must be trained in confined space procedures and use and containment of all hazardous chemicals used. Must be trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.
- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence. Must be able to learn to operate programmable logic controllers (PLC's) to monitor and maintain operations.
- Must be able to acquire Direct Responsible Charge (DRC), as defined in OAR 333-061-0225(1).

TOOLS AND EQUIPMENT USED

In addition to computer and all specialized plant equipment, operate forklift and pickup truck. To the extent of ability, use a variety of hand tools, such as saws, drills, wrenches, shovels, etc., and power tools, such as cutting torches, drill and bench presses, grinders, drills, and a variety of saws, including electric, chain, reciprocating, table, and jigsaw. Specialized equipment, such as crack welder and electrical test equipment may be used under close to limited supervision depending on the area where equipment is used and potential risk involved.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 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.

Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.

Ability to monitor radio messages while doing other work throughout shift.

Ability to wear all required safety and protective gear and equipment.

WORK ENVIRONMENT

Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space, requiring protective gear, and special training in basic confined space procedures; various areas of the treatment plant and intake station, subject to hot, noisy, wet, or slippery conditions. Must handle hazardous materials, such as chlorine and concentrated acids, on a regular basis. Much of the work is performed outside in all kinds of weather conditions. Can be unusually stressful due to the need to make quick decisions to avoid equipment damage or dangerous results.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Water Filtration Facility Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Print Name: _____

City of St. Helens

Job Title: WASTEWATER TREATMENT PLANT OPERATOR IV
Department: Public Works
FLSA Status: Non-Exempt
Union: No
Date Revised: April 6, 2007

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of wastewater treatment facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Wastewater Treatment Superintendent.

SUPERVISION EXERCISED

May serve as a lead worker over Level III, Level II, or Level I Operator. Functions as the NPDES required facility supervisor when on call

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Operates, maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters, and other controls and equipment.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Contains and disposes of hazardous wastes generated by the lab.
- Required to work weekends and be on call.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meter, and other water quality monitoring equipment.

- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Assignment of work on pretreatment program; sampling, record keeping, billing
- Operates the plant in the absence of the Superintendent.
- May be designated as the supervisor or alternative supervisor of record with the Oregon DEQ for the treatment MO/OR collector system
- Repair machinery and equipment while in a boat or on a float.
- Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Assures that the plant operates within required standards and provides information to the superintendent on immediate and long term status and needs.

PERIPHERAL DUTIES

- Maintains the drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the treatment plant.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, supplemented by four (4) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and
- (b) Four (4) years of experience in wastewater treatment and collections, or
- (c) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;
- (b) Skill in operation of some of the listed tools and equipment.
- (c) Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid state driver's license.

Certification as a Wastewater Treatment Plant Operator IV.

Certification as a Wastewater Collection Operator Level III.

State of Oregon Marine Board Boater Education Certificate.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the WWTP Operator IV job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Wastewater Treatment Plant Operator IV



DEPARTMENT: Public Works
DIVISION: Wastewater Treatment Plant
SUPERVISOR: Wastewater Treatment Plant Supervisor
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of wastewater treatment facilities and systems and lift stations.

SUPERVISION RECEIVED

Works under the general supervision of the Wastewater Treatment Plant Supervisor.

SUPERVISION EXERCISED

May serve as a lead worker over Level III, Level II, or Level I Operator. Functions as the NPDES required facility supervisor when on call.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Operates, maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters, and other controls and equipment.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Communicates effectively both verbally and in writing.
- Contains and disposes of hazardous wastes generated by the lab.
- Required to work weekends and be on call.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meter, and other water quality monitoring equipment.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Assignment of work on pretreatment program; sampling, record keeping, billing.
- Operates the plant in the absence of the Wastewater Treatment Plant Supervisor.

- May be designated as the supervisor or alternative supervisor of record with the Oregon DEQ for the treatment MO/OR collector system.
- Repair machinery and equipment while in a boat or on a float.
- Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Required to document and perform work in confined spaces.
- Assures that the plant operates within required standards and provides information to the supervisor on immediate and long-term status and needs.

PERIPHERAL DUTIES

- Maintains the drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the treatment plant.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school education or GED equivalent, supplemented by four (4) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and
- b. Four (4) years of experience in wastewater treatment and collections, or
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;
- b. Skill in operation of some of the listed tools and equipment.
- c. Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Valid state driver's license.
- Certification as a Wastewater Treatment Plant Operator IV.
- Certification as a Wastewater Collection Operator Level III.
- State of Oregon Marine Board Boater Education Certificate.
- State of Oregon ATV Safety Education Card.
- Pesticide Applicator's License.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals, and water borne diseases.

The noise level in the work environment is usually moderately loud.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Wastewater Treatment Plant Operator IV** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Wastewater Treatment Plant Operator IV

Date

Print Name: _____

Wastewater Treatment Plant Supervisor

Date

City of St. Helens

Job Title: WASTEWATER TREATMENT PLANT SUPERINTENDENT
Department: Public Works
FLSA Status: Exempt
Union: No
Date Revised: April 6, 2007

GENERAL PURPOSE

Responsible for the daily operation, maintenance, and supervision of personnel at the wastewater treatment plant and all other facilities in connection with the wastewater operations.

Responsible to the Councilor assigned to the wastewater plant and works under the general direction and control of the City Council.

SUPERVISION RECEIVED

Works under the general supervision of the City Council and responsible to the assigned Councilor.

SUPERVISION EXERCISED

Exercises close supervision over assigned treatment plant operators and pretreatment program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Operates and maintains the wastewater treatment plant and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES and other local, state, or federal regulations. DEQ supervisor of record for waste water treatment and collection systems.
- Oversees the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plant, as well as compliance with federal, state, and local regulations.
- Trains, supervises, and disciplines employees performing the duties of operations, maintenance, construction, and repair of the wastewater collection facility.
- Supervises the control and use of, and assumes responsibility for all materials, supplies, and equipment used in the maintenance, construction, and repair of the wastewater treatment system.
- Responsible for the management and operation of the pretreatment program.
- Be able to perform all duties of an operator.
- Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.
- Advises attorney, engineer, and other city officials in matters relating to department activities; provides information to various civic, educational and public groups, and individuals regarding wastewater treatment problems and services.
- Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.

- Oversees the safety of operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction, and repair of wastewater collection and treatment systems and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budget.
- Required to work weekends and be on call.
- Participates in short and long-term planning of capital improvement projects.
- Responsible for administration of the pretreatment program.

PERIPHERAL DUTIES

- Operates a variety of power construction and maintenance equipment used in the department.
- Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a four-year college or university with a degree in a science related field;
- Five (5) years of experience relating to the construction, repair and maintenance of a Level IV wastewater treatment system including the operation of related maintenance equipment;
- Any equivalent combination of education and experience; and
- Two (2) years of supervisory experience.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of equipment, facilities, materials, methods, and procedures used in Level IV wastewater treatment systems, connection, and repair; considerable knowledge of wastewater treatment plant operation and maintenance.
- Skill in operation of the listed tools and equipment.
- Ability to interpret specific chemical and biological analyses; ability to guide, direct and motivate employees; ability to organize and supervise the activities of operators performing maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

Valid state driver's license, or ability to obtain one.

Wastewater Treatment Operator Grade Level III, and ability to obtain Level IV.

Wastewater Collection Operator Grade Level II, and ability to obtain Level III.

TOOLS AND EQUIPMENT

Motor vehicle, generators, pumps, gauges, common hand and power tools, variety of laboratory equipment, detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

EMPLOYEE ACKNOWLEDGEMENT

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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Wastewater Treatment Plant Superintendent job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Wastewater Treatment Plant Supervisor

DEPARTMENT: Public Works
DIVISION: Wastewater Treatment Plant
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Responsible for the daily operation, maintenance, and supervision of personnel at the wastewater treatment plant and all other facilities in connection with the wastewater operations.

Responsible to the Councilor assigned to the wastewater plant and works under the general direction and control of the City Council.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises close supervision over assigned wastewater treatment plant operators and pretreatment program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Operates and maintains the wastewater treatment plant and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES and other local, state, or federal regulations. DEQ supervisor of record for wastewater treatment and collection systems.
- Oversees the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plant, as well as compliance with federal, state, and local regulations, with the use of in-house and outside labs.
- Trains, supervises, and disciplines employees performing the duties of operations, maintenance, construction, and repair of the wastewater collection facility.
- Supervises the control and use of, and assumes responsibility for all materials, supplies, and equipment used in the maintenance, construction, and repair of the wastewater treatment system and lift stations.
- Responsible for the management and operation of the pretreatment program.
- Be able to perform all duties of an operator.
- Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.
- Advises attorney, engineer, and other city officials in matters relating to department activities; provides information to various civic, educational and public groups, and individuals regarding wastewater treatment problems and services.

- Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Oversees the safety of operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction, and repair of wastewater collection and treatment systems and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budget.
- Required to work weekends and be on call.
- Participates in short and long-term planning of capital improvement projects.
- First point of contact with DEQ and other regulatory agencies on wastewater issues.
- Works with and directs contractors on various projects around the wastewater treatment plant and lift stations.

PERIPHERAL DUTIES

- Operates a variety of power construction and maintenance equipment used in the department.
- Serves on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from a four-year college or university with a degree in a science related field;
- b. Five (5) years of experience relating to the construction, repair, and maintenance of a Level IV wastewater treatment system including the operation of related maintenance equipment;
- c. Any equivalent combination of education and experience; and
- d. Two (2) years of supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Thorough knowledge of equipment, facilities, materials, methods, and procedures used in Level IV wastewater treatment systems, connection, and repair; considerable knowledge of wastewater treatment plant operation and maintenance.
- b. Skill in operation of the listed tools and equipment.
- c. Ability to interpret specific chemical and biological analyses; ability to guide, direct and motivate employees; ability to organize and supervise the activities of operators performing maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

- Valid state driver's license, or ability to obtain one.
- Wastewater Treatment Operator Grade Level III, and ability to obtain Level IV.
- Wastewater Collection Operator Grade Level II, and ability to obtain Level III.
- State of Oregon Marine Board Boater Education Certificate.

- State of Oregon ATV Safety Education Card.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, variety of laboratory equipment, detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

EMPLOYEE ACKNOWLEDGMENT

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.

I acknowledge that I have received a copy of the **Wastewater Treatment Plant Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Wastewater Treatment Plant Supervisor

Date

Print Name: _____

Public Works Director

Date