

RESOLUTION 20-03

A RESOLUTION AMENDING JOB DESCRIPTIONS FOR ALL CURRENT POSITIONS WITH THE CITY OF RIDGETOP.

WHEREAS, Board of Mayor and Aldermen for the City of Ridgetop wishes to amend job descriptions for all current positions, and

WHEREAS, the city wishes to outline the main duties and responsibilities for each position currently held within the city;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF RIDGETOP, TENNESSEE, THAT:

SECTION 1. The job descriptions for the positions of city recorder, building codes inspector, court clerical clerk, volunteer fire chief, volunteer firefighter, firefighter, gas manager, sewer manager, utility worker, and seasonal laborer, as each attached hereto, are hereby adopted.

SECTION 2. The city recorder is hereby instructed to record this resolution in full in the appropriate record book.

SECTION 3. This resolution is effective immediately upon its passage, the public welfare requiring.

This Resolution passed this 16th day of June 2020.

Mayor

Attest: City Recorder

POSITION TITLE: BUILDING/CODES INSPECTOR
CLASSIFICATION: Inspection, planning, zoning, building and codes.
REPORTS TO: Board of Mayor and Aldermen
FLSA STATUS: Non-Exempt

Definition – The employee is responsible for technical work enforcement of Building and Zoning Codes and City Ordinances. He/she will work with the Planning and Zoning Commissioner and the Planning and Zoning Commission Board. He/she will attend the Planning and Zoning meetings along with the city meetings held by the Board of Mayor and Aldermen when asked to do so. Duties also include other support services under the general supervision of the Planning and Zoning Commissioner. Instructions to the employee are general and the employee must consider different courses of action and sometimes deviate from standard operating procedures. Independent judgment with approval of the Planning and Zoning Commissioner is required to complete some tasks.

Essential Functions of the Job

1. Collects, signs and accounts for permits.
2. Meets with the Planning Commission, Board of Zoning Appeals and the Board of Mayor and Aldermen when asked to do so.
3. Inspects building construction sites for conforming to approved plans and compliance with applicable codes and ordinances.
4. Interprets, explains and enforces codes and ordinances Reviews construction plans to determine if plans are in compliance with permits and codes.
5. Must establish and maintain an effective working relationship with contractor, public and other employees of the city.
6. Ability to evaluate and make decisions.
7. Ability, physically and mentally to climb to different heights and function in close quarters for inspections.
8. Provide to City Hall copies if any and all paper worked performed in the line of duty along with providing copies of Certificate of Occupancies.

Additional Examples of Work Performed

1. Investigates complaints of building or construction code or fire code violations.
2. Issues building permits along with providing a list of all building permits issued to the Planning and Zoning Commissioner.
3. Assists in the preparation of proposed code changes.
4. Provides monthly reports regarding permits and fees.
5. Delivers correspondence to the Board of Mayor and Aldermen.
6. Serves as the enforcement agent for TOSHA and OSHA regulations.

Required Knowledge and Abilities

1. Knowledge of the Federal Flood Plain Regulations.
2. Knowledge of State, City and County building codes governing the construction and maintenance of buildings.
3. Knowledge of basic plumbing and electrical functions.
4. Knowledge of the International Code Council (ICC) Building Code.
5. Knowledge of State, City and County building codes governing the construction and maintenance of buildings.
6. Knowledge of the geographic area of the City.

7. Ability to read and interpret construction plans and blue prints.
8. Ability to ascertain facts by personal contact, observation, and the examination of records.
9. Ability to enforce rules and regulations firmly, tactfully, and impartially.
10. Ability to keep records and make operational reports. Copies of these records and operations reports must be kept at City Hall.
11. Ability to enforce rules and regulations firmly, tactfully, and impartially.
12. Ability to intermittently sit, stand and stoop. Must distinguish between shades of color.
13. Work requires use of protective devices, such as, hard hats.
14. Ability to make math calculations.

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, distinguish colors, and safely operate tools and equipment used in work; dexterity and fitness sufficient safely operate, utilize and maintain tools and equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at sometimes be lifted, carried and/or placed; dexterity and fitness to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, and otherwise perform physical functions of the assignment.

Work environment

Work environment is generally agreeable with good working conditions but may be dirty or involve exposure to some other disagreeable element. Work is conducted in a normal office setting, in a vehicle, and at construction sites. Noise level is moderate to loud, depending upon employee's location. Inspection sites can be dirty and cluttered with tools, construction material, and debris. Employees have to climb ladders, stairs, and crawl around in tight spaces. An employee will be exposed to moving mechanical parts and typical hazards encountered when operating a vehicle. Employee will occasionally be exposed to airborne particles and fumes. Employee will frequently be exposed to building and construction activity. An employee will be exposed various weather conditions that occur within the locality.

Qualifications

1. Current certification as Building Inspector, through State of Tennessee.
2. Non-certified individual must obtain certification within 6 months of employment.
3. Must possess a valid driver's license.
4. Graduation from a standard high school, or equivalent, prefer additional 5 years' experience in building construction or inspection.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE: CITY RECORDER
CLASSIFICATION: Administration
REPORTS TO: Mayor and Board
FLSA STATUS: Non-Exempt

Definition – This employee is responsible for a broad range of administrative, accounting, and support services under the general supervision of the Mayor and the Board of Mayor and Aldermen. Work is performed independently under general supervision, yet with close coordination and is reviewed through conferences and reports for desired results. This position plans, directs and reviews the work of subordinates, in progress and upon completion, for desired results and/or compliance with established policies and procedures. This position is responsible for the oversight and management of the City's financial accounting and control systems. The incumbent manages staff and processes responsible for accounts payable, receivable, payroll, property tax, purchasing and the city court. The position performs complicated work involving significant public contact, managerial and organizational abilities, and budget management. This is a paraprofessional position requiring good judgment and individual latitude in making daily decisions. Position may initiate and manage new administrative programs; coordinate or facilitate meetings and perform other support duties as required.

Essential Functions of the Job

1. Plans, organizes and directs all municipal finance activities. Assures that city funds are effectively managed and accounting systems are properly maintained.
2. Prepares and presents annual and amended budgets including revenue and appropriation estimates for all funds.
3. Acts as liaison for audit, analyzes audit reports and provides recommendations to the Mayor and Board for implementation.
4. Participates in the preparation of grant applications, as needed. Ensures that bond covenants are met. Prepares monthly budgetary reports.
5. Provides financial information to state and federal regulatory agencies.
6. Advises department heads on financial and budgetary matters.
7. Supervises general ledger, utility billing, licenses & permits, purchasing, insurance, fixed assets and payroll.
8. Attends City Commission meetings as needed and performs other duties as assigned.
9. Prepares the agenda for governing body meetings, keep minutes and maintains records of the proceedings of such meetings and preserve the original copy of all ordinances in a separate ordinance book. The minutes of the prior meeting shall be ready and given to the Board of Mayor and Alderman seven (7) days prior to the next meeting for viewing and corrections.
10. Prepares resolutions and ordinances for consideration by the governing body.
11. Prepares annual budget for all funds, including estimates, recommendations, and the appropriation ordinance.
12. Supervises the work of subordinate office personnel.
13. Makes recommendations regarding the hiring and termination of subordinate employees.
14. Responsible for accounting and financial records of all funds, including reconciling bank statements and invoices, bond payments, drafting checks, accounts payable, etc.
15. Responsible for maintaining all types of insurance coverage such as health, property, liability, workers compensation, etc.
16. Shall have in her possession detailed work schedules for all city employees, including sick leave time and vacation time.
17. Takes complaints and routes calls to proper persons.
18. Responsible for all grants involving the City.
19. Manages the City's debt payments; keeps a record of debt requirements and payment dates; continually assesses the City's borrowing capacity and financial capability to meet debt obligations; directly oversees

all cash management issues, and ensures proper payments, transfers, postings, and reporting of cash balances and transactions.

20. Assists Board of Mayor and Aldermen in the development of the capital plan; solicits requests from all departments of the City; prepares reports of capital items requested over the planning period.
21. Assists the Mayor and other department heads in the preparation of special studies and analysis on various municipal issues.
22. Prepares the reporting of withholdings and wage statements to various agencies.
23. Responsible for the oversight of, and ongoing administration of the City's human resources management program including employee recruitment, selection, placement, training, TITLE VI compliance, employee relations, and benefits administration.
24. Coordinates, audits, and processes insurance benefit activities; administers, prepares and processes materials pertaining to workers' compensation activities.
25. Prepares vacancy announcements and assures they are published in the most appropriate advertising medium to reach potential candidates; prescreens candidates; makes referrals to hiring manager; ensures candidates complete post-offer tests.
26. Manages the City's unemployment program including completion of appropriate documentation when claims are filed, attending unemployment hearings and filing appeals when necessary.
27. Conducts orientation for new employees to include completion of necessary new hire paperwork, explaining personnel policies and procedures and various benefits available to them.
28. Advises Mayor and Board of the need for implementation or revision of City personnel policies.
29. Analyzes situations which may increase the City's risk of exposure to legal liabilities, proposing actions or programs to minimize those potential liabilities.

Additional examples of work performed

1. May represent the City and Mayor in local and regional meetings and serve on various ad hoc committees as a City representative.
2. Receives service orders for the sewer and gas department.
3. On occasion may perform work of subordinate personnel.
4. On occasion may serve as a receptionist, answering telephone calls and greeting visitors.
5. On occasion may collect payments of utility bills, city taxes, city fines and other payments to the city.
6. On occasion may balance receipts with cash register tape.
7. Performs other work as directed.

Required Knowledge and Abilities

1. Comprehensive knowledge of the principles, practices, and methods used in the financial management and oversight of a Municipal Government.
2. Extensive knowledge of modern principles and practices of accounting, budgeting and municipal fiscal management.
3. Strong interpersonal skills, ability to maintain effective and positive working relationships with the public, elected officials and city department heads. Good analytical and problem-solving skills. Ability to use personal judgment and make decisions. Professional demeanor and appearance. Skill in use of various applicable computer software packages.
4. Ability to use standard functions of personal computers. Knowledge of computer systems and networks, and the ability to interface with consultants and staff in ascertaining and securing information technology needs for the Finance Department.
5. Ability to effectively plan, organize, and budget for the operations of the Finance Department. Detailed knowledge of high-level accounting and financial reporting documents and understanding of GASB standards and practices. The ability to effectively communicate orally and in writing with city staff, other governmental agencies, and the general public.

6. Knowledge of best practices in governmental financial management; ability to successfully propose, organize, and execute new and enhanced programs, guidelines and accounting procedures.

Work environment

Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate. Ability to pass reasonable fitness and physical standards to safely perform essential functions of the job, if required, as determined by city physician. Vision and hearing normal or corrected sufficient to read, write and safely operate tools and equipment used in work; dexterity and fitness sufficient to safely operate, utilize and maintain equipment used in work; ability to lift up to twenty-five (15) pounds, though greater weights at times may be lifted, carried and/or placed; dexterity and fitness to grasp, crouch, bend, stoop, walk, and otherwise perform physical functions of the assignment.

Qualifications

1. Graduation from an accredited high school, preferably with course work in business/public administration, accounting or finance.
2. At least 3 to 5 years' experience in accounting, finance, or advanced clerical work including experience in the supervision of others.
3. Must have an ability to be bonded. Candidate will possess or must obtain within 2 years of employment Certified Municipal Finance Officer Certification (CMFO).
4. Demonstrated ongoing professional training in the governmental accounting field toward achievement and/or maintenance of CMFO certification.
5. CMFO Certification is required. Certification as a Municipal Clerk by the Tennessee Secretary of State may be required.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE: COURT CLERK/CLERICAL CLERK
CLASSIFICATION: Administration, Courts
REPORTS TO: City Recorder
FLSA STATUS: Non-Exempt

Definition - Provides a variety of administrative support services in city hall. The employee in this class is under the immediate supervision of the City Recorder. Performs the duties of Clerk of Municipal Court in compliance with state regulations as directed by the Municipal Court Judge. Records and documents all steps in the judicial procedure. Performs a variety of routine calculating, accounting, and typing duties to accomplish the processing of citations and court cases for the Court. Performs regular and recurring duties in accordance with applicable state laws, City ordinances, and generally known plans and procedures under the immediate supervision of the City Recorder and the general supervision of the Municipal Court Judge. The incumbent performs administrative work of various levels in ensuring compliance of the city's court policies and procedures as well as general functions within the city administrative office. This position requires a great deal of discretion and independent judgment when performing tasks. The employee will operate a variety of modern office equipment including a typewriter, calculator, copy machine and computer.

Essential Functions of the Job

1. Docket citations for infractions and non-traffic misdemeanors issued and maintain a record and filing system for their orderly processing.
2. Distribute calendars to City Recorder; mail calendars to other community agencies and jurisdictions as required.
3. File miscellaneous documents related to the court's operations and enter on computer system.
4. Receive payments on fines; receipt and bank all money received by the Court.
5. Complete dispositions on citations. Complete necessary forms, such as time payment forms or community service work forms. Distribute dispositions and forms to appropriate agencies and maintain records according to procedure.
6. Proofread own material to assure proper layout, arrangement, grammatical composition, spelling, and inclusion of all pertinent information.
7. Greet and serve the public at the counter and on the telephone, responding to inquiries in a courteous manner and providing information within scope of knowledge and authority.
8. Answers telephone calls, takes complaints, and routes calls to proper persons.
9. Receives service orders for the sewer and gas department, and general city needs.
10. Assists with working on grants for the City.
11. Collects payment of utility bills, city taxes, city fines and other payments to the city.
12. Balances receipts with cash register tape.
13. Deposits city receipts at the bank.
14. Receipts money from revenues, fees, etc.
15. Assists with the posting and filing of tax receipts.
16. Sorts and distributes incoming mail.
17. May type form letters, records, or lists.
18. Initiates work orders for sewer and gas connects and disconnects. meter re-reads and calibration tests.

Additional examples of work performed:

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. Assist City Recorder with his/her functions and coordinate duties with the City Recorder.
3. Responsible for accounting and financial records of all funds. Including invoices, drafting checks, accounts payable, etc.

4. Responsible for issuing licenses and keeping a variety of records such as property taxes, property tax relief vouchers and business tax licenses.
5. Calculates penalties on delinquent taxes, researches tax and utility delinquencies.
6. May perform other duties as assigned.

Required Knowledge and Abilities

1. Knowledge of city court processes, and utility services and charges, or the ability to learn same within a relatively short period of time; skilled in the operation of office equipment such as calculators, office copier, and personal computers;
2. ability to perform simple mathematical calculations; ability to process and count cash;
3. ability to exercise sound judgment in making decisions in accordance with applicable laws, ordinances, policies, and procedures;
4. ability to deal effectively with the public in processing customer requests and complaints and coping with extreme cases of human behavior;
5. ability to maintain effective working relationships with other employees; ability to communicate effectively.
6. Knowledge of the principles, practices and methods used in office work.
7. Knowledge of the principles, practices and methods of court procedures.
8. Good knowledge of standard programs used in personal computing such as word processing, databases, and spreadsheets, email, and effective use of the internet for research.
9. Ability to perform court clerical work of some complexity and high volume.
10. Ability to maintain a variety of complex records and produce accurate reports.
11. Ability to pass reasonable fitness and physical standards to safely perform essential functions of the job, if required, as determined by city physician. Vision and hearing normal or corrected sufficient to read, write and safely operate tools and equipment used in work; dexterity and fitness sufficient to safely operate, utilize and maintain equipment used in work; ability to lift up to fifteen (15) pounds, though greater weights at times may be lifted, carried and/or placed; dexterity and fitness to grasp, crouch, bend, stoop, walk, and otherwise perform physical functions of the assignment.

Work environment

Work is performed in an office setting and in the Municipal Courtroom with frequent interruptions and with the need to deal with a wide variety of people, some of who may be irate, difficult, or even dangerous. The employee may be required to lift objects such as journals and reports. Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate.

Qualifications

1. Must have a minimum of one year of office experience. Desirable to have some legal experience, such as with the courts, the police department, or a law office.
2. Must have or quickly acquire an understanding and application of court procedures, functions, and purpose.
3. Must acquire and maintain professional knowledge relating to the legal environment and operations of the Municipal Court and related agencies.
4. Must be bondable.
5. Must possess a valid Driver's License.
6. Must be able to do basic math calculations.
7. High School Diploma or GED.

8. Must maintain state required training for Municipal Court Clerk, prefer completion of Municipal Court Clerk Certificate program.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE: FIRE CHIEF - VOLUNTEER
CLASSIFICATION: Administrative fire prevention, safety and suppression.
REPORTS TO: Board of Mayor and Aldermen
FLSA STATUS: Volunteer

Definition - The volunteer fire chief is responsible for directing and supervising the work performed in combating, extinguishing, and preventing fires, and protection of life and property through firefighting activities. The volunteer fire chief performs other duties in areas such as responding to emergency medical calls, hazardous materials incidents, rescues, searches, and other public safety functions.

Work involves planning, directing, and controlling fire inspection, fire prevention, fire suppression operations, emergency medical services and the safety program for the. The work also extends to supervision and providing for the training, assignment, and discipline of all Department members. The incumbent is expected to function independently of direct supervision with respect to technical fire procedures and practices. Work performance is reviewed through observation, analysis, and overall city fire protection. This is responsible administrative and technical work in the direction of all vs and activities of the City Fire Department, and performs administrative oversight of, and participation in the standard suppression and prevention activities in the protection of life and property from fire under direction of full time fire service personnel.

Essential Functions of the Job

1. Select, train, motivate and evaluate Fire Department volunteer personnel; provide or coordinate staff training; work with volunteers to correct deficiencies; implement discipline and termination procedures.
2. Manage and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
3. Coordinate Fire Department activities with those of other departments and outside agencies, schools, and organizations; provide staff assistance to city administrative staff; prepare and present staff reports and other necessary correspondence.
4. Assure proper maintenance and availability of equipment, apparatus, buildings and other facilities.
5. Respond to major fire alarms and personally direct fire suppression activities as necessary.
6. Direct and participate in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency medical programs.
7. Prepare a variety of technical and departmental activities reports and records.
8. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
9. Responds to the fire alarms, connects hose, holds nozzle and directs water streams.
10. Forces entry of premises for firefighting, rescue and salvage operations, uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
11. Removes persons from danger, administers first aid to injured persons.
12. Positions and climbs ladders to gain access to upper levels of buildings.
13. Performs salvage operations such as throwing covers, sweeping water and removing debris.
14. Carries charged hose line into structure for fire extinguishments.
15. Physically able to wear complete set of protective clothing and self-contained breathing apparatus.
16. Participates in fire drills and attends training classes in firefighting, first-aid, and related subjects.
17. Performance of hazardous tasks under emergency conditions which may involve extreme exertion under such handicaps as smoke and cramped surroundings.
18. Performs extreme strenuous and physical labor for extended periods under some unfavorable climatic conditions, frequently lifting light to heavy objects.
19. Performs duties requiring bending, crouching, stooping, climbing and crawling in buildings or close quarters that may be filled with smoke.

20. Performs fire suppression duties including driving fire apparatus to site of fire, setting up hose, operating truck and related equipment, fighting and containing fires; performs primary and secondary search and rescue; assists in stabilizing physical condition of victims and in giving assistance needed according to standard operating procedures; does salvage work at site of fire; responds to calls relating to vehicle wrecks and hazardous materials.
21. Participates in continuing training in fire prevention and suppression and related subjects.
22. Keeps ordinary records and prepares routine reports.
23. Operates and/or utilizes a variety of tools and equipment including: fire apparatus, fire pumpers, pumps, fans hoses, and other standard fire fighting equipment, ladders, first aid equipment, personal computer, radio, pager, and telephone.
24. Provides emergency and other care to those who have succumbed to illness or injury; provides scene control and incident command as necessary; executes rapid initial patient survey and triage to define the most serious problems and apply appropriate and immediate life saving procedures (e.g., clear airway, assist in breathing, promote circulation, control major bleeding, applying defibrillation techniques); accomplishes secondary survey including use of diagnostic equipment, head-to-toe physical examination; initiates appropriate treatment modalities including advances airway, oxygen therapy, removal of patients from structures and automobiles using immobilization devices to prevent disability, splinting fractures, dislocations and sprains;
25. Operates and utilized various equipment, devices and supplies including airway oropharyngeal, BVM, oxygen equipment, portable suction equipment, anaphylaxis kit, various bandages, aluminum foil, burn sheets, poison kit, OB kit, long spine board, LSB straps, X-P; stretchers, fracture pack, splints, c-collars, BP cuff and stethoscope, cot and latch, automated external defibrillator, rappelling equipment, and other medical supplies and equipment.
26. The incumbent will operate, and supervise the operation of, firefighting, rescue, and medical equipment to include; nozzles, hoses, self-contained breathing apparatus, power saws, generators, hydraulic tools, and medical life support equipment. All firefighting and emergency operations must be performed during all kinds of adverse weather and physical conditions. The fire chief is exposed to extreme heat, smoke, hazardous chemicals, falling materials, blood, and other dangerous and life-threatening situations. The incumbent performs extreme strenuous and physical labor for extended periods under some unfavorable climate conditions, frequently lifting objects weighing 50 to 100 pounds; and performs duties requiring bending, crouching, stooping, climbing and crawling in buildings or close quarters that may be filled with smoke.

Additional examples of work performed

1. Performs general maintenance work in the up-keep of fire department property: cleans and washes walls and floors, makes minor repairs, washes and dries hoses, mows yard, washes windows, paints, and otherwise maintains quarters.
2. May operate departmental radio communications on special assignments, receives alarms, and notifies appropriate personnel, summons on-call personnel.
3. Participates in flow testing fire hydrants, which involves taking caps of hydrant and opening up hydrant and checking water flow.
4. Attends appropriate training;
5. May utilize vertical rappel rescue techniques.
6. Performs other duties as assigned.

Required Knowledge and Abilities

1. Knowledge of fire prevention and State and City regulations as applied to fire fighting and prevention.
2. Knowledge of geographic area of the City.
3. Knowledge of general first aid.

4. Knowledge of firefighting equipment and its intended uses.
5. Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
6. Select, supervise, train and evaluate staff.
7. Ability to react quickly and calmly in an emergency situation and to determine the proper course of action.
8. Ability to learn to operate a variety of firefighting equipment.
9. Ability to learn to operate a large truck safely.
10. Ability to work under extreme weather conditions and dangerous heights.
11. Ability to understand and follow oral and written instruction.
12. Ability to establish and maintain an effective working relationship with the public and other city employees.
13. Ability to wear heavy protective clothing for extended periods of time.
14. Ability to climb ladders.
15. Ability to operate power equipment.
16. Ability to physically, mentally climb to different heights and function in close quarters.
17. Ability to establish and maintain good public relations; personal integrity. Good knowledge of the principles, practices, methods, techniques, tools, and equipment used in fire suppression and prevention work; knowledge of first aid sufficient to act as a First Responder.
18. Skill in the operation and use of tools and equipment to safely operate same and effect their intended proper use.
19. Ability to properly apply fire suppression and prevention techniques to a variety of situations according to standard operating procedure; ability to learn and apply new and changing technology, tools and equipment to perform work; ability to establish and maintain effective working relations with others; ability to express oneself, clearly and concisely, both orally and in writing.
20. Ability to pass reasonable fitness and physical standards to safely perform work as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, and safely operate tools and equipment used in work; dexterity and fitness sufficient to safely operate; utilize and maintain tools and equipment used in work; ability to lift and carry average sized individuals and objects of about 100 pounds, though greater weights may at times be lifted, carried, and/or placed; dexterity and fitness sufficient to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, run and otherwise perform physical functions of the assignment.

Work environment

Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element; work environment demands frequent confinement with restrictions on movement or awkward working positions and protective equipment is required to safely perform work; generally physical and working conditions are such that moderately serious cuts, bruises, burns, sprains, or illness causing confinement may occur despite provision of safety and health precautions.

Qualifications

1. Must have high school diploma or equivalent.
2. Must possess a valid driver's license issued by the State of Tennessee
3. Must complete basic firefighting course at State Fire School.
4. May be required to pass a medical examination by licensed physician.
5. May be required to pass a drug screen by licensed physician.
6. Must be at 21 years of age.
7. Graduation from high school or equivalent and experience in firefighting work and emergency medical care.

8. Necessary Special Qualification: A valid Drivers' License appropriate to the assignment and good driving record are required. Must be at least 21 years of age. Must have a State of Tennessee Commission on Firefighting Fire chief I certification.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE: FIREFIGHTER
CLASSIFICATION: Fire prevention, safety and suppression.
REPORTS TO: Fire Chief
FLSA STATUS: Volunteer

Definition - The firefighter is responsible for work performed in combating, extinguishing, and preventing fires, and protection of life and property through firefighting activities. The firefighter performs other duties in areas such as responding to emergency medical calls, hazardous materials incidents, rescues, searches, and other public safety functions. This person reports directly to the Chief, or Captain whichever is supervising the shift. An employee in this position performs standard suppression and prevention activities in the protection of life and property from fire under direction of full-time fire service personnel.

Essential Functions of the Job

1. Responds to the fire alarms, connects hose, holds nozzle and directs water streams.
2. Forces entry of premises for firefighting, rescue and salvage operations, uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
3. Removes persons from danger, administers first aid to injured persons.
4. Positions and climbs ladders to gain access to upper levels of buildings.
5. Performs salvage operations such as throwing covers, sweeping water and removing debris.
6. Carries charged hose line into structure for fire extinguishments.
7. Physically able to wear complete set of protective clothing and self-contained breathing apparatus.
8. Participates in fire drills and attends training classes in firefighting, first-aid, and related subjects.
9. Performance of hazardous tasks under emergency conditions which may involve extreme exertion under such handicaps as smoke and cramped surroundings.
10. Performs extreme strenuous and physical labor for extended periods under some unfavorable climatic conditions, frequently lifting light to heavy objects.
11. Performs duties requiring bending, crouching, stooping, climbing and crawling in buildings or close quarters that may be filled with smoke.
12. Performs fire suppression duties including driving fire apparatus to site of fire, setting up hose, operating truck and related equipment, fighting and containing fires; performs primary and secondary search and rescue; assists in stabilizing physical condition of victims and in giving assistance needed according to standard operating procedures; does salvage work at site of fire; responds to calls relating to vehicle wrecks and hazardous materials.
13. Participates in continuing training in fire prevention and suppression and related subjects.
14. Keeps ordinary records and prepares routine reports.
15. Operates and/or utilizes a variety of tools and equipment including: fire apparatus, fire pumpers, pumps, fans hoses, and other standard fire fighting equipment, ladders, first aid equipment, personal computer, radio, pager, and telephone.
16. Provides emergency and other care to those who have succumbed to illness or injury; provides scene control and incident command as necessary; executes rapid initial patient survey and triage to define the most serious problems and apply appropriate and immediate life saving procedures (e.g., clear airway, assist in breathing, promote circulation, control major bleeding, applying defibrillation techniques); accomplishes secondary survey including use of diagnostic equipment, head-to-toe physical examination; initiates appropriate treatment modalities including advances airway, oxygen therapy, removal of patients from structures and automobiles using immobilization devices to prevent disability, splinting fractures, dislocations and sprains;
17. Operates and utilized various equipment, devices and supplies including airway oropharyngeal, BVM, oxygen equipment, portable suction equipment, anaphylaxis kit, various bandages, aluminum foil, burn sheets, poison kit, OB kit, long spine board, LSB straps, X-P; stretchers, fracture pac, splints, c-collars,

BP cuff and stethoscope, cot and latch, automated external defibrillator, rappelling equipment, and other medical supplies and equipment.

18. Administers drugs in accordance with the State of Tennessee and local EMS protocols.
19. The employee will operate firefighting, rescue, and medical equipment to include; nozzles, hoses, self-contained breathing apparatus, power saws, generators, hydraulic tools, and medical life support equipment. All firefighting and emergency operations must be performed during all kinds of adverse weather and physical conditions. The firefighter is exposed to extreme heat, smoke, hazardous chemicals, falling materials, blood, and other dangerous and life-threatening situations. The employee performs extreme strenuous and physical labor for extended periods under some unfavorable climate conditions, frequently lifting objects weighing 50 to 100 pounds; and performs duties requiring bending, crouching, stooping, climbing and crawling in buildings or close quarters that may be filled with smoke.

Additional examples of work performed

1. Performs general maintenance work in the up-keep of fire department property: cleans and washed walls and floors, makes minor repairs, washes and dries hoses, mows yard, washes windows, paints, and otherwise maintains quarters.
2. May operate departmental radio communications on special assignments, receives alarms, and notifies appropriate personnel, summons on-call personnel.
3. Participates in flow testing fire hydrants, which involves taking caps of hydrant and opening up hydrant and checking water flow.
4. Attends appropriate training;
5. May utilize vertical rappel rescue techniques.
6. Performs cleaning and maintenance of equipment and living quarters;
7. May operate departmental radio communications on special assignments, and receives alarms; and
8. Performs other duties as assigned.

Required Knowledge and Abilities

1. Knowledge of fire prevention and State and City regulations as applied to fire fighting and prevention.
2. Knowledge of geographic area of the City.
3. Knowledge of general first aid.
4. Knowledge of firefighting equipment and its intended uses.
5. Ability to react quickly and calmly in an emergency situation and to determine the proper course of action.
6. Ability to learn to operate a variety of firefighting equipment.
7. Ability to learn to operate a large truck safely.
8. Ability to work under extreme weather conditions and dangerous heights.
9. Ability to understand and follow oral and written instruction.
10. Ability to establish and maintain an effective working relationship with the public and other city employees.
11. Ability to wear heavy protective clothing for extended periods of time.
12. Ability to climb ladders.
13. Ability to operate power equipment.
14. Ability to physically, mentally climb to different heights and function in close quarters.
15. Ability to establish and maintain good public relations; personal integrity. Good knowledge of the principles, practices, methods, techniques, tools, and equipment used in fire suppression and prevention work; knowledge of first aid sufficient to act as a First Responder.
16. Skill in the operation and use of tools and equipment to safely operate same and effect their intended proper use.

17. Ability to properly apply fire suppression and prevention techniques to a variety of situations according to standard operating procedure; ability to learn and apply new and changing technology, tools and equipment to perform work; ability to establish and maintain effective working relations with others; ability to express oneself, clearly and concisely, both orally and in writing.
18. Ability to pass reasonable fitness and physical standards to safely perform work as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, and safely operate tools and equipment used in work; dexterity and fitness sufficient to safely operate; utilize and maintain tools and equipment used in work; ability to lift and carry average sized individuals and objects of about 100 pounds, though greater weights may at times be lifted, carried, and/or placed; dexterity and fitness sufficient to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, run and otherwise perform physical functions of the assignment.

Work environment:

Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element; work environment demands frequent confinement with restrictions on movement or awkward working positions and protective equipment is required to safely perform work; generally physical and working conditions are such that moderately serious cuts, bruises, burns, sprains, or illness causing confinement may occur despite provision of safety and health precautions.

Qualifications

1. Must have high school diploma or equivalent.
2. Must possess a valid driver's license issued by the State of Tennessee
3. Must complete basic firefighting course at State Fire School.
4. May be required to pass a medical examination by licensed physician.
5. May be required to pass a drug screen by licensed physician.
6. Must be at 21 years of age.
7. Graduation from high school or equivalent and experience in firefighting work and emergency medical care.
8. Necessary Special Qualification: A valid Drivers' License appropriate to the assignment and good driving record are required. Must be at least 21 years of age. Must have a State of Tennessee Commission on Firefighting Firefighter I certification within 6 months of employment. Fire Chief has authority to extent certification period if necessary. Must be certified as a Medical First Responder in the State of Tennessee.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE: FIREFIGHTER - VOLUNTEER
CLASSIFICATION: Fire prevention, safety and suppression,
REPORTS TO: Fire Chief
FLSA STATUS: Volunteer

Definition - The volunteer firefighter is responsible for work performed in combating, extinguishing, and preventing fires, and protection of life and property through firefighting activities. The volunteer firefighter performs other duties in areas such as responding to emergency medical calls, hazardous materials incidents, rescues, searches, and other public safety functions. This person reports directly to the Chief, or Captain whichever is supervising the shift. A volunteer in this position performs standard suppression and prevention activities in the protection of life and property from fire under direction of full-time fire service personnel.

Essential Functions of the Job

1. Responds to the fire alarms, connects hose, holds nozzle and directs water streams.
2. Forces entry of premises for firefighting, rescue and salvage operations, uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
3. Removes persons from danger, administers first aid to injured persons.
4. Positions and climbs ladders to gain access to upper levels of buildings.
5. Performs salvage operations such as throwing covers, sweeping water and removing debris.
6. Carries charged hose line into structure for fire extinguishments.
7. Physically able to wear complete set of protective clothing and self-contained breathing apparatus.
8. Participates in fire drills and attends training classes in firefighting, first-aid, and related subjects.
9. Performance of hazardous tasks under emergency conditions which may involve extreme exertion under such handicaps as smoke and cramped surroundings.
10. Performs extreme strenuous and physical labor for extended periods under some unfavorable climatic conditions, frequently lifting light to heavy objects.
11. Performs duties requiring bending, crouching, stooping, climbing and crawling in buildings or close quarters that may be filled with smoke.
12. Performs fire suppression duties including driving fire apparatus to site of fire, setting up hose, operating truck and related equipment, fighting and containing fires; performs primary and secondary search and rescue; assists in stabilizing physical condition of victims and in giving assistance needed according to standard operating procedures; does salvage work at site of fire; responds to calls relating to vehicle wrecks and hazardous materials.
13. Participates in continuing training in fire prevention and suppression and related subjects.
14. Keeps ordinary records and prepares routine reports.
15. Operates and/or utilizes a variety of tools and equipment including: fire apparatus, fire pumpers, pumps, fans hoses, and other standard fire fighting equipment, ladders, first aid equipment, personal computer, radio, pager, and telephone.
16. Provides emergency and other care to those who have succumbed to illness or injury; provides scene control and incident command as necessary; executes rapid initial patient survey and triage to define the most serious problems and apply appropriate and immediate life saving procedures (e.g., clear airway, assist in breathing, promote circulation, control major bleeding, applying defibrillation techniques); accomplishes secondary survey including use of diagnostic equipment, head-to-toe physical examination; initiates appropriate treatment modalities including advances airway, oxygen therapy, removal of patients from structures and automobiles using immobilization devices to prevent disability, splinting fractures, dislocations and sprains;
17. Operates and utilized various equipment, devices and supplies including airway oropharyngeal, BVM, oxygen equipment, portable suction equipment, anaphylaxis kit, various bandages, aluminum foil, burn sheets, poison kit, OB kit, long spine board, LSB straps, X-P; stretchers, fracture pac, splints, c-collars,

BP cuff and stethoscope, cot and latch, automated external defibrillator, rappelling equipment, and other medical supplies and equipment.

18. Administers drugs in accordance with the State of Tennessee and local EMS protocols.
19. The volunteer firefighter will operate firefighting, rescue, and medical equipment to include; nozzles, hoses, self-contained breathing apparatus, power saws, generators, hydraulic tools, and medical life support equipment. All firefighting and emergency operations must be performed during all kinds of adverse weather and physical conditions. The firefighter is exposed to extreme heat, smoke, hazardous chemicals, falling materials, blood, and other dangerous and life-threatening situations. The volunteer performs extreme strenuous and physical labor for extended periods under some unfavorable climate conditions, frequently lifting objects weighing 50 to 100 pounds; and performs duties requiring bending, crouching, stooping, climbing and crawling in buildings or close quarters that may be filled with smoke.

Additional examples of work performed

1. Performs general maintenance work in the upkeep of fire department property: cleans and washed walls and floors, makes minor repairs, washes and dries hoses, mows yard, washes windows, paints, and otherwise maintains quarters.
2. May operate departmental radio communications on special assignments, receives alarms, and notifies appropriate personnel, summons on-call personnel.
3. Participates in flow testing fire hydrants, which involves taking caps of hydrant and opening up hydrant and checking water flow.
4. Attends appropriate training;
5. May utilize vertical rappel rescue techniques.
6. Performs cleaning and maintenance of equipment and living quarters;
7. May operate departmental radio communications on special assignments, and receives alarms; and
8. Performs other duties as assigned.

Required Knowledge and Abilities

1. Knowledge of fire prevention and State and City regulations as applied to fire fighting and prevention.
2. Knowledge of geographic area of the City.
3. Knowledge of general first aid.
4. Knowledge of firefighting equipment and its intended uses.
5. Ability to react quickly and calmly in an emergency situation and to determine the proper course of action.
6. Ability to learn to operate a variety of firefighting equipment.
7. Ability to learn to operate a large truck safely.
8. Ability to work under extreme weather conditions and dangerous heights.
9. Ability to understand and follow oral and written instruction.
10. Ability to establish and maintain an effective working relationship with the public and other city employees.
11. Ability to wear heavy protective clothing for extended periods of time.
12. Ability to climb ladders.
13. Ability to operate power equipment.
14. Ability to physically, mentally climb to different heights and function in close quarters.
15. Ability to establish and maintain good public relations; personal integrity. Good knowledge of the principles, practices, methods, techniques, tools, and equipment used in fire suppression and prevention work; knowledge of first aid sufficient to act as a First Responder.
16. Skill in the operation and use of tools and equipment to safely operate same and effect their intended proper use.

17. Ability to properly apply fire suppression and prevention techniques to a variety of situations according to standard operating procedure; ability to learn and apply new and changing technology, tools and equipment to perform work; ability to establish and maintain effective working relations with others; ability to express oneself, clearly and concisely, both orally and in writing.
18. Ability to pass reasonable fitness and physical standards to safely perform work as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, and safely operate tools and equipment used in work; dexterity and fitness sufficient to safely operate; utilize and maintain tools and equipment used in work; ability to lift and carry average sized individuals and objects of about 100 pounds, though greater weights may at times be lifted, carried, and/or placed; dexterity and fitness sufficient to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, run and otherwise perform physical functions of the assignment.

Work environment:

Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element; work environment demands frequent confinement with restrictions on movement or awkward working positions and protective equipment is required to safely perform work; generally physical and working conditions are such that moderately serious cuts, bruises, burns, sprains, or illness causing confinement may occur despite provision of safety and health precautions.

Qualifications

1. Must have high school diploma or equivalent.
2. Must possess a valid driver's license issued by the State of Tennessee
3. Must complete basic firefighting course at State Fire School.
4. May be required to pass a medical examination by licensed physician.
5. May be required to pass a drug screen by licensed physician.
6. Must be at 21 years of age.
7. Graduation from high school or equivalent and experience in firefighting work and emergency medical care.
8. Necessary Special Qualification: A valid Drivers' License appropriate to the assignment and good driving record are required. Must be at least 21 years of age. Must attend a State of Tennessee Commission on Firefighting Firefighter I class within 3 years of joining the department.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE: GAS MANAGER
CLASSIFICATION: Utilities
REPORTS TO: Board of Mayor and Aldermen
FLSA STATUS: Non-Exempt

Definition – Employees in this class are under general direction of the Mayor and/or the Board of Mayor and Aldermen. Work is performed in planning, organizing, and directing the operations of the Ridgetop Natural Gas Department and performing related work as required.

Essential Job Functions

1. Plans, assigns, and assist the work, maintenance, installation, and repair of gas lines, gas meters and all service connections.
2. Coordinates equipment and personnel with the specific needs of the project.
3. Sees that adequate material, equipment, and supplies are available.
4. Assist with establishing the budget and determines the cost of gas or gas line extensions.
5. Assist the proper maintenance of the gas and gas lines.
6. Responsible for board, community and industrial relations.
7. Responsible for responding to all complaints on gas problems.
8. Responsible for guiding and training others and assisting with disciplinary actions.
9. Performs other work as assigned by the Mayor or Mayor and Board of Aldermen.
10. Submit daily detailed log of work performed and any other information required by the Mayor or Mayor and Board of Aldermen.

Other Job Functions – Refines existing work methods and develops new techniques, concepts, or programs within established limits or policies.

Required Knowledge and Abilities

1. Knowledge of the principals and aims of gas administration.
2. Knowledge of materials and equipment used in the maintenance and construction of gas lines.
3. Knowledge of all legal regulations regarding employee health and safety, workers compensation, environmental protection.
4. Knowledge of the principles and practices of construction and maintenance supervision.
5. Knowledge of the operation of heavy and light equipment used in gas line construction or maintenance.
6. Ability to plan, organize, assign, supervise, and inspect the work of subordinates.
7. Ability to work with a variety of people from a variety of agencies.
8. Ability to estimate amounts of materials and equipment required for future gas needs.
9. Ability to keep operations records and make reports, which must be kept, on record at City Hall.
10. Ability to interpret and work from blueprints and engineering data.
11. Ability to establish and maintain an effective working relationship with the public and other city employees.
12. Knowledge of OSHA and TOSHA construction safety regulations.
13. Knowledge of TDOT on-road work zone regulations.

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, distinguish colors, and safely operate tools and equipment used in work; dexterity and fitness sufficient safely operate, utilize and maintain tools and equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at sometimes be lifted, carried and/or placed; dexterity and fitness to grasp,

crawl, crouch, bend, stoop, climb, stretch, walk, and otherwise perform physical functions of the assignment.

Work environment

Work environment is generally agreeable with good working conditions but may be dirty or involve exposure to some other disagreeable element. Work is conducted in a normal office setting, in a vehicle, and at construction sites. Noise level is moderate to loud, depending upon employee's location. Inspection sites can be dirty and cluttered with tools, construction material, and debris. Employees have to climb ladders, stairs, and crawl around in tight spaces. An employee will be exposed to moving mechanical parts and typical hazards encountered when operating a vehicle. Employee will occasionally be exposed to airborne particles and fumes. Employee will frequently be exposed to building and construction activity. An employee will be exposed various weather conditions that occur within the locality.

Qualifications

1. High School diploma or G.E.D., trade school preferred. Experience in gas system maintenance or construction, hydraulic engineering, or civil engineering of which some experience must have been in an increasingly responsible administrative or supervisor capacity.
2. Must possess a valid Driver License.
3. Should possess Gas Line Operator's Certificate equal to or higher than that of the City's facilities classification.
4. May be subject to PHMSA and DOT drug testing requirements.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE: SEASONAL LABORER
CLASSIFICATION: Utilities
REPORTS TO: Utility Manager
FLSA STATUS: Non-Exempt

Definition – This employee performs a variety of manual labor tasks in parks maintenance on a temporary/seasonal basis. The employee is under the immediate supervision of the Utility / Gas Manager. Instructions to the employee may be detailed and specific, and at times may be general in nature. The employee will use a variety of hand tools and small machinery such as weed eater, mower, etc. The employee may also occasionally operate a light truck. The employee will be required to lift, carry, dig, climb, bend and move moderately to very heavy objects. The employee may be exposed to all types of weather conditions with possible exposure to fumes, chemicals, or noxious substances. In addition, the employee may occasionally be required to work in high places.

Essential Functions of the Job

1. Performs a variety of general labor duties such as painting, mowing, weed spraying, brush and weed trimming, and general parks maintenance.
2. Loads and unloads dirt, gravel, trash, refuse and other debris.
3. Operates mowing machines and other small machinery.

Additional Examples of Work Performed

1. Assists skilled laborers in the performance of their duties.
2. Cleans equipment and tools.
3. Performs routine maintenance on machinery and tools.
4. Operates a light truck and other light equipment as backup operator.
5. Performs related work as required.

Required Knowledge and Abilities

1. Knowledge of the materials and equipment used in general maintenance work.
2. Knowledge of occupational hazards and safety precautions.
3. Ability to carry out instructions.
4. Ability to establish and maintain effective working relationships with other city employees and members of the general public.

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, distinguish colors, and safely operate tools and equipment used in work; dexterity and fitness sufficient safely operate, utilize and maintain tools and equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at sometimes be lifted, carried and/or placed; dexterity and fitness to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, and otherwise perform physical functions of the assignment.

Work environment

Work environment is generally agreeable with good working conditions but may be dirty or involve exposure to some other disagreeable element. Work is conducted in a park maintenance environment. Noise level is moderate to loud, depending upon employee's location. Work sites can be dirty and cluttered with tools, construction material, and debris. Employees have to climb ladders, stairs, and crawl

around in tight spaces. An employee will be exposed to moving mechanical parts and typical hazards encountered when operating maintenance equipment. Employee will occasionally be exposed to airborne particles and fumes. An employee will be exposed various weather conditions that occur within the locality.

Qualifications

1. Must possess a valid Driver License.
2. May be required to pass drug screen.
3. Experience in performing heavy manual work would be good.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE: SEWER MANAGER
CLASSIFICATION: Utilities
REPORTS TO: Board of Mayor and Aldermen
FLSA STATUS: Non-Exempt

Definition – Employees in this class are under general direction of the Mayor and/or the Board of Mayor and Aldermen. Work is performed in planning, organizing, and directing the operations of the Ridgeway Sewer Department and performing related work as required.

Essential Job Functions

1. Plans, assigns, and assist the work, maintenance, installation, and repair of sewer lines, sewer tanks, metering stations, service connections, and all aspects of sewer system.
2. Coordinates equipment and personnel with the specific needs of the project.
3. Sees that adequate material, equipment, and supplies are available.
4. Assist with establishing the budget and determines the cost of sewer repairs, sewer line extensions and any other related projects.
5. Assist the proper maintenance of the sewer and sewer lines.
6. Responsible for board, community and industrial relations.
7. Responsible for responding to all complaints on sewer problems.
8. Responsible for guiding and training others and assisting with disciplinary actions.
9. Performs other work as assigned by the Mayor or Mayor and Board of Aldermen.
10. Submit daily detailed log of work performed and any other information required by the Mayor or Mayor and Board of Aldermen.

Other Job Functions – Refines existing work methods and develops new techniques, concepts, or programs within established limits or policies.

Required Knowledge and Abilities

1. Knowledge of the principals and aims of sewer administration.
2. Knowledge of materials and equipment used in the maintenance and construction of sewer lines and related items.
3. Knowledge of all legal regulations regarding employee health and safety, workers compensation, environmental protection.
4. Knowledge of the principles and practices of construction and maintenance supervision.
5. Knowledge of the operation of heavy and light equipment used in sewer line construction or maintenance.
6. Ability to plan, organize, assign, supervise, and inspect the work of subordinates.
7. Ability to work with a variety of people from a variety of agencies.
8. Ability to estimate amounts of materials and equipment required for future sewer needs.
9. Ability to keep operations records and make reports, which must be kept, on record at City Hall.
10. Ability to interpret and work from blueprints and engineering data.
11. Ability to establish and maintain an effective working relationship with the public and other city employees.
12. Knowledge of OSHA and TOSHA construction safety regulations.
13. Knowledge of TDOT on-road work zone regulations.

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, distinguish colors, and safely operate tools and equipment used in work; dexterity and fitness sufficient safely operate, utilize and maintain tools and equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at sometimes be lifted, carried and/or placed; dexterity and fitness to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, and otherwise perform physical functions of the assignment.

Work environment

Work environment is generally agreeable with good working conditions but may be dirty or involve exposure to some other disagreeable element. Work is conducted in a normal office setting, in a vehicle, and at construction sites. Noise level is moderate to loud, depending upon employee's location. Inspection sites can be dirty and cluttered with tools, construction material, and debris. Employees have to climb ladders, stairs, and crawl around in tight spaces. An employee will be exposed to moving mechanical parts and typical hazards encountered when operating a vehicle. Employee will occasionally be exposed to airborne particles and fumes. Employee will frequently be exposed to building and construction activity. An employee will be exposed various weather conditions that occur within the locality.

Qualifications

1. High School diploma or G.E.D., trade school preferred. Experience in sewer system maintenance or construction, hydraulic engineering, or civil engineering of which some experience must have been in an increasingly responsible administrative or supervisor capacity.
2. Must possess a valid Driver License.
3. Should possess Sewer System Operator's Certificate equal to or higher than that of the City's facilities classification.
4. May be subject to PHMSA and DOT drug testing requirements.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date

POSITION TITLE: UTILITY WORKER
CLASSIFICATION: Utilities
REPORTS TO: Utility Manager
FLSA STATUS: Non-Exempt

Definition – The employee is responsible for performing maintenance tasks of an unskilled or semi-skilled nature: cutting grass, removing debris from streets, salting of snow-covered roads, loading and unloading dirt, gravel, trash and other debris including manual collection and disposal of refuse. The employee is under the immediate supervision of the Utility Manager and works closely with City Hall, City Recorder, Court Clerk and Governing Body. Possible gas line and gas meter work and other general duties. Instructions to the employee are generally specific; however, there are times the employee must consider different courses of action to complete the task. This employee performs a variety of manual labor tasks in the areas of streets, parks, sewer, and gas. The employee will use a variety of hand tools and small machinery such as weed eater, chain saw, mower, sewer water tools, and sewer water supplies. etc. The employee may also occasionally operate a dump truck. The employee will be required to lift, carry, dig, climb, bend and move moderately to very heavy objects. The employee may be exposed to all types of weather conditions with possible exposure to fumes, chemicals, or noxious substances. In addition, the employee may occasionally be required to work in high places.

Essential Functions of the Job

1. Cuts grass with hand tools or power equipment.
2. Removes debris from street rights-of-way and other City property.
3. Loads and unloads dirt, gravel, trash, garbage, and other debris.
4. Works as part of construction crew in road repair, gravel spreading, or ditch digging.
5. Cleans, maintains and services equipment and tools.
6. Must perform heavy manual labor for extended periods under some unfavorable climatic conditions, frequently lifting light to heavy objects.
7. Performs additional duties or emergency duties after normal work hours when requested by supervisor or designee.
8. Performs a variety of general labor duties such as painting, mowing, weed spraying, brush and weed trimming, and general parks and street maintenance.
9. Removes debris from street rights-of-way, catch basins, drainage ways and other City property.
10. Operates mowing machines and other small machinery.

Additional Examples of Work Performed

1. May operate a vehicle or moving machinery.
2. Perform or assist with the city's utility manager or city maintenance supervisor with some of his/her essential job functions.
3. May work on/or perform city sewer service duties.
4. Assists skilled laborers in the performance of their duties.
5. Operates a dump truck and other light equipment as backup operator.
6. May help coordinate the activities of part-time or seasonal workers as instructed by supervisor.
7. Performs related work as required.

Required Knowledge and Abilities

1. Knowledge of the materials and equipment used in general maintenance and construction work.

2. Knowledge of occupational hazards and safety precautions.
3. Ability to carry out simple oral instructions.
4. Ability to work with machinery and sharp tools.
5. Ability to establish and maintain an effective working relationship with other employees.
6. Ability to bend, crouch and stoop.
7. Ability to intermittently sit and stand as a result of continuously getting in and out of vehicles.

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by city physician; vision and hearing, normal or corrected sufficient to read, write, distinguish colors, and safely operate tools and equipment used in work; dexterity and fitness sufficient safely operate, utilize and maintain tools and equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at sometimes be lifted, carried and/or placed; dexterity and fitness to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, and otherwise perform physical functions of the assignment.

Work environment

Work environment is generally agreeable with good working conditions but may be dirty or involve exposure to some other disagreeable element. Work is conducted in a normal office setting, in a vehicle, and at construction sites. Noise level is moderate to loud, depending upon employee's location. Inspection sites can be dirty and cluttered with tools, construction material, and debris. Employees have to climb ladders, stairs, and crawl around in tight spaces. An employee will be exposed to moving mechanical parts and typical hazards encountered when operating a vehicle. Employee will occasionally be exposed to airborne particles and fumes. Employee will frequently be exposed to building and construction activity. An employee will be exposed various weather conditions that occur within the locality.

Qualifications

1. Graduation from a standard high school or equivalent may be required
2. Applicants possessing the above qualifications have a good probability for success in this class. However, applicants not possessing these qualifications should apply if they believe their training and experience will enable them to perform the work successfully.
3. May be required to pass drug screen by licensed physician or DOT Med.
4. Must possess a valid Driver License.
5. May be subject to PHMSA and DOT drug testing requirements.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date