

**Millersville Board of Commissioners
Work Session
Tuesday January 2, 2018
5:30 p.m. at City Hall**

1. Call to Order.
2. Discussion related to contractual Building Official Services and Ordinance 17- 688 Amending the Budget.
3. Discussion related to Classification and Compensation Plan Resolution 17-R-18.
4. Discussion related to new Development Services Fee Schedule proposed.
5. Personnel Manual Discussion.
6. Discussion related to goal setting session for 2018.
7. General Discussion
8. Adjournment.

**Millersville Board of Commissioners
Special Called Meeting
Tuesday January 2, 2018
Immediately after the Work Session at City Hall**

1. Call to Order
2. Approval of Ordinance 17-688 Amending the Fiscal Year 2017-2018 Budget to include expenses for a Contractual Building Official.
3. Approval of Resolution 17-R-18 Classification and Compensation Plan for the City.
4. Adjournment

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Recorder at 615-859-0880 at least 72 hours prior to the meeting.



City of Millersville Summary and Recommendation

Item # 2

SUBJECT: Discussion related to contractual Building Official Services and Ordinance 17-688 Amending the Budget.

BACKGROUND: We received two viable proposals which are attached. Tony Allers worked for the City years ago and knows it well. He is also the only one with the most Certifications in the State. His fees are less than the proposal from Municipal Inspection Planners. Upon discussing our needs for the next six months with Thomas King III he proposed a minimum of 15 inspections residential and two commercial per month. There are plans reviews that are in the pike as well. It was concluded the \$10,000 will probably cover us till the end of the Fiscal Year unless something unforeseen happens. Ordinance 18-688 is also attached since we have to amend the Codes Budget for this expense. This will be up for a vote on First Reading at the Special Meeting following this one.

RECOMMENDATIONS: Move to Special meeting for vote on choice of Tony Sellers as Contractual Building Official and approval of Ordinance 18-688 on First Reading.

ATTACHMENTS Proposals and Ordinance

SUBMITTED BY: Caryn Miller, City Manager

DATE: 12/29/2017

Reviewed by:

City Manager ☒ **Comments if any:**

Fiscal Impact if any: Reduces GF Fund Balance by \$10,000

Other ☐ _____

Attorney if applicable ☒ **Comments if any:**

ORDINANCE 17-688

AN ORDINANCE AMENDING THE CITY OF MILLERSVILLE FISCAL YEAR 2017-2018 BUDGET ORDINANCE 17-674 TO PROVIDE FOR EXPENDITURES AND REVENUES FOR THE CONTRACTED BUILDING OFFICIAL; FURTHER PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Governing Body for the City of Millersville has identified necessary adjustments to the budgeted amounts for revenues and expenses anticipated after the budget adoption; and

WHEREAS, an annual budget was previously passed and entered at large upon the records of this Board of Commissioners; and

WHEREAS, adjustments are necessary to the Appropriation Ordinance to reflect the actual finances of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MILLERSVILLE, that amendments to the Appropriation Ordinance for Fiscal Year ending June 30, 2018, are being made to reflect an increase in General Fund Expenditures in the amount of \$10,000 and an increase in the amount to be Transferred from the General Fund Balance of \$10,000.

SECTION 1. The FY 2017-2018 Approved Budget is amended as follows:

The General Fund Total Appropriations will increase to \$3,222,462 from \$3,212,462; and the estimated General Fund Balance will decrease to \$1,488,805 from \$1,498,805.

SECTION 2. All Ordinances or parts thereof in conflict herewith be, and the same are hereby repealed.

SECTION 3. This Ordinance shall become effective immediately upon passage, the public welfare requiring it.

Passed First Reading: _____

Public Hearing: _____

Passed Second Reading: _____

BOARD OF COMMISSIONERS

By: _____
Timothy Lassiter, Mayor

Attest:

Approved to Form and Legality:

By: _____
Holly Murphy, City Recorder

By: _____
Robert Wheeler, Jr., City Attorney

Budget Amendment Ordinance 18-688
01/02/2018

GENERAL FUND
OPERATING EXPENSES

Codes Department

Account#	Line Item	Budgeted	Projected Year End	Increase+/-Decrease	Net Effect
10-411-2210	Contractual Services	\$ 4,500.00	\$ 14,500.00	\$ 10,000.00	
Total Operating Expense General Fund		\$ 4,500.00	\$ 14,500.00	\$ 10,000.00	\$ 10,000.00

Revenue Sources

Account#	Line Item	Budgeted	Projected Year End	Increase+/-Decrease	Net Effect
10-3710	From Fund Balance	\$ 201,125.00	\$ 211,125.00	\$ 10,000.00	
Total Revenue Source General Fund		\$ 201,125.00	\$ 211,125.00	\$ 10,000.00	\$ (10,000.00)
					\$ 0

Revenue-Expense net effect

Tony Allers, CBO, MCP
102 Ingrid Way
Hendersonville, TN 37075
615-826-4170 (cell) 615-456-7287
TAllers@aol.com

Proposal - Inspection Services - City of Millersville, TN

Thank you for the opportunity to submit this proposal for inspection services for City of Millersville. Listed below is a summary of services and the fees.

Single Family Homes; Multifamily Houses or Condos:

1. Footing Inspections
2. Framing Inspections, inclusive of plumbing and mechanical
3. Final Inspection, inclusive of plumbing and mechanical

Fee for the above inspections will be \$75 per inspection. One re-inspection - if needed - will be provided at no additional charge. Second re-inspection fee will be an additional \$75.00.

Plans Examinations:

Residential plans will be reviewed for code compliance at an initial rate of \$150. Corrected plans reviewed at \$75 per submission.

Commercial Projects:

Commercial projects up to 5,000 square feet will be billed at the same rate at residential inspection rates. Over 5,000 square feet will be negotiated in advance.

All fees paid to the City of Millersville, TN, for these services will be payable monthly upon receipt of invoice from Tony Allers, CBO, MCP, CFCO. This agreement between the City of Millersville, TN and Tony Allers, CBO, MCP, CFCO, shall remain in effect until cancelled by a 30 day written notice. Tony Allers, CBO, MCP, CFCO, shall be covered under the City of Millersville, TN Errors and Omission Policy, while working on Millersville projects.

Accepted:

Date


Mr. Tony Allers, CBO, MCP, CFCO
12/19/17
Date

Tony Allers
102 Ingrid Way
Hendersonville, TN 37075
615-456-7287

CERTIFICATIONS and EDUCATION:

SFM BUILDING INSPECTOR #1057
SFM FIRE INSPECTOR #1057
SFM PLUMBING INSPECTOR #1057
SFM MECHANICAL INSPECTOR #1057

ADMINISTRATIVE HEARING OFFICER
MASTER CODE PROFESSIONAL #0863559-MP
CERTIFIED BUILDING OFFICIAL #0863559-CB
CHIEF BUILDING CODE OFFICIAL #080863559-B6
CHIEF FIRE PREVENTION CODE OFFICIAL #0863559-F6
CHIEF ELECTRICAL CODE OFFICIAL #0863559-E6
CHIEF MECHANICAL CODE OFFICIAL #0863559-M6
CHIEF PLUMBING CODE OFFICIAL #0863559-P6
BUILDING PLAN EXAMINER #0863559-B3
COMBINATION PLANS EXAMINER #0863559-C3
ELECTRICAL PLAN EXAMINER #0863559-E3
MECHANICAL PLAN EXAMINER #0863559-M3
PLUMBING PLAN EXAMINER #0863559-P3
FIRE INSPECTOR LEVEL II #0863559-67
FIRE INSPECTOR LEVEL I #0863559-66
ELECTRICAL INSPECTOR #0863559-E5
RESIDENTIAL ELECTRICAL INSPECTOR #0863559-E1
COMMERCIAL ELECTRICAL INSPECTOR #0863559-E2
MECHANICAL INSPECTOR #0863559-M5
PLUMBING INSPECTOR #0863559-P5
BUILDING INSPECTOR #0863559-B5
RESIDENTIAL COMBINATION INSPECTOR #0863559-R5
COMMERCIAL COMBINATION INSPECTOR #0863559-C8
REDUCED PRESSURE BACKFLOW INSPECTOR #2136
ZONING AND PROPERTY STANDARDS INSPECTOR #0863559-75
MUNICIPAL GENERALIST - UTCGT
MUNICIPAL MANAGEMENT - UTCGT
PUBLIC WORKS - UTCGT
PERSONNEL MANAGEMENT - UTCGT
COMPREHENSIVE PLANNING AND DEVELOPMENT - UTCGT
LEADERSHIP FORUM GRADUATE - UTCGT

PROFESSIONAL AWARDS:

1993 - Appointed to the Education Committee for the Tennessee Building Officials Association
1992 - Middle Tennessee Building Official of the Year
2010 - Tennessee Plumbing & Mechanical Inspections Building Official of the Year
2010 - TPMIA President's Award
2011 - ICC Commendations for Chapter excellence
2011 - Lifetime Achievement Award from Tennessee Chapter of the American Planning Association

I hold a Degree in Public Administration with a minor in Sociology from the University of Alaska.

Past President of the TPMIA; and I am an active member with the TFSIA.
TFACA guest instructor, I also teach courses for TBOA, MTCOA and TPMIA.



The Pieri Companies
dba/ Municipal Inspection Partners
1020 Robertson Road
Gallatin, Tennessee 37066
815-482-4676
www.piericompanies.com
admin@piericompanies.com

Caryn Miller – City Manager
City of Millersville, Tennessee
1246 Louisville Hwy
Millersville, TN 37072

December 15, 2017

Ms. Miller;

As promised, please find the attached the information regarding building inspection, plan review, and code consulting services for the City of Millersville. The information below is a brief overview of our services and fees.

About Our Company

Municipal Inspection Partners (**MIP**) was founded in 2010 to provide contract plan review, inspection, and code consulting services for local municipalities. Our team of dedicated professionals are certified in all relevant disciplines by the International Code Council. Our inspectors also have certification through the Tennessee Department of Commerce and Insurance to conduct building, fire, mechanical, and plumbing inspections.

Construction Document Plan Review:

MIP strongly suggests construction document plan review for new single-family and commercial construction projects. By reviewing the construction documents, we can identify potential code violations before it is too late. This services in also effective in detecting potential errors related to sight design and development.

Review Timeline:

New single-family residential plan reviews will be completed within seven (7) business days.

Accessory structures will be completed within seven (7) business days.

Commercial plan reviews will be completed within twenty (20) business days.

Expedited Plan Review:

Expedited plan reviews are available at 2x the cost of the plan review fee.

Inspection requests:

City staff will e-mail a request for inspection form (provided by us) that will include the following information:

- Applicants contact information
- Project address
- Permit tracking information (permit #)
- Type of inspection
- Special notes

Inspection Reports:

A copy of each inspection report will be provided to both the City of Millersville and permit applicant upon completion of the inspection. When necessary, the inspector will also provide photographic documentation of the inspection site in case there is a question regarding specific site conditions warranting additional explanation.

Failed Inspections:

It is the responsibility of the City of Millersville to collect re-inspection fees for failed inspections.

Access:

The permit applicant is expected to provide required access to the job site for the purpose of conducting inspections. If the inspector is unable to gain access to the site, the inspection will be recorded as "failed" and the permit applicant will have to call and schedule a re-inspection.

Special Inspections:

Provisions found in the International Codes may require a permit applicant to provide proof of additional code-required inspection reports to the building inspector. When this is the case, the inspector will notify the permit applicant of the required documentation to be provided to the building inspector. The inspector will provide the City of Millersville a copy of any special inspection reports related to the specific project.

Contractor Meetings

MIP is available to attend meetings with the purpose of providing code specific information to contractors, homeowners and design professionals. A 48-hour notice is appreciated. The fee for this service is included in the fee schedule.

Zoning Setback Inspections

It is the contractor/homeowner's responsibility to locate structures and fences within the required setbacks of the jurisdiction. We suggest that the contractor sign a building setback affidavit prior to issuance of the permit. If there is a question regarding proper setbacks, the inspector will notify the zoning official.

Inspection Fee's

All residential construction projects (building, plumbing, mechanical)	\$60.00 per inspection*
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Commercial inspections (building, plumbing, mechanical)	\$75.00 per inspection*
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*Each trade is considered an individual inspection

Schedule of Additional Services:

Contractor Meetings	\$50.00 per hour
Building Code Adoption	Determined on case by case basis
Residential plan review	\$0.03 Per square foot (\$25.00 min)
Commercial plan review	\$0.10 Per square foot (\$50.00 min)
Commercial MEP reviews (per trade)	\$0.05 Per square foot of work area (25.00 min)
Fire Alarm Plan Review	\$0.05 per square foot
Fire Sprinkler Plan Review	\$0.05 per square foot
Kitchen Hood Fire Suppression System Review	\$50.00 per hood

Summary

Thank you for allowing us the opportunity to submit a proposal for inspectional services. We do hope that this meets your approval. Should you have any further questions please feel free to call me at the above telephone number. If you require any further information about our company, please feel free to visit our web site at <http://www.piericompanies.com>

If you wish us to commence with services, please call us at your earliest convenience and we will provide an inspection agreement.

Sincerely,

A handwritten signature in dark ink, appearing to read 'AP', with a long horizontal flourish extending to the left.

Andrew Pieri
The Pieri Companies



City of Millersville Summary and Recommendation

Item # 3

SUBJECT: Discussion related to Classification and Compensation Plan Resolution 17-R-18

BACKGROUND: At The December Regular Meeting you all voted to bring this to a Work Session for discussion. I have attached the Original Study Results, an updated list of current salaries for the classifications and the position descriptions that MTAS did for us for the Study. Per the City Attorney we can do this via Resolution which is also attached. This pay Classification will be used as a tool for Management to place new hires into the right classification and pay scale. This does not mean that we have to hire at the minimum rates, but if we get a good candidate with the right experience it allows management flexibility in negotiating compensation.

RECOMMENDATIONS: Move to Special meeting for vote.

ATTACHMENTS Study, Position Descriptions, Section of Charter, Section of Personnel Manual, Simplified Classification with current data.

SUBMITTED BY: Caryn Miller, City Manager

DATE: 12/29/2017

Reviewed by:

City Manager ☒ **Comments if any:**

Fiscal Impact if any:

Other ☐ _____

Attorney if applicable ☒ **Comments if any:**

CITY OF MILLERSVILLE

RESOLUTION 17-R-18

**A RESOLUTION TO ESTABLISH POSITION SALARY RANGES FOR
EMPLOYEES, THUS ESTABLISHING A COMPENSATION PLAN.**

WHEREAS, The City requested a salary study be performed in 2016; and

WHEREAS, The Millersville Personnel Policy Section III Classification Plan and City Charter Section 6.21.102 require the City to have a Compensation Plan adopted by the Legislative Body;

NOW, THEREFORE BE IT RESOLVED, By the Board of Commissioners that the City of Millersville That the position and compensation table attached as Exhibit A to this Resolution be adopted.

BE IT FURTHER RESOLVED, That this Resolution shall become effective upon its passage, the public welfare requiring it.

RESOLVED, this 19th day of December, 2017

BOARD OF COMMISSIONERS

By: _____
Timothy F. Lassiter, Mayor

Attest:

By: _____
Holly L. Murphy, City Recorder

6-21-102. Subordinate officers and employees.--(a) The city manager may appoint, promote, suspend, transfer and remove any officer or employee of the city responsible to him; or he may, at his discretion, authorize the head of a department or office responsible to him to take such actions regarding subordinates in such department or office. The manager shall appoint such heads of administrative offices or organizational units as he deems necessary. The manager may combine, or personally hold, any such administrative offices herein or otherwise established, or may delegate parts of the duties of the manager's office to designated subordinates

(b) Except as otherwise provided in this charter, the compensation of all officers and employees of the city shall be fixed by the city manager within the limits of the appropriations ordinance and in accordance with a comprehensive pay plan adopted by the board of commissioners. [Acts 1921, ch. 173, art. 7, § 2; Shan. Supp., § 1997a158; Code 1932, § 3555; T.C.A. (orig. ed.), § 6-2102; Acts 1989, ch. 175, § 11.]

SECTION IV - COMPENSATION PLAN

A. PURPOSE

The pay plan is intended to provide fair compensation for all classes in the classification plan in consideration of pay ranges for other classes, general pay rates for similar employment in private establishments and other public jurisdictions in the area, cost of living data, the financial condition of the municipality, and other factors.

B. COMPOSITION

The pay plan for the City of Millersville shall consist of minimum and maximum pay rates with intermediate steps for each existing pay grade (position classification).

C. MAINTENANCE OF THE PAY PLAN

The city manager will, from time to time, make comparative studies of all factors affecting the level of salary ranges and will recommend to the Commission such changes in the salary ranges as appear to be in order. Such adjustments will be made by increasing or decreasing the salary ranges the appropriate number of steps, as provided in the basic salary schedule. The pay rate for each employee will be adjusted an appropriate number of steps in conformity with the adjustment in the salary range for that class, as approved by the Commission.

D. USE OF SALARY RANGES

Salary ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class and to provide employee incentives.

The minimum rate established for a class is the normal hiring rate except in those cases where unusual circumstances (such as inability to fill the position at the hiring rate or exceptional qualifications of an applicant) appear to warrant employing an individual at a higher rate in the pay range. Any department head desiring to appoint an applicant to start at a salary above the minimum must submit justification to the city manager for approval. The city manager shall determine if exceptional circumstances warrant a salary above the minimum and set such salary based on the individual appointment and budget parameters. No salary shall be approved above the maximum established range for the job classification.

E. PAY FOR PART-TIME WORK

When an employment decision is for a part-time position, only the proportioned part of the hourly rate for the time actually worked will be paid.

F. HOURLY RATES

In accordance with the Fair Labor Standards Act, no employee whether full-time, part-time or probationary, shall be paid less than the federal minimum wage unless they are expressly exempt from the minimum wage requirements by FLSA regulations. Employees paid on an hourly rate basis are paid for all time actually worked.

G. OVERTIME PAY

When it becomes necessary for an employee to work overtime hours or return to duty from off-duty hours due to an emergency, regular employees, part-time employees, and temporary employees shall be paid

5. In providing uniform job terminology understandable by all municipal government officers and employees and by the general public.

F. ADMINISTRATION OF THE CLASSIFICATION PLAN

The city manager and administrative assistant to the city manager are charged with maintaining the classification plan of the municipal government so that it will reflect the duties performed by each employee in the service of the city and the class to which each position is allocated. It is the duty of the city manager and administrative assistant to the city manager to examine the nature of the position classes, make such changes in the classification plan as are deemed necessary by changes in the duties and responsibilities of existing positions, and periodically review the entire classification plan and recommend appropriate changes in allocations or in the classification plan itself.

G. ALLOCATION OF POSITIONS

Whenever a new position is established or duties of an old position change, department heads shall submit in writing a comprehensive job description listing in detail the duties of such a position. The city manager shall investigate the actual or suggested duties and recommend to the Commission the appropriate class allocation or the establishment of a new class. The Commission shall then approve or change such recommendations.

H. REQUEST FOR RECLASSIFICATION

Any employee who considers his/her position improperly classified shall first submit his/her request to the immediate supervisor who shall review the justification for the request. If the department head or supervisor finds that there is merit in the request, he/she shall immediately transmit his/her recommendation to the city manager. If the department head/supervisor finds the request is not justified, he/she shall advise the employee of his/her decision and also the employee's right to appeal the decision under the grievance procedures.

END OF SECTION III

PAY CLASSIFICATION RANGES 2017

Job Title	Step 1	Minimum	Step 6	Medium	Step 13	Max	Pay Grade	Current	%
City Manager	\$ 37.43	\$ 77,855.47	\$ 41.33	\$ 85,966.40	\$ 47.48	\$ 98,758.40	12	\$77,855.47	0
City Recorder	\$ 29.84	\$ 62,069.63	\$ 32.95	\$ 68,536.00	\$ 37.11	\$ 77,182.67	10	\$62,846.70	1
Police Chief	\$ 29.84	\$ 62,069.63	\$ 32.95	\$ 68,536.00	\$ 37.11	\$ 77,182.67	10	\$53,511.00	-4
Public Works Director	\$ 26.64	\$ 55,419.98	\$ 29.42	\$ 61,193.60	\$ 33.13	\$ 68,913.93	9	\$49,864.36	-10
Development Services Director	\$ 26.64	\$ 55,419.98	\$ 29.42	\$ 61,193.60	\$ 33.13	\$ 68,913.93	9	\$55,000.00	-1
Fire Chief	\$ 26.64	\$ 55,419.98	\$ 29.42	\$ 61,193.60	\$ 33.13	\$ 68,913.93	9	\$50,003.20	-10
Police LT	\$ 23.79	\$ 49,483.20	\$ 26.27	\$ 54,641.60	\$ 29.58	\$ 61,535.32	8	\$41,241.20	-17
Office Manager	\$ 21.24	\$ 44,173.98	\$ 23.45	\$ 48,776.00	\$ 26.41	\$ 54,929.70	7	\$47,668.40	8
Codes Enforcement Officer	\$ 18.96	\$ 39,445.77	\$ 20.94	\$ 43,555.20	\$ 23.58	\$ 49,050.23	6	\$31,200.00	-21
Detective/Sergeant	\$ 21.24	\$ 44,179.20	\$ 23.45	\$ 48,776.00	\$ 26.94	\$ 56,035.20	7	\$39,831.37	1
Sergeant	\$ 21.24	\$ 44,179.20	\$ 23.45	\$ 48,776.00	\$ 26.94	\$ 56,035.20	7	\$41,455.44	-6
Assistant Fire Chief	\$ 17.62	\$ 39,445.77	\$ 19.46	\$ 40,476.80	\$ 22.35	\$ 46,488.00	8F	\$39,520.00	0
Detective	\$ 18.96	\$ 36,608.00	\$ 20.94	\$ 38,896.00	\$ 23.58	\$ 49,046.40	6	\$36,116.23	-1
Parks & Rec Coordinator	\$ 16.94	\$ 35,226.16	\$ 18.70	\$ 38,896.00	\$ 21.48	\$ 44,678.40	5	\$32,772.48	-7
Police Officer	\$ 16.94	\$ 35,226.16	\$ 18.70	\$ 38,896.00	\$ 21.48	\$ 44,678.40	5	\$37,877.34	8
Police Corporal	\$ 18.96	\$ 39,436.80	\$ 20.94	\$ 43,555.20	\$ 23.58	\$ 49,046.40	6	\$39,689.00	8
Sewer Worker II	\$ 15.12	\$ 31,458.66	\$ 16.70	\$ 34,736.00	\$ 19.18	\$ 39,894.40	4	\$32,814.50	4
Sanitation Operator	\$ 15.12	\$ 31,458.66	\$ 16.70	\$ 34,736.00	\$ 19.18	\$ 39,894.40	4	\$37,595.16	20
Utility Clerk	\$ 15.12	\$ 31,458.66	\$ 16.70	\$ 34,736.00	\$ 19.18	\$ 39,894.40	4	\$34,535.90	10
Court Clerk	\$ 15.12	\$ 31,458.66	\$ 16.70	\$ 34,736.00	\$ 19.18	\$ 39,894.40	4	\$32,393.50	3
Tax Clerk	\$ 13.50	\$ 28,086.74	\$ 14.91	\$ 31,012.80	\$ 17.13	\$ 35,630.40	3	\$28,067.52	0
Sewer Worker I	\$ 13.50	\$ 28,086.74	\$ 14.91	\$ 31,012.80	\$ 17.13	\$ 35,630.40	3	\$30,284.80	8
Records Clerk	\$ 15.12	\$ 31,458.66	\$ 16.70	\$ 34,736.00	\$ 19.18	\$ 39,894.40	4	\$30,160.00	-4

City of Millersville

Compensation Study Findings and Recommendations

April 4, 2016

I. Methodology

A. Reviewed Job Descriptions

Burris, Thompson & Associates reviewed employee job descriptions provided by the City. Additional information concerning individual jobs was provided by the City Manager.

B. Compiled Salary Survey Data

Burris, Thompson & Associates compiled labor market salary data for all City jobs from the following:

- Burris, Thompson & Associates 2014 Public Sector Wage and Salary Survey. Data were compiled from selected City benchmark local government employers (see Appendix I).
- Economic Research Institute Salary Assessor – an automated database we subscribe to that contains data for more than 4,000 job titles for many different industries. We used data for general business and industry in the Sumner County area.

Millersville jobs were matched to survey database jobs based on the job descriptions (not job titles) to ensure valid comparisons to market. The market **median** for each survey job was identified as the 'target' market position for the City. All data were aged forward to July 1, 2016.

A **Market Rate** was determined for each City job comprised of the average of the median public sector salary and the median general business/industry salary. Note that each **Market Rate** represents the median salary of the typical incumbent with typical job tenure (approximately 7-9 years in the job) in the market. The **Market Rate**, then, is the desired market position **for the job**, not each individual incumbent. Recent hires will appropriately be paid less than the **Market Rate** for their job while employees with many years of service may be paid a salary above the **Market Rate** (though employers generally limit salaries to 115% to 120% of the Market Rate). Market data for all jobs are shown in Appendix II.

II. Findings

Overall, current City of Millersville employee salaries are at 85.1% of the market rates for their jobs (see **Appendix IIIA**). Half of the City's employees have salaries between 80.7% and 90.6% of market. Twenty-five percent of the City's employees have salaries below 90.6% of market, which would be considered fairly low unless they are recent hires (time in job of 3 years or less). Overall, Millersville salaries are significantly below market. Perhaps 25% of employee salaries are somewhat competitive though still below market.

III. Recommendations

A. Proposed Pay Structure

Appendix II shows proposed pay grade assignments and proposed pay steps for all jobs. There are 12 pay grades with 12% difference between the steps of one pay grade and the steps of the next pay grade. All jobs were assigned to the pay grade for which the Step 6 most closely matches the market rate for the job. The pay steps were developed based on the market data with Step 6 for each pay grade representing the nominal market rate for jobs in the pay grade. In determining the number of steps, the primary consideration was time required for an employee starting at Step 1 to progress to the “market rate” (Step 6). The steps are annual increases of 2%. At 2% per year it would take approximately five years to progress from Step 1 to Step 6 (the nominal market rate). Step 1 is just below 91% of Step 6. Step 13 is approximately 15% above Step 6.

B. Proposed Pay Adjustments

Appendix IIIA shows proposed pay step assignments for all employees. Each employee was assigned to the pay step closest to but not less than his/her current pay rate. For many employees this was Step 1. Additionally, to better align pay with tenure in job, the following scheme was applied:

- Employees with 2 to 3 years of tenure – move one additional step.
- Employees with more than 3 up to 6 years of tenure – move two steps.
- Employees with more than 6 up to 10 years of tenure – move three steps.
- Employees with more than 10 up to 17 years of tenure – move four steps.
- Employees with more than 17 years of tenure – move five steps.

Note that if an employee's increase to Step 1 was greater than 12%, the employee's pay rate was not moved any additional steps. Also, for a couple of employees who had moved in and out of jobs over the years and/or with pay rates already significantly above the pay rates of other employees in the same job, no additional steps were given. Application of these limitations resulted in five employees not moving any additional steps. (Thirteen employees with less than 2 years of tenure did not move any additional steps either.)

Total cost of these adjustments would be \$127,425.

Finally, to make implementation a little more equitable, (by chance an employee's adjustment to a step could be a few cents per hour or several dollars per hour) if necessary, employees are to be given a lump sum which, when added to the adjustment to step amount, equals 3% of current pay. Total cost of the lump sum payments would be \$3,987.

Thus the total annualized cost impact of these adjustments would be \$131,413 (\$141,347 with FICA).

Appendix IIIB shows a lower cost alternative. No additional steps based on tenure are granted. Total cost is \$102,096. If the lump sums are added to ensure all receive at least a 3% impact to pay, \$8,488 is added to the cost making the total annualized cost \$110,584 (\$118,944 with FICA).

Either Option A or Option B could be implemented over two years if needed by creating an interim set of steps some percentage lower than the proposed steps, though the effect would be to limit the City's efforts to catch up to the market.

C. Proposed Pay Policy

A draft of a pay policy has been provided to the City. The City is to modify the policy as appropriate to meet its needs for guiding administration of the new pay plan going forward.

Appendix I

City of Millersville Benchmark Public Sector Employers

Employer	Pop.
Metro Nashville	624,496
Hendersonville	53,080
Smyrna	41,705
Columbia	34,901
LaVergne	34,077
Lebanon	27,710
Mt Juliet	26,870
Tullahoma	18,379
Goodlettsville	16,415
Dickson	14,858
Portland	11,933
Lewisburg	11,210
White House	10,752
Nolensville	6,213
Pigeon Forge	5,988
Sparta	5,047
Ashland City	4,606
Waverly	4,131
Allgood	2,942
Thompson's Station	2,800
Eagleville, TN	616
Robertson County	
Hendersonville Utilities	
Paris-Henry County Public Utility District	
Cheatham County	

Median = 11,993
(Cities only)

Benchmarks were selected based on proximity to Millersville (and thus direct competitors for employees) and/or based on similar demographics to Millersville.

City of Millersville

Job Table with Comparative Market Data and Proposed P

Department	Job Title	Std Hours	---- Survey Data ----		Jul-16 Market Rate	Proposed Pay Grade							PROPC
			BTA Median	ERI Median			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
Admin	City Manager	2080	\$ 40.48		\$ 40.48	12	\$ 37.43	\$ 38.18	\$ 38.94	\$ 39.72	\$ 40.52	\$ 41.30	
	None					11	\$ 33.42	\$ 34.09	\$ 34.77	\$ 35.47	\$ 36.18	\$ 36.88	
Admin	City Recorder	2080	\$ 32.76	\$ 35.03	\$ 33.89	10	\$ 29.84	\$ 30.44	\$ 31.05	\$ 31.67	\$ 32.30	\$ 32.92	
Police	Police Chief	2080	\$ 31.77		\$ 31.77	10	\$ 29.84	\$ 30.44	\$ 31.05	\$ 31.67	\$ 32.30	\$ 32.92	
Fire	Fire Chief	2080	\$ 28.85		\$ 28.85	9	\$ 26.64	\$ 27.18	\$ 27.72	\$ 28.27	\$ 28.84	\$ 29.41	
Public Works	Public Works Director	2080	\$ 28.03		\$ 28.03	9	\$ 26.64	\$ 27.18	\$ 27.72	\$ 28.27	\$ 28.84	\$ 29.41	
Police	Lieutenant	2236	\$ 24.83		\$ 24.83	8	\$ 23.79	\$ 24.26	\$ 24.75	\$ 25.24	\$ 25.75	\$ 26.26	
Fire	Captain	2808	\$ 17.84		\$ 17.84	8F	\$ 17.62	\$ 17.98	\$ 18.33	\$ 18.70	\$ 19.08	\$ 19.45	
Admin	Office Manager	2080	\$ 23.50	\$ 23.00	\$ 23.25	7	\$ 21.24	\$ 21.66	\$ 22.10	\$ 22.54	\$ 22.99	\$ 23.43	
Police	Sergeant	2236	\$ 22.80		\$ 22.80	7	\$ 21.24	\$ 21.66	\$ 22.10	\$ 22.54	\$ 22.99	\$ 23.43	
Public Works	Utility Service Foreman	2080	\$ 21.37	\$ 23.56	\$ 22.46	7	\$ 21.24	\$ 21.66	\$ 22.10	\$ 22.54	\$ 22.99	\$ 23.43	
Police	Police Corporal	2236	\$ 23.00		\$ 23.00	6	\$ 18.96	\$ 19.34	\$ 19.73	\$ 20.12	\$ 20.53	\$ 20.94	
Codes	Codes Enforcement Officer	2080	\$ 22.21	\$ 21.78	\$ 22.00	6	\$ 18.96	\$ 19.34	\$ 19.73	\$ 20.12	\$ 20.53	\$ 20.94	
Police	Detective	2080	\$ 21.41		\$ 21.41	6	\$ 18.96	\$ 19.34	\$ 19.73	\$ 20.12	\$ 20.53	\$ 20.94	
Parks & Rec	Parks & Rec Coordinator	2080	\$ 19.49	\$ 19.12	\$ 19.30	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.68	
Police	Police Officer	2236	\$ 18.33		\$ 18.33	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.68	
Public Works	Street Operator	2080	\$ 16.97	\$ 17.89	\$ 17.43	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.68	
Public Works	Sanitation Operator	2080	\$ 16.04	\$ 18.57	\$ 17.31	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.68	
Fire	Firefighter	2808	\$ 13.48		\$ 13.48	4F	\$ 11.20	\$ 11.43	\$ 11.66	\$ 11.89	\$ 12.13	\$ 12.36	
Public Works	Sewer Worker II	2080	\$ 16.29	\$ 17.91	\$ 17.10	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.68	
Public Works	Utility Clerk	2080	\$ 16.44	\$ 16.91	\$ 16.67	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.68	
Admin	Court Clerk	2080	\$ 15.87	\$ 16.01	\$ 15.94	4	\$ 15.12	\$ 15.42	\$ 15.73	\$ 16.05	\$ 16.37	\$ 16.68	
Police	Records Clerk	2080	\$ 15.24	\$ 16.01	\$ 15.62	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.68	
Admin	Tax Clerk	2080	\$ 14.11	\$ 15.27	\$ 14.69	3	\$ 13.50	\$ 13.77	\$ 14.05	\$ 14.33	\$ 14.62	\$ 14.91	
Admin	Administrative Assistant	2080	\$ 14.11	\$ 15.07	\$ 14.59	3	\$ 13.50	\$ 13.77	\$ 14.05	\$ 14.33	\$ 14.62	\$ 14.91	
Public Works	Sewer Worker I	2080	\$ 13.09	\$ 15.18	\$ 14.14	3	\$ 13.50	\$ 13.77	\$ 14.05	\$ 14.33	\$ 14.61	\$ 14.90	
Public Works	Street Worker	2080	\$ 13.18	\$ 14.74	\$ 13.96	2	\$ 12.05	\$ 12.30	\$ 12.54	\$ 12.79	\$ 13.05	\$ 13.30	
	None					1	\$ 10.76	\$ 10.97	\$ 11.19	\$ 11.42	\$ 11.65	\$ 11.88	

\$ 549.18

Pay Grade to Pay Grade Progression = 112%

Survey Sources (all data projected to July 1, 2016):

BTA = Burriss, Thompson & Associates Public Sector Salary Survey (Millersville benchmarks)

ERI = Economic Research Institute Salary Assessor (all industries - Sumner County area data)

Appendix IIIA
City of Millersville
Current Salaries and Proposed Pay Adjustments

Department	DOH	##### Yrs Serv	Job Title	Current Pay Rate	Std Hours	Jul-16 Market Rate	Current Salary Index	Proposed Pay Grade	PROPOSED 2					
									Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Admin	12/01/2014	1.6	City Manager	\$ 32.69	2080	\$ 40.48	80.8%	12	\$ 37.43	\$ 38.18	\$ 38.94	\$ 39.72	\$ 40.52	\$ 41.33
Admin	09/09/1996	19.8	City Recorder	\$ 27.94	2080	\$ 33.89	82.4%	10	\$ 29.84	\$ 30.44	\$ 31.05	\$ 31.67	\$ 32.30	\$ 32.95
Police	09/10/2014	1.8	Police Chief	\$ 24.98	2080	\$ 31.77	78.6%	10	\$ 29.84	\$ 30.44	\$ 31.05	\$ 31.67	\$ 32.30	\$ 32.95
Fire	06/18/2012	4.0	Fire Chief	\$ 26.89	2080	\$ 28.85	93.2%	9	\$ 26.64	\$ 27.18	\$ 27.72	\$ 28.28	\$ 28.84	\$ 29.42
Public Works	01/08/1996	20.5	Public Works Director	\$ 22.60	2080	\$ 28.03	80.6%	9	\$ 26.64	\$ 27.18	\$ 27.72	\$ 28.28	\$ 28.84	\$ 29.42
Police	04/08/2002	14.2	Lieutenant	\$ 20.29	2236	\$ 24.83	81.7%	8	\$ 23.79	\$ 24.27	\$ 24.75	\$ 25.25	\$ 25.75	\$ 26.27
Admin	12/01/1991	15.0	Office Manager	\$ 21.00	2080	\$ 23.25	90.3%	7	\$ 21.24	\$ 21.66	\$ 22.10	\$ 22.54	\$ 22.99	\$ 23.45
Police	05/28/2015	1.1	Sergeant	\$ 18.00	2236	\$ 22.80	78.9%	7	\$ 21.24	\$ 21.66	\$ 22.10	\$ 22.54	\$ 22.99	\$ 23.45
Codes	03/12/2015	1.3	Codes Enforcement Officer	\$ 17.00	2080	\$ 22.00	77.3%	6	\$ 18.96	\$ 19.34	\$ 19.73	\$ 20.13	\$ 20.53	\$ 20.94
Police	07/20/2006	1.0	Detective	\$ 17.84	2080	\$ 21.41	83.3%	6	\$ 18.96	\$ 19.34	\$ 19.73	\$ 20.13	\$ 20.53	\$ 20.94
Police	07/07/2011	5.0	Detective	\$ 17.84	2080	\$ 21.41	83.3%	6	\$ 18.96	\$ 19.34	\$ 19.73	\$ 20.13	\$ 20.53	\$ 20.94
Parks & Rec	12/01/2014	1.6	Parks & Rec Coordinator	\$ 14.50	2080	\$ 19.30	75.1%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	05/14/1998	18.1	Police Officer	\$ 18.60	2236	\$ 18.33	101.5%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	04/25/2011	5.2	Police Officer	\$ 16.84	2236	\$ 18.33	91.9%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	01/03/2013	3.5	Police Officer	\$ 16.84	2236	\$ 18.33	91.9%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	06/19/2014	2.0	Police Officer	\$ 16.84	2236	\$ 18.33	91.9%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	11/13/2014	1.6	Police Officer	\$ 16.84	2236	\$ 18.33	91.9%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	07/13/2015	1.0	Police Officer	\$ 16.60	2236	\$ 18.33	90.6%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	08/14/2015	0.9	Police Officer	\$ 16.60	2236	\$ 18.33	90.6%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	12/15/2015	0.5	Police Officer	\$ 16.60	2236	\$ 18.33	90.6%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	02/15/2016	0.4	Police Officer	\$ 16.60	2236	\$ 18.33	90.6%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Fire	08/09/2012	3.9	Fire Captain	\$ 12.98	2808	\$ 17.84	72.8%	8F	\$ 17.62	\$ 17.98	\$ 18.34	\$ 18.70	\$ 19.08	\$ 19.46
Public Works	04/28/2011	5.2	Street Operator	\$ 14.06	2080	\$ 17.43	80.7%	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.70
Public Works	11/15/1999	16.6	Sanitation Operator	\$ 17.41	2080	\$ 17.31	100.6%	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.70
Public Works	01/10/2008	8.5	Sewer Worker II	\$ 13.85	2080	\$ 17.10	81.0%	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.70
Public Works	08/17/2009	6.9	Utility Clerk	\$ 14.48	2080	\$ 16.67	86.9%	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.70
Admin	03/18/2013	3.3	Court Clerk	\$ 13.48	2080	\$ 15.94	84.6%	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.70
Admin	06/29/2015	1.0	Tax Clerk	\$ 12.00	2080	\$ 14.69	81.7%	3	\$ 13.50	\$ 13.77	\$ 14.05	\$ 14.33	\$ 14.62	\$ 14.91
Public Works	05/31/2011	5.1	Sewer Worker I	\$ 12.56	2080	\$ 14.14	88.8%	3	\$ 13.50	\$ 13.77	\$ 14.05	\$ 14.33	\$ 14.62	\$ 14.91
Public Works	08/04/2015	0.9	Sewer Worker I	\$ 10.00	2080	\$ 14.14	70.7%	3	\$ 13.50	\$ 13.77	\$ 14.05	\$ 14.33	\$ 14.62	\$ 14.91
Avg. =		5.7		\$ 534.75		\$ 628.25	85.1%							
						25% are >	90.6%							
						25% are <	80.7%							

Appendix IIIB
City of Millersville
Current Salaries and Proposed Pay Adjustments (Least)

Department	DOH	##### Yrs Serv	Job Title	Current Pay Rate	Std Hours	Jul-16 Market Rate	Current Salary Index	Proposed Pay Grade	PROPOSED 2016					
									Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Admin	12/01/2014	1.6	City Manager	\$ 32.69	2080	\$ 40.48	80.8%	12	\$ 37.43	\$ 38.18	\$ 38.94	\$ 39.72	\$ 40.52	\$ 41.33
Admin	09/09/1996	19.8	City Recorder	\$ 27.94	2080	\$ 33.89	82.4%	10	\$ 29.84	\$ 30.44	\$ 31.05	\$ 31.67	\$ 32.30	\$ 32.95
Police	09/10/2014	1.8	Police Chief	\$ 24.98	2080	\$ 31.77	78.6%	10	\$ 29.84	\$ 30.44	\$ 31.05	\$ 31.67	\$ 32.30	\$ 32.95
Fire	06/18/2012	4.0	Fire Chief	\$ 26.89	2080	\$ 28.85	93.2%	9	\$ 26.64	\$ 27.18	\$ 27.72	\$ 28.28	\$ 28.84	\$ 29.42
Public Works	01/08/1996	20.5	Public Works Director	\$ 22.60	2080	\$ 28.03	80.6%	9	\$ 26.64	\$ 27.18	\$ 27.72	\$ 28.28	\$ 28.84	\$ 29.42
Police	04/08/2002	14.2	Lieutenant	\$ 20.29	2236	\$ 24.83	81.7%	8	\$ 23.79	\$ 24.27	\$ 24.75	\$ 25.25	\$ 25.75	\$ 26.27
Admin	12/01/1991	15.0	Office Manager	\$ 21.00	2080	\$ 23.25	90.3%	7	\$ 21.24	\$ 21.66	\$ 22.10	\$ 22.54	\$ 22.99	\$ 23.45
Police	05/28/2015	1.1	Sergeant	\$ 18.00	2236	\$ 22.80	78.9%	7	\$ 21.24	\$ 21.66	\$ 22.10	\$ 22.54	\$ 22.99	\$ 23.45
Codes	03/12/2015	1.3	Codes Enforcement Officer	\$ 17.00	2080	\$ 22.00	77.3%	6	\$ 18.96	\$ 19.34	\$ 19.73	\$ 20.13	\$ 20.53	\$ 20.94
Police	07/20/2006	1.0	Detective	\$ 17.84	2080	\$ 21.41	83.3%	6	\$ 18.96	\$ 19.34	\$ 19.73	\$ 20.13	\$ 20.53	\$ 20.94
Police	07/07/2011	5.0	Detective	\$ 17.84	2080	\$ 21.41	83.3%	6	\$ 18.96	\$ 19.34	\$ 19.73	\$ 20.13	\$ 20.53	\$ 20.94
Parks & Rec	12/01/2014	1.6	Parks & Rec Coordinator	\$ 14.50	2080	\$ 19.30	75.1%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	05/14/1998	18.1	Police Officer	\$ 18.60	2236	\$ 18.33	101.5%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	04/25/2011	5.2	Police Officer	\$ 16.84	2236	\$ 18.33	91.9%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	01/03/2013	3.5	Police Officer	\$ 16.84	2236	\$ 18.33	91.9%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	06/19/2014	2.0	Police Officer	\$ 16.84	2236	\$ 18.33	91.9%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	11/13/2014	1.6	Police Officer	\$ 16.84	2236	\$ 18.33	91.9%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	07/13/2015	1.0	Police Officer	\$ 16.60	2236	\$ 18.33	90.6%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	08/14/2015	0.9	Police Officer	\$ 16.60	2236	\$ 18.33	90.6%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	12/15/2015	0.5	Police Officer	\$ 16.60	2236	\$ 18.33	90.6%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Police	02/15/2016	0.4	Police Officer	\$ 16.60	2236	\$ 18.33	90.6%	5	\$ 16.94	\$ 17.27	\$ 17.62	\$ 17.97	\$ 18.33	\$ 18.70
Fire	08/09/2012	3.9	Fire Captain	\$ 12.98	2808	\$ 17.84	72.8%	8F	\$ 17.62	\$ 17.98	\$ 18.34	\$ 18.70	\$ 19.08	\$ 19.46
Public Works	04/28/2011	5.2	Street Operator	\$ 14.06	2080	\$ 17.43	80.7%	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.70
Public Works	11/15/1999	16.6	Sanitation Operator	\$ 17.41	2080	\$ 17.31	100.6%	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.70
Public Works	01/10/2008	8.5	Sewer Worker II	\$ 13.85	2080	\$ 17.10	81.0%	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.70
Public Works	08/17/2009	6.9	Utility Clerk	\$ 14.48	2080	\$ 16.67	86.9%	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.70
Admin	03/18/2013	3.3	Court Clerk	\$ 13.48	2080	\$ 15.94	84.6%	4	\$ 15.12	\$ 15.43	\$ 15.74	\$ 16.05	\$ 16.37	\$ 16.70
Admin	06/29/2015	1.0	Tax Clerk	\$ 12.00	2080	\$ 14.69	81.7%	3	\$ 13.50	\$ 13.77	\$ 14.05	\$ 14.33	\$ 14.62	\$ 14.91
Public Works	05/31/2011	5.1	Sewer Worker I	\$ 12.56	2080	\$ 14.14	88.8%	3	\$ 13.50	\$ 13.77	\$ 14.05	\$ 14.33	\$ 14.62	\$ 14.91
Public Works	08/04/2015	0.9	Sewer Worker I	\$ 10.00	2080	\$ 14.14	70.7%	3	\$ 13.50	\$ 13.77	\$ 14.05	\$ 14.33	\$ 14.62	\$ 14.91
Avg. =		5.7		\$ 534.75		\$ 628.25	85.1%							
						25% are >	90.6%							
						25% are <	80.7%							

POSITION TITLE:	FIRE CHIEF
CLASSIFICATION:	Administrative fire prevention, safety and suppression.
REPORTS TO:	City Manager
FLSA STATUS:	Exempt
PAY GRADE:	8

SUMMARY:

Performs complex professional and administrative work planning, directing, coordinating, supervising and commanding the City Fire Department; performs related work as required.

Under direction of City Manager, is responsible for the oversight and overall management of the Fire Department. Management and technical skills are of considerable difficulty and require considerable training and expertise.

DISTINGUISHING FEATURES OF WORK:

This is responsible administrative and technical work in the direction of all employees and activities of the City Fire Department. The employee in this position is responsible for the protection of lives and property of the city and for the Fire Department organization and direction of all fire service functions.

Work involves planning, directing, and controlling fire inspection, fire prevention, fire suppression operations, emergency medical services and the safety program for the City serving as City safety program director. The work also extends to supervision and providing for the training, assignment, and discipline of all Department members. The employee 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.

ESSENTIAL EXAMPLES OF WORK:

Assume full management responsibility for all Fire Department services and activities including fire suppression, hazardous material mitigation, fire and life safety code compliance, emergency medical services, development of an Emergency Plan and administrative support services; recommend and administer policies and procedures.

Manage the development and implementation of Fire Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly. Responsible for the maintenance and updating of all "SOP" of the fire department.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems; identify opportunities for improvement; direct the implementation of changes.

Represent the Fire Department to other City departments, elected officials and outside agencies; explain, justify and defend Fire Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

Select, train, motivate and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct and coordinate, through subordinate level managers, the Fire Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

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.

Coordinate Fire Department activities with those of other departments and outside agencies, schools, and organizations; provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.

Develops and administers public sector safety program in compliance with OSHA regulations and city ordinances and enforce TOSHA and OSHA regulations.

Directs and conducts ongoing research into new fire service technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently

Assure proper maintenance and availability of equipment, apparatus, buildings and other facilities.

Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.

Respond to major fire alarms and personally direct fire suppression activities as necessary.

Prepare a variety of technical and Departmental activities reports and records; prepare permits to be issued to the public as authorized or required by ordinances including fire permits.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Assist the Police Department when necessary during a call for service.

Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Fire department activities and services, including modern fire suppression techniques, fire prevention, emergency medical services, all applicable fire and life safety codes, hazardous incident mitigation techniques, record keeping, and department administration.

Operation, maintenance and uses of firefighting apparatus and equipment.

Pertinent Federal, State, and local laws, codes and regulations including the International Fire Code.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Incident command theory.

Medical First Responder, C.P.R., and other basic medical assistance techniques.

Local geography including the location of water mains and hydrants and the major fire hazards of the City.

Principles of supervision, training and performance evaluation.

Ability to:

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

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Fire Department.
Identify and respond to community, and City Manager concerns and needs.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire suppression and prevention services.

Ability to maintain and troubleshoot radio and repeater equipment for public safety functions of the city.

Plan, direct and review fire suppression, fire and life safety code compliance, emergency medical service, and hazardous materials emergencies operations and activities.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare clear and concise financial and administrative reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

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 75 pounds (greater weights with appropriate team lift/assistive devices), 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 ENVIROMENT:

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 (some lost time is usually involved).

TRAINING AND EXPERIENCE:

Graduation from a standard high school or GED, graduation from an accredited, four year college or university in Public Administration, Fire Service Management, or related field preferred. Advanced fire related courses in administration, personnel management and general education. Knowledge of the geographic areas of the city. Ten (10) years of documented fire service experience with at least four (4) years in a command level and administrative position in all phases of firefighting operations which provides the required knowledge, abilities and skills. Must meet the State of Tennessee minimum standards and completion of courses as a Fire Inspector.

Necessary Special Qualification: A valid Driver's License with F endorsement 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 II certification, Fire Instructor certification, Fire Officer I certification, Fire Apparatus Operator certification, and Medical First Responder certification.

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

Signature

Date

POSITION TITLE:	POLICE CHIEF
CLASSIFICATION:	Administrative police, public safety.
REPORTS TO:	City Manager
FLSA STATUS:	Exempt
PAY GRADE:	9

SUMMARY:

Performs complex administrative and protective service work in directing all activities of the Police Department; does related work as required. Work is performed under the general supervision of the City Manager. Supervision is exercised over all departmental personnel.

DISTINGUISHING FEATURES OF WORK

This is the highest position in the Law Enforcement Series.

ESSENTIAL EXAMPLES OF WORK:

Plans organizes and directs all police operations; coordinates work with other law enforcement agencies and city officials.

Oversees all records management; supervises maintenance of all records and materials associated with law enforcement activities or administration;

Plans, programs, directs and evaluates the operation of the Police Department; develops annual budget and controls budgeted expenses; formulates and implements police policy, procedures, rules, regulations and programs; prepares and reviews operational and administrative reports. Responsible for the maintenance and updating of all "SOP" that are in force in the police department and is responsible for placing all such plans into effect.

Responsible for all matters pertaining to police personnel, including placement/selection, staffing, discipline, training, evaluations, safety, etc.

Makes periodic public addresses; meets with the news media for interviews pertaining to police matters; attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement;

Evaluates work of subordinates

Assists the Fire Department as necessary during a call for service.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Police department activities and services, including modern public safety techniques, crime prevention, emergency services, all applicable TCA codes, record keeping, and department administration.

Operation, maintenance and uses of police equipment.

Pertinent Federal, State, and local laws, codes and regulations pertaining to police services.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Incident command theory.

Principles of supervision, training and performance evaluation.

Ability to:

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

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Police Department.

Identify and respond to community, and City Manager concerns and needs.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient police services.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare clear and concise financial and administrative reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

Ability to lead and direct the activities of police officers; ability to establish and maintain effective working relationships with other City officials and with the general public;

Ability to prepare, analyze, interpret, and review statistical information; ability to evaluate effectiveness of the police operation and to institute improvements.

WORK ENVIROMENT:

This is light work requiring the exertion of up to 25 pounds of force occasionally, up to 15 pounds of force frequently, and a negligible amount of force (5 pounds) constantly to move objects; work requires reaching, standing, walking, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions

TRAINING AND EXPERIENCE:

Graduation from an accredited, post secondary college or university, with a bachelor's degree in Criminal Justice or related field. Ten (10) years' experience in POST certified police work, with at least four (4) years in a command level and administrative position, at the rank of Captain or higher, in all phases of police operations which provides the required knowledge, abilities and skills. Must meet the State of Tennessee minimum standards and completion of courses as a police officer.

NECESSARY SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. Must meet all departmental and statutory standards of this classification. Must achieve TN POST certification within six (6) months of employment.

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

Signature

Date

POSITION TITLE: **TAX CLERK/RECEPTIONIST**
CLASSIFICATION: Administration
REPORTS TO: Office Manager
FLSA STATUS: Non-Exempt
PAY GRADE: 3

SUMMARY:

Under general supervision performs responsible administrative and technical work related to municipal court.

DISTINGUISHING FEATURES OF WORK:

The incumbent performs administrative work of various levels in ensuring compliance of the city's policies and procedures. This position requires a great deal of discretion and independent judgment when performing tasks.

ESSENTIAL EXAMPLES OF THE WORK:

Acts as Tax Clerk for the municipal tax billing and collection, maintains said records and accepts, records, and receipts all monies and fines related to Tax payments.

Prepares the tax roll and any other related paperwork.

Enters Tax related information into computer and prepares reports from that information.

Processes Other payments such as utilities, citations and any other payment presented when necessary.

Creates and maintains all tax related clerical files.

Provides information to the public related to tax issues and at times utilities and citation information processes, and procedures.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Answers questions, and processes requests regarding municipal services via phone or in person;

Receives cash and negotiable instruments for deposits on new accounts and payment of bills;

May type form letters, records, or lists;

Initiates work orders for water connects and disconnects, meter re-reads and calibration tests.

Processes payments for sewer, and other utilities as needed.

Looks up, and distributes citations or Court information as needed.

Processes and dispatches Public Works work orders as needed.

May perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of municipal taxation 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 scanners, copiers, calculators, cash registers, typewriters, personal computers and base radios; ability to perform simple mathematical calculations; ability to process and count cash; ability to exercise sound judgment in making decisions in accordance with applicable laws, ordinances, policies, and procedures; ability to deal effectively with the public in processing customer requests and complaints and coping with extreme cases of human behavior; ability to maintain effective working relationships with other employees; ability to communicate effectively.

Knowledge of the principles, practices and methods used in office work.

Knowledge of the principles, practices and methods of municipal taxation procedures.

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.

Ability to establish and maintain effective working relationships with the public, employees, external agencies and organization.

Ability to perform clerical work of some complexity and high volume.

Ability to maintain a variety of complex records and produce accurate reports.

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, and safely operate equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at times be lifted, carried and/or placed; dexterity and fitness to grasp, bend, stoop, walk, and otherwise perform physical functions of the assignment.

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.

TRAINING AND EXPERIENCE:

High School Diploma or GED required with two years post-secondary education preferred. No less than two years' experience in administrative functions preferred.
Must have the ability to be bonded.

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

Signature

Date

POSITION TITLE:	UTILITY CLERK / CASHIER
CLASSIFICATION	Administrative
FLSA STATUS:	Non-Exempt
PAY GRADE:	4

SUMMARY:

Under general supervision, performs accounts receivable, cashiering and general clerical work of advanced difficulty; and performs related work as required. Work is performed under the supervision of the Office Manager and is reviewed upon completion, as needed.

DISTINGUISHING FEATURES OF WORK:

An employee in this position is responsible for handling the accounts receivable functions for the city as relate to utility billing and collections, and also does cashiering and general clerical work.

Answers questions and processes requests regarding municipal services via phone or in person; receives cash and negotiable instruments on new accounts and payment of bills; checks and balances cash and negotiable instruments against receipts and register tapes on a daily basis; may type form letters, records, or lists; initiates work orders for water connects and disconnects, sewer service requests, meter re-reads and calibration tests; follow-up with necessary paperwork, calculates fees and charges; utilizes a computer in all aspects of work; performs other duties as assigned.

ESSENTIAL EXAMPLES OF WORK:

Receives utility service related fees such as for new services, tap fees, commitment fees, inspections and prepares bank deposits.

Acts as receptionist by receiving visitors and telephone calls, supplying requested information and directing them to other entities.

Thorough knowledge of city 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 switchboards, calculators, cash registers, typewriters, personal computers and base radios;

Ability to perform simple mathematical calculations;

Ability to process and count cash;

Ability to exercise sound judgment in making decisions in accordance with applicable laws, ordinances, policies, and procedures;

Ability to deal effectively with the public in processing customer requests and complaints and coping with extreme cases of human behavior;

Ability to maintain effective working relationships with other employees;

Ability to communicate effectively.

Interfaces with vendors and service contract providers to the city.

Prepares a variety of standard reports from data in personal computer; creates and maintains a variety of files.

Operates and/or utilizes a variety of standard office machines and appliances such as personal computer and peripheral equipment, copier, postage machine, postage meter, telephone, and calculator.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Serves as back-up to other clerks and office personnel as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of the principles and practices used in office work; good knowledge of the use of personal computers and their peripheral equipment; good knowledge of the principles and practices of general bookkeeping.

Skill in the proper use of office machines and appliances used on the job.

Ability to properly apply office practices, methods and techniques and bookkeeping to the proper accomplishment of the utility billing function for the City and, in general, cashiering;

Ability to establish and maintain effective working relations with others;

Ability to express oneself, clearly and concisely, both orally and in writing;

Ability to apply basic knowledge of reading writing and mathematical functions to on-the-job activities.

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, and safely operate equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at times be lifted, carried and/or placed; dexterity and fitness to grasp, bend, stoop, walk, and otherwise perform physical functions of the assignment.

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.

TRAINING AND EXPERIENCE:

High school diploma or equivalent; experience in bookkeeping or accounts receivable preferred.

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

Signature

Date

JOB DESCRIPTION:	STREET OPERATOR
FLSA STATUS:	Non-Exempt
CLASSIFICATION:	Public Works
REPORTS TO:	Utility Services Foreman
PAY GRADE:	4

SUMMARY:

This employee maintains and keeps up the right of ways, property of the City and roads. They are under the direct supervision of the Utility Services Foreman. Duties also include support services for other departments and employees. Instructions are somewhat general, though occasionally, the employee may need to consider different course of action, or deviate from standard operating procedures to get the job done. The Utility Services Foreman will check work as it is being done, and reviews completed job.

DISTINGUISHING FEATURES OF WORK

The employee will use a variety of hand tools, and other small tools. The employee will be required to drive tractors, pick up truck, one-ton truck, mower, salt spreader, snowplow, roller, dump truck, knuckle boom, and backhoe. 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 75 pounds and occasionally lift and/or move greater weights.

ESSENTIAL EXAMPLES OF WORK:

Performs routine and repetitive work as part of a crew in the street department;

Collects brush;

Trims trees on right of way;

Changes signal lights and light bulbs;

Operates hydraulic tools;

Performs road repairs and snow removal;

Responds to complaints and service requests regarding pot holes, flooding, right-of-way problems, signals, street lights or related issues; evaluates situation; explains findings to Utility Services Foreman.

Performs general mowing;

Maintains drainage ditches;

Responsible for maintenance of assigned heavy equipment;

Routinely lifts 75 pounds; and

Performs routine equipment maintenance.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Assists sanitation or sewer crews as needed.

Regularly cleans and maintains facility, vehicles and machinery; and

Performs other duties as assigned within department or assisting other departments

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and ability to use of the use of common hand tools;

Knowledge of occupational hazard and safety precautions;

Knowledge of work zone safety;

Ability to lift, move and carry heavy objects and to work under variable weather conditions;

Ability to carry out instructions;

Ability to operate heavy equipment;

Ability to read and write;

Ability to learn new task; and

Ability to establish and maintain an effective working relationship with the public and other employees.

Ability to move 75 pounds or occasionally greater weights;

Ability to grasp, crouch, stoop, bend, climb, stretch, and walk in order to perform the job;

WORK ENVIROMENT:

Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element; work environment demands minimal confinement with little protective equipment required; generally, physical and working conditions are such that minor cuts, abrasions, bruises, or burns may be encountered, despite provision of safety measures and health precautions (generally no lost time results).

TRAINING AND EXPERIENCE:

Must have a High School Diploma or GED;

Must have valid Driver and CDL license;

Must pass a physical examination and drug test as well be covered under DOT regulations which requires pre- employment and random drug and alcohol testing;

Some experience in heavy manual labor;

Must attain Level I Collections certification within 1 year

Must have a good work and attendance record.

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

Signature

Date

JOB DESCRIPTION:	SEWER WORKER II
CLASSIFICATION:	Public Works
FLSA STATUS:	Non-Exempt
REPORTS TO:	Public Work Director
PAY GRADE:	4

SUMMARY:

This employee works under the direction and supervision of the Utility Services Foreman in the construction, maintenance and repair of the sewer collection facilities. Instructions to the employee may be general, though occasionally the instructions to the employee may be detailed and specific though occasionally the employee may need to consider different course of action or deviate from standard operating procedures to get the job done. The Utility Services Foreman will check, monitor and review the completed work.

DISTINGUISHING FEATURES OF WORK

The employee will use a variety of hand tools, heavy and light equipment. The employee will be required to lift, 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 toxic substances.

ESSENTIAL EXAMPLES OF WORK:

- Participates in the maintenance of the sewer collection system;
- Operates various types of heavy and light equipment including but not limited to a backhoe, ditch witch, skid steer, dump truck, jet router and rodding machine;
- Performs minor electrical wiring on pumps and lift stations;
- Cleans equipment and tools; and
- Performs general plumbing and pipefitting work.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Assist customers in water and sewer service problems;
- Prepare and maintain all records pertaining to services performed;
- Provide preventive maintenance where applicable;
- Investigate trouble reports to determine proper actions; and
- Perform related duties as assigned, filling in for knuckle boom operator and/or other functions as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to obtain knowledge of the materials and equipment used in the construction, repair and maintenance of sewer lines;
- Ability to obtain knowledge of mechanical, electrical, and maintenance operations of pumps;

Ability to obtain knowledge of general construction practices;
Ability to read, understand, and follow both oral and written communication;
Ability to communicate effectively with employees and citizens;
Ability to establish and maintain effective working relationship with others, employees and members of the public;
Ability to use tools necessary in the performance of required skills;
Ability to work under extreme weather conditions and for long periods;
Ability to work in odorous and unhealthy environments;
Ability to perform heavy manual labor under unfavorable conditions and climate;
Ability to grasp, crouch, bend, stoop, climb, stretch, and walk.
Ability to move at least 75 pounds; and
Ability to work in confined spaces such as manholes and lift stations.
Ability to grasp, crouch, stoop, bend, climb, stretch, and walk in order to perform the job;
Ability to be on call as needed.

WORK ENVIRONMENT:

Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element; work environment demands minimal confinement with little protective equipment required; generally, physical and working conditions are such that minor cuts, abrasions, bruises, or burns may be encountered, despite provision of safety measures and health precautions (generally no lost time results).

TRAINING AND EXPERIENCE:

Graduate from a standard high school or hold a valid GED;
Experience in performing heavy manual work;
Must possess a valid Drivers' License with the potential of getting a CDL (preferred);
Must attain Level II Collections certification within 1 year
Must have a good work and attendance record.

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

Signature

Date

JOB DESCRIPTION:	SEWER WORKER I
CLASSIFICATION:	Public Works
FLSA STATUS:	Non-Exempt
REPORTS TO:	Public Work Director
PAY GRADE:	3

SUMMARY:

This employee works under the direction and supervision of the Public Works Director. The main function of this position is to attend to building and property maintenance of city owned property, but assists with the maintenance of the sewer collection facilities as well. Instructions to the employee may be general, though occasionally the instructions to the employee may be detailed and specific though occasionally the employee may need to consider different course of action or deviate from standard operating procedures to get the job done. The Public Works Director will check, monitor and review the completed work.

DISTINGUISHING FEATURES OF WORK

The employee will use a variety of hand tools, heavy and light equipment. The employee will be required to lift, 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 toxic substances.

ESSENTIAL EXAMPLES OF WORK:

- Participates in the maintenance of the sewer collection system;
- Operates various types of heavy and light equipment including but not limited to a backhoe, ditch witch, skid steer, dump truck, jet router and rodding machine;
- Performs minor electrical wiring on pumps and lift stations;
- Cleans equipment and tools; and
- Performs general plumbing and pipefitting work.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Maintains all playgrounds, Community Center and City Hall as well as other City owned properties.
- Assist customers in water and sewer service problems;
- Prepare and maintain all records pertaining to services performed;
- Provide preventive maintenance where applicable;
- Investigate trouble reports to determine proper actions; and
- Perform related duties as assigned, filling in for knuckle boom operator and/or other functions as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to obtain knowledge of the materials and equipment used in the construction, repair and maintenance of sewer lines;
Ability to obtain knowledge of mechanical, electrical, and maintenance operations of pumps;
Ability to obtain knowledge of general construction practices;
Ability to read, understands, and follows both oral and written communication;
Ability to communicate effectively with employees and citizens;
Ability to establish and maintain effective working relationship with others, employees and members of the public;
Ability to use tools necessary in the performance of required skills;
Ability to work under extreme weather conditions and for long periods;
Ability to work in odorous and unhealthy environments;
Ability to perform heavy manual labor under unfavorable conditions and climate;
Ability to grasp, crouches, bend, stoop, climb, stretch, and walk.
Ability to move at least 75 pounds; and
Ability to work in confined spaces such as manholes and lift stations.
Ability to grasp, crouch, stoop, bend, climb, stretch, and walk in order to perform the job;
Ability to be on call as needed.

WORK ENVIROMENT:

Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element; work environment demands minimal confinement with little protective equipment required; generally, physical and working conditions are such that minor cuts, abrasions, bruises, or burns may be encountered, despite provision of safety measures and health precautions (generally no lost time results).

TRAINING AND EXPERIENCE:

Graduate from a standard high school or hold a valid GED;
Experience in performing heavy manual work;
Must possess a valid Drivers' License with the potential of getting a CDL (preferred);
Must have a good work and attendance record.

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

Signature

Date

POSITION TITLE:	RECORDS CLERK
CLASSIFICATION:	Administrative Police, Fire.
REPORTS TO:	Police Chief
FLSA STATUS:	Non-Exempt
PAY GRADE:	4

SUMMARY:

This position is assigned to perform a variety of technically specific administrative and clerical support duties in the Police and Fire department activities. Work is performed under minimal supervision and requires specialized knowledge of Police and Fire operations and laws.

DISTINGUISHING FEATURES OF WORK:

An employee in this classification prepares, processes, and retrieve police/fire records, data and reports while observing and enforcing strict security regulations and procedures; answers questions and provides information and assistance to police staff, law enforcement agencies, and the general public; and provides general clerical assistance to department personnel. They must have thorough knowledge of laws, codes, and regulations governing the maintenance and release of confidential and sensitive police/fire records and information.

ESSENTIAL EXAMPLES OF WORK:

Processes, maintains, and updates a variety of departmental files, records, and databases.

Researches, retrieves, compiles, and copies information from police records to assist police field personnel with ongoing investigations and operations; prepares records for court packages; processes request for police reports, and any other information from the public and other law enforcement/fire personnel.

Electronically scans accident reports, indexes, and files accidents, and other police data; organizes records in numerical or subject matter classification.

Compiles, tabulates, and verifies information and statistical data pertaining to arrests, cases, and other departmental operations; prepares monthly reports for administrative personnel.

Assists the public and other law enforcement/fire agencies at the counter and over the telephone; responds to questions, requests; provides information regarding departmental procedures and regulations involving police records, impound vehicles, directs callers to appropriate parties as necessary.

Receives and tracks subpoenas received from the District Attorney's Office; delivers subpoenas to proper personnel.

Archive and dispose of departmental records according as mandated by the Tennessee Records Retention Manual.

Utilizes various computer software applications and database management systems(i.e TIBRS, RMS, CAD, INCODE to enter data and import police reports and records on a daily basis and according to a strict departmental guideline for the compilation of statistical and informational reports.

Use of effective customer service, communication skills (oral and written), and judgment to research and respond to telephone, mail, and in-person requests for information, direction, and access to law enforcement investigations.

Expunges criminal records in accordance with the Petition and Order of Expungement issued by the courts.

Performs office and clerical duties related to equipment maintenance, filing, shredding, copying, faxing, etc. as required.

Responsible for writing grant proposals and submitting timely and accurate reports for all existing grant funded projects.

Responsible for all the property seized by the police department until the final disposition.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Enters variety of records clerical information into the computer such as may relate to: offence reports, accident reports, towing slips, field interview cards, warrants, subpoenas, arrest reports, dispositions and related information;

Prepares case files; prepares lists of arrests and other records items; distributes and accounts for traffic ticket books; does filing and retrieval of records hard copy; queries computer for a variety of information in support of the public safety function.

Operates a variety of standard office machines and appliances including the personal computer, printer, copy machines, calculators, fax machines, and telephone.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles and practices used in office work; good knowledge of the use of personal computers and their peripheral equipment; good knowledge of the principles and practices of police/fire record keeping.

Skill in the proper use of office machines and appliances used on the job.

Ability to properly apply office practices, methods and techniques to the proper accomplishment of the tasks assigned;

Ability to establish and maintain effective working relations with others;

Ability to express oneself, clearly and concisely, both orally and in writing;

Ability to apply basic knowledge of reading writing and mathematical functions to on-the-job activities.

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, and safely operate equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at times be lifted, carried and/or placed; dexterity and fitness to grasp, bend, stoop, walk, and otherwise perform physical functions of the assignment.

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.

TRAINING AND EXPERIENCE:

College Associates Degree, Bachelors preferred; experience in police/fire records and preferred.

SPECIAL REQUIREMENTS:

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

Signature

Date

JOB DESCRIPTION:	SANITATION OPERATOR
CLASSIFICATION:	Public Works
REPORTS TO:	Solid Waste Supervisor
FLSA STATUS:	Non-Exempt
PAY GRADE:	4

SUMMARY:

Under general supervision, is responsible for operating knuckle boom truck in pick-up and hauling of refuse; and performs related work as required. Picks up bulk items and brush pickup with brush truck/knuckle boom.

DISTINGUISHING FEATURES OF WORK

The employee will operate a variety of heavy and light equipment such as skid steer, backhoe, knuckle boom truck, and other necessary equipment.

Primarily drives and operates knuckle boom in pick-up and hauling of refuse.

ESSENTIAL EXAMPLES OF WORK:

Drives and operates knuckle boom truck in pick-up and hauling of refuse;

Drives and operates skid steer and backhoe in assistance with sewer and street maintenance functions.

At the end of the day, performs mechanical check on truck and performs minor maintenance as required.

Makes simple notations and reports; performs any functions as assigned by management throughout City as needed.

ADDITIONAL EXAMPLES OF WORK PERFORMED

May operate equipment requiring the same or lesser level of skill; may be required to work outside job description on an as needed basis.

May perform installation, repair and maintenance duties on sewer lines, services, equipment and taps; may perform line locations; may operate light truck and other equipment; performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by the 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 up to 75 pounds, though greater

weights may, at times 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.
Considerable knowledge of practices and precautions to be observed in operating equipment used; some knowledge of minor maintenance practices to be performed on equipment used.

Skill in the safe operation of equipment used.

Ability to safely operate a large refuse collection truck on assigned route.

Knowledge of practices used in the safe operation of heavy and light equipment;
Knowledge of State and City traffic regulations;
Knowledge of the materials and types of equipment used in general city maintenance work, and wastewater collections system;
Knowledge of occupational hazards and safety precautions;
Ability to operate a variety of heavy and light equipment;
Ability to understand and follow instructions; and
Ability to establish and maintain an effective working relationship with other employees and the general public.
Ability to move 75 pounds frequently, with greater weights required occasionally;
Ability to grasp, crouch, stoop, bend, climb, stretch, and walk in order to perform the job;

WORK ENVIROMENT:

Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element; work environment demands minimal confinement with little protective equipment required; generally, physical and working conditions are such that minor cuts, abrasions, bruises, or burns may be encountered, despite provision of safety measures and health precautions (generally no lost time results).

TRAINING AND EXPERIENCE:

Must have a High School Diploma or GED;
Must have valid Driver License and TN CDL license;
Must pass a physical examination and drug test as well be covered under DOT regulations which requires pre- employment and random drug and alcohol testing;
Some experience in heavy manual labor;
Must have a good work and attendance record
Must attain Level I Collections certification within 1 year

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

Signature

Date

POSITION TITLE: **ASSISTANT CITY MANAGER/CITY RECORDER**
CLASSIFICATION: Administration
REPORTS TO: City Manager
FLSA STATUS: Exempt
PAY GRADE: 10

SUMMARY:

This position performs highly responsible administrative and supervisory work in planning, directing and performing all financial, human resources, and city recorder management activities and processes of the City. Position may be appointed in an acting role in absence of the City Manager.

Work is performed independently under the general supervision of the City Manager, 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. In addition, this position manages or coordinates all city recorder and human resource functions for the city. The position performs complicated work involving significant public contact, managerial and organizational abilities, and budget management.

DISTINGUISHING FEATURES OF WORK:

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.

Plans, organizes and directs all municipal finance activities. Assures that city funds are effectively managed and accounting systems are properly maintained.

Prepares and presents annual and amended budgets including revenue and appropriation estimates for all funds.

Acts as liaison for audit, analyzes audit reports and provides recommendations to the City Manager for implementation.

Participates in the preparation of grant applications, as needed. Insures that bond covenants are met. Prepares monthly budgetary reports.

Provides financial information to state and federal regulatory agencies.

Advises department heads on financial and budgetary matters.

Supervises general ledger, utility billing, licenses & permits, purchasing, insurance, fixed assets and payroll.

Evaluates performance of employees. Attends City Commission meetings as needed and performs other duties as assigned.

ESSENTIAL EXAMPLES OF WORK:

Plans general operations of the department, administers the department budget; develops and enforces policies for the department's operations, staffing and citizen service; studies the organization, functions, and staffing needs of the department, and makes recommendations to City Manager to improve the efficiency and quality of departmental operations within budgetary limitations.

Assigns, trains, supervises, and evaluates assigned staff and their work; makes recommendations on job descriptions and work assignments.

Oversees the operations of all accounting control functions of the City, including but not limited to, maintenance of general ledgers, accounts receivable, accounts payable, purchasing controls, payroll, and fixed assets. Oversees maintenance of the accounting software system and oversees the routine processing of accounting reconciliations and accounting reports.

Manages the City's purchasing system, including oversight of policies and procedures, and the daily processing of purchasing requests by all departments.

Manages the annual property tax collection process; works with County Tax Assessor's offices to certify tax rates; audits property assessments on the financial accounting software system; oversees mailing and collection of bills; reconciles accounts at year-end.

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.

Oversees and actively manages the annual audit process; prepares reports, ledgers, and communications for presentation of the Certified Annual Financial Report.

Assists City Manager in the preparation of the annual budget; prepares forecasts and trend analysis; prepares presentations and written analysis of budget issues for the City Commission. Assists in preparation of the budget document, and serves as a resource to the City Commission, City Manager, and public in the use and management of this financial plan.

Assists City Manager 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.

Assists the City Manager and other department heads in the preparation of special studies and analysis on various municipal issues.

Oversees an accurate and updated inventory of city equipment and facilities, their condition, and future needs; prepares a depreciation schedule of fixed assets.

Prepares the reporting of withholdings and wage statements to various agencies.

Oversees the Municipal Court Clerk activities, including support of judicial proceedings, collections of fines, penalties, assessments, maintenance of the court logs and computerized accounting systems.

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.

Coordinates, audits, and processes insurance benefit activities; administers, prepares and processes materials pertaining to workers' compensation activities.

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.

Manages the City's unemployment program including completion of appropriate documentation when claims are filed, attending unemployment hearings and filing appeals when necessary.

Conducts orientation for new employees to include completion of necessary new hire paperwork, explaining personnel policies and procedures and various benefits available to them.

Stays current on Federal, State and regional employment laws, recent case law and reporting requirements related to personnel functions. Advises City Manager of the need for implementation or revision of City personnel policies.

Analyzes situations which may increase the City's risk of exposure to legal liabilities, proposing actions or programs to minimize those potential liabilities.

Ensures proper input of new hires, payroll and benefit changes and terminations into the payroll system; prepares reports for submission to various governmental agencies including wage garnishments and other mandates wage attachments.

Creates and/or revises forms in conjunction with personnel policies and procedures to ensure adequate documentation is completed and filed.

ADDITIONAL EXAMPLES OF WORK PERFORMED

May represent the City and City Manager in local and regional meetings, and serve on various ad hoc committees as a City representative.

On occasion may perform work of subordinate personnel.

As a member of the city's management team, may periodically oversee and supervise other employees in special programs and committees. May also be appointed in an acting role during the City Manager's absence.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, practices, and methods used in the financial management and oversight of a Municipal Government. Knowledge of accounting software packages, and the ability to integrate their functions into a sound financial reporting system.

Extensive knowledge of modern principles and practices of accounting, budgeting and municipal fiscal management.

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 computer software packages.

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.

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.

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

Physical Requirements: 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 tools and equipment used in work; ability to lift up to twenty-five (25) 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 environment is generally agreeable with good working conditions but may be slightly dirty or involve exposure to some other slightly disagreeable elements. The work environment demands minimal confinement with no protective equipment required.

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.

TRAINING AND EXPERIENCE:

Graduation from an accredited, post-secondary college or university, with a bachelor's degree in Business, Public Administration, Accounting, Finance; or applicable related degree strongly preferred. Master's Degree in Public Administration preferred.

Candidate should have a minimum of five years of experience in the accounting field, with a broad based knowledge of GL/AP/AR, purchasing, and payroll. Candidate will possess, or must obtain within 2 years of employment Certified Municipal Finance Officer Certification (CMFO). Candidate must also be well versed in financial accounting software. Demonstrated ongoing professional training in the governmental accounting field toward achievement and/or maintenance of CMFO certification.

Three to five years' experience of professional human resource work, preferably in municipal government; or any combination of education, training, and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.

Necessary Special Qualifications:

CMFO Certification is required. Certification as a Municipal Clerk by the Tennessee Secretary of State may be required. Desire ICMA credentials for city management, or IPMA-HR credentials in human resource management. To be certified as a City Recorder/Clerk, a person must either obtain a certificate from the International Institute of Municipal Clerks (IIMC) or complete a minimum of 100 credit hours of applicable education. Ability to be bonded is required.

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

Signature

Date

POSITION TITLE:	ASSISTANT FIRE CHIEF
CLASSIFICATION:	Administrative fire prevention, safety and suppression.
REPORTS TO:	Fire Chief
FLSA STATUS:	Non-Exempt
PAY GRADE:	8

SUMMARY:

Under general supervision performs fire suppression, prevention, emergency medical technical work, and supervisory work of average difficulty and administrative work of routine through average difficulty; and performs related work as required. Second in Command of Fire Department on a scene.

DISTINGUISHING FEATURES OF WORK:

The employee in this position performs standard suppression and prevention activities and acts as an emergency medical technician and supervisory work in the protection of life and property from fire and in addition acts as an administrative officer for the Chief. Supervises Volunteer Fire personnel.

ESSENTIAL EXAMPLES OF WORK:

Supervises and participates in performing fire suppression duties including driving fire apparatus to site of fire, setting up hose, operating pumpers 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.

Supervises and participates in performing general maintenance and clean-up of equipment and fire house including washing and cleaning fire apparatus and equipment, cleaning fire house.

Supervises and participates in developing pre-plans and responses relating to specific buildings and eventualities, emergency preparedness, handling of hazardous materials; participates in continuing training in fire prevention and suppression and related subjects and delivery of training to local entities.

Supervises and participates in the keeping of standard records and prepares standard reports; prepares standard training and safety programs and gives instruction on same to staff and to the public as assigned.

Assists the Fire Chief in the general management of the department as assigned.

Assigns, trains, supervises and evaluates subordinate staff and/or volunteer personnel and their work.

Operates and/or utilizes a variety of tools and equipment including: fire apparatus, fire pumpers, pumps, fans hoses, and other standard firefighting equipment, extrication equipment, ladders, first aid equipment, personal computer, radio, pager, and telephone.

Provides emergency and other care to those who have succumbed to illness or injury; provides scene control acting as incident commander as needed; 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;

Operates and utilizes various equipment, devices and supplies including airway oropharyngeal, BVM, oxygen equipment, portable suction equipment, 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.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Supervises and participates in performing prevention work such as code inspection of buildings and facilities, inspection and routing service to fire hydrants; gives talks intended to educate the public on fire prevention and suppression.

May utilize low angle and high angle vertical rappel rescue techniques.

Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to establish and maintain good public relations; personal integrity. Considerable 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 "First Responder"; some knowledge of the principles and practices of supervision and management.

Skill in the operation and use of tools and equipment to safely operate same and effect their intended proper use.

Ability to supervise and participate in the proper application of fire suppression and prevention techniques to a variety of situations according to standard operating procedure; ability to establish and maintain effective working relations with others; ability to express oneself, clearly and concisely, both orally and in writing.

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 (some lost time may be involved).

TRAINING AND EXPERIENCE:

Graduation from high school or equivalent and substantial experience in firefighting work and experience in emergency medical care. Significant experience supervising staff on scene and action as incident commander.

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 State of Tennessee Commission Fire Officer I certification. 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:	CODES ENFORCEMENT OFFICER
CLASSIFICATION:	Building/Codes, codes enforcement.
REPORTS TO:	Building Official / City Manager
FLSA STATUS:	Non-Exempt
PAY GRADE:	6

SUMMARY:

Under the direction of the Building Official, is responsible for technical work of average difficulty. Conducts municipal code and zoning inspections and performs related work as required.

DISTINGUISHING FEATURES OF WORK:

An employee in this class performs moderately skilled work of varied routine to complex inspection to ensure that uniform building, plumbing, and mechanical are met in construction and renovation activities. An employee also inspects for compliance with the adopted zoning ordinances and the municipal code, as well as various other codes and ordinances.

ESSENTIAL FUNCTIONS OF WORK:

Perform municipal code and zoning inspections upon completion of certifications; answer public inquiries related to service areas.

Receive and investigate complaints relative to municipal codes and zoning ordinance such as may relate to noise, odor, setbacks, weeds, trash, junk cars, placement and size of signs, etc.

Perform stormwater maintenance related inspections, follow up and completion and submission of state required paperwork and reporting.

Order correction of violations and re-inspect for compliance.

Attend Municipal Court as needed to enforce municipal code and zoning violations that have not been corrected; participate in Planning Commission and Board of Zoning Appeals meetings as required.

Review, and approve or deny applications for sign permits and assure continuing compliance.

Issue variety of permits to customers for new construction, pools, nominal home additions, land disturbance, etc.

Perform routine maintenance on equipment. Report any malfunctioning equipment to the supervisor.

Conduct behavior at all times in a professional manner to reflect positively on customer's perception of town facility.

Promote the teamwork environment. Assist coworkers when necessary.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have good verbal and written communication skills. Must be able to perform multiple tasks. Excellent inter-personal and customer service skills. Ability to work independently and with a group. Excellent mathematical aptitude. Attention to detail. Ability to exercise good judgment in evaluating situations and making decisions. Ability to establish and maintain effective working relations with other employees and the general public. Knowledge of the principles and practices relating to municipal code and zoning enforcement

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 50 pounds, though greater weights may, at some times 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 and residential/commercial locations. 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.

TRAINING AND EXPERIENCE:

High School diploma or G.E.D.; A valid drivers' license appropriate to the assignment and good driving record are required. The ability to obtain State of Tennessee Building Inspector Certification, Stormwater Level I Inspector Certification, and State of TN Residential Plumbing and Mechanical Inspector Certification within one year of employment. One to three years' experience as an inspector or related experience preferred.

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

Signature

Date

POSITION TITLE: **COURT CLERK**
CLASSIFICATION: Administration, courts
REPORTS TO: Office Manager
FLSA STATUS: Non-Exempt
PAY GRADE: 4

SUMMARY:

Under general supervision performs responsible administrative and technical work related to municipal court.

DISTINGUISHING FEATURES OF WORK:

The incumbent performs administrative work of various levels in ensuring compliance of the city's court policies and procedures. This position requires a great deal of discretion and independent judgment when performing tasks.

ESSENTIAL EXAMPLES OF THE WORK:

Acts as clerk for the municipal court, maintains court records and accepts records and receipts all monies and fines related to municipal court.

Prepares the court docket; acts as court clerk during court proceedings; recording dispositions as needed and preparing related paperwork.

Enters court related information into computer and prepares reports from that information.

Processes warrants, legal documents and court orders.

Creates and maintains all court clerical files.

Provides information to the public, attorneys and others relating to citations, court appearances and court dates, processes, and procedures.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Answers questions, and processes requests regarding municipal services via phone or in person;

Receives cash and negotiable instruments for deposits on new accounts and payment of bills;

May type form letters, records, or lists;

Initiates work orders for water connects and disconnects, meter re-reads and calibration tests.

Processes payments for sewer, and other utilities as needed.

Looks up, and distributes tax information as needed.

Processes and dispatches Public Works work orders as needed.

May perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

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 switchboards, calculators, cash registers, typewriters, personal computers and base radios; ability to perform simple mathematical calculations; ability to process and count cash; ability to exercise sound judgment in making decisions in accordance with applicable laws, ordinances, policies, and procedures; ability to deal effectively with the public in processing customer requests and complaints and coping with extreme cases of human behavior; ability to maintain effective working relationships with other employees; ability to communicate effectively.

Knowledge of the principles, practices and methods used in office work.

Knowledge of the principles, practices and methods of court procedures.

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.

Ability to establish and maintain effective working relationships with the public, employees, external agencies and organization.

Ability to perform court clerical work of some complexity and high volume.

Ability to maintain a variety of complex records and produce accurate reports.

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, and safely operate equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at times be lifted, carried and/or placed; dexterity and fitness to grasp, bend, stoop, walk, and otherwise perform physical functions of the assignment.

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.

TRAINING AND EXPERIENCE:

High School Diploma or GED required with two years post-secondary education preferred. No less than two years' experience in administrative functions preferred. Must maintain state required training for Municipal Court Clerk, prefer completion of Municipal Court Clerk Certificate program.

Must have the ability to be bonded.

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

Signature

Date

POSITION TITLE: **DEPUTY RECORDER/OFFICE MANAGER**
CLASSIFICATION: Administration
REPORTS TO: City Manager
FLSA STATUS: Non-Exempt
PAY GRADE: 7

SUMMARY:

This position is under the administrative direction of the City Manager, with reporting responsibilities to the Assistant City Manager/City Recorder. Responsibilities include the supervision and/or the performance of responsible tasks in collecting various taxes, payments and other revenues and issuance of various permits of the City along with other various duties assigned. Instructions to the employee are general and the employee must routinely use independent judgement when performing tasks.

ESSENTIAL EXAMPLES OF THE WORK:

Supervises the following employees on a day-to-day basis, filling in for their functions as needed: Tax Clerk, Utility Clerk, and Court Clerk; and also provides services in absence of the City Recorder to include, but not limited to, payroll, benefits, purchasing and asset tracking.

Performs, assigns and supervises work of clerical employees engaged in the collection of taxes, utility payments, fines and other revenues.

Assures that all payments and collections are properly recorded in the computer to the proper accounts and properly receipted.

Coordinates all information technology needs for the City.

Performs, assigns and supervises the billing of various taxes, charges for service and required reporting to other departments or agencies.

Performs, assigns and assists with enrollment, claims and other administrative duties relative to employee's group medical insurance.

Administers the beer application and licensing process.

Performs bank draft audits for sewer bank drafts.

Audits sales tax and business tax reports.

Issues Business Licenses and monitors and manages the business license process.

Responsible for functions related to maintenance of records and record retention processes.

Performs various reports relative to retirement and monthly TCRS benefit submissions.

Assists in preparation for annual audit.

Processes all requisitions with the least possible delay;

Procure products that will meet the department's requirements at the least cost to the city;

Know the source and availability of needed products and services and maintain current vendor files;

Obtains prices on comparable materials after receipt of departmental requisition;

Selects vendors, prepares purchase orders, and processes and maintains order and requisition files;

Prepares and advertises requests for bids and maintains bid files;

Transfers or disposes of surplus property;

Coordinates the complaints, reports and repair of street light outages between the city and electric company.

In charge of supply room, ordering office supplies, maintenance of copiers and postage machines.

Communicates with county(s) election offices for annexation notices annually, maintains census data as needed;

Assists with Title VI compliance initiatives, serves as Title VI Coordinator as needed;

Performs annual submission process for codification updates;

Assists with applications and administration of various grants as needed;

Manages third party vendors for provision of maintenance and cleaning of facilities;

ADDITIONAL EXAMPLES OF WORK PERFORMED

Performs general clerical duties incidental to the operation of the business office.
Receive payments for business tax, property tax, traffic court, and sewer bills in a backup capacity for other personnel as needed.

Performs all entries and tracking for fixed assets in support of City Recorder, including annual inventory and audit support.

Performs additional duties and projects as assigned.

| KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern office practices, procedures, and equipment.

Knowledge of computer accounting methods, data processing practices and procedures.

Knowledge of filing, municipal bookkeeping and record keeping practices and procedures.

Knowledge of, and the ability to use, business telephone manners and techniques.

Ability to input data accurately, keep records and perform routine clerical tasks.

Ability to operate a computer and standard office equipment.

Ability to exercise good judgement in evaluating situations and making supervisory decisions.

Ability to give oral and written instructions to subordinates and to direct the flow of considerable volume of detailed work.

Ability to converse plainly and directly in a courteous and friendly manner with hostile and uncooperative citizens, on the telephone or in person, and assist with the resolution of their problems.

Ability to follow oral or written instructions and to organize and plan work independently.

Ability to establish and maintain effective working relationships with other employees and 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, and safely operate equipment used in work; able to lift and carry about 25 pounds, though greater weights may, at times be lifted, carried and/or placed; dexterity and fitness to grasp, bend, stoop, walk, and otherwise perform physical functions of the assignment.

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.

TRAINING AND EXPERIENCE:

Graduation from an accredited high school including or supplemented by courses in bookkeeping principles and office practices and procedures. Prefer graduation from an accredited college or university associates degree (AA/AS) program directly related to the type of work performed.

At least 2 years' experience in supervisory municipal clerical work including bookkeeping and collection of money.

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

Signature

Date

POSITION TITLE: **DEVELOPMENT SERVICES DIRECTOR**
CLASSIFICATION: Administration
REPORTS TO: City Manager
FLSA STATUS: Exempt
PAY GRADE: 9

SUMMARY:

This position performs highly responsible administrative and supervisory work in planning, directing and performing all development services activities and processes of the City.

Work is performed independently under the general supervision of the City Manager, 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 developing and implementing strategies to increase the number of new businesses and jobs in accordance with the policy goals of the City of Millersville. The focus will center on the long term economic vitality of the central business districts. The Coordinator will develop partnerships to accomplish the above and work with other groups actively committed to the success of development within the City. The position performs complicated work involving significant public contact, managerial and organizational abilities, and economic development skills.

DISTINGUISHING FEATURES OF WORK:

- Develop, coordinate and implement plans for the expansion of the economic base of City.
- Interact with City staff, business and civic leaders to determine business, economic and community development strategies.
- Develop and implement strategies to promote opportunities to existing and prospective businesses.
- Integrate development strategies with other city, county and regional actions that impact the economic potential of the City with a specific emphasis on the Sumner/Robertson Countys' (EDC) strategic plan.
- Review and analyze regional, state and federal economic development initiatives and programs finding resources to support development activities.
- Conduct visits with employers in the City to test business climate issues.
- Provide liaison to regional economic development, developers, business leaders and assist in obtaining information and inspecting prospective business sites.
- Coordinate negotiations of site and business locations between potential investors and companies with developers, other city departments and governments or other entities.
- Provide a central data base and "action office" for all things development.
- Provide staff support to the Planning Commission, BZA, and City Board of Commissioners.
- Serve as a "go to" person for all City development and programs.

ESSENTIAL EXAMPLES OF WORK:

- Plans general operations of the department, administers the department budget; develops and enforces policies for the department's operations, staffing and citizen service; studies the organization, functions, and staffing needs of the department, and makes recommendations to City Manager to improve the efficiency and quality of departmental operations within budgetary limitations.
- Oversees the operation of all development services functions of the City. Ensures timely building and development permits to the public.
- Responsible for coordination of all site plan review and compliance to City and other regulations, review from other agencies and engineers, and timely review from the Planning Commission.
- Creates, distributes, and manages all Planning Commission Agendas and packets.
- Creates, distributes, and manages all BZA Agendas and packets.
- Assists in the development of the Comprehensive Plan and Future Land Use Plans.
- Assists the City Manager and other department heads in the preparation of special studies and analysis on various municipal issues.
- Oversees an accurate and updated inventory of available properties, businesses, and grant programs that will sustain and/or assist new development within the City.
- Stays current on Federal, State and regional laws, recent case law and reporting requirements related to development practices. Advises City Manager of the need for implementation or revision of City policies.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- May represent the City and City Manager in local and regional meetings, and serve on various ad hoc committees as a City representative.
- On occasion may perform work of subordinate personnel.
- As a member of the city's management team, may periodically oversee and supervise other employees in special programs and committees.

MINIMUM QUALIFICATIONS:

- Bachelor Degree in Business or Public Administration, Economics, Urban Planning or related field;
- Economic Development experience required;
- Tennessee experience desired, downtown economic development experience preferred;
- Experience in working multiple projects simultaneously.

SKILLS AND COMPETENCIES:

- Politically astute, but not political;
- Entrepreneurial spirit & approach;
- Experienced "hands on" economic developer/private or public sector;
- Thorough knowledge of legal and regulatory environment for downtown development, preferably with Tennessee experience;
- Comprehensive knowledge of the available resources at the city, county, EDC and state levels to assist businesses and employers;
- Ability to establish and maintain effective relationships with personnel in all city departments, professionals, business & neighborhood leaders, news media and elected officials;
- Considerable knowledge of the functions and inter-relationships of the City and other government agencies.

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.

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

Signature

Date

POSITION TITLE:	PARKS and RECREATION COORDINATOR
CLASSIFICATION:	Administration, parks and recreation.
REPORTS TO:	City Manager
FLSA STATUS:	Non-Exempt
PAY GRADE:	5

SUMMARY:

This position is responsible for the general oversight of Parks, Recreational Facilities, and Programs, and various special events and Leisure Programs. The position performs work of moderate complexity involving significant public contact, supervisory and organizational abilities.

DISTINGUISHING FEATURES OF WORK:

The incumbent in this class plans, organizes, develops, and supervises a varied program of parks, recreational and special event programming on a city-wide basis. This class differs from others in the Parks Department in that incumbents in all other positions report to this class and have less supervisory function.

ESSENTIALS EXAMPLES OF WORK:

Plans, organizes, and supervises varied city-wide recreational programs at city facilities such as community center, gym, and various parks facilities. Also, develops, plans, and supervises recreational programming in conjunction with other non-city facilities such as schools and county facilities, as needed.

Develops, organizes, and supervises various special events within the City.

Oversees and performs tasks related to social media presence of the City.

Edits and publishes quarterly City newsletter.

Continuously studies the organization, operations, functions, and staffing needs of the Department, and makes recommendations to City Manager and Parks Board to improve the range of programs, efficiency and usefulness of programs, and quality of programs within budgetary limitations.

Trains, supervises, and evaluates assigned staff and their work. Oversees policies and procedures to assure proper functioning of Department.

Prepares agenda and minutes, attends meetings, and interfaces with the City's Parks Board. Brings suggestions for new or enhanced programs to the Board for consideration, and solicits advice on oversight of the Department.

Handles the public relations function of the Department, including advertisements, promotional literature, and all other types of publicity, including interfacing with the print and broadcast media. Interfaces and keeps in close contact with citizens and users of City facilities, civic groups, and other governmental agencies.

Prepares, submits, and manages the Departmental budget. Prepares monthly reports on the operations and highlights of the Department. Makes periodic reports to the City Council in Study Session and regular official meetings on various operations and programs of the Department.

Maintains an accurate and updated inventory of parks and recreational facilities, their condition, and future needs.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of the principles, practices, and methods used in the management and oversight of a City Parks and Recreational Program. Good knowledge of the standard principles and practices of business management, and knowledge of good supervisory practices.

Ability to use standard functions of personal computers, such as word processing, spreadsheets, email, social media, use of the web for research, and knowledge of publishing and layout software programs for promotional materials.

Ability to effectively plan, organize, and budget for the operations of the Department. Detailed knowledge of successful practices in adult and juvenile recreational and leisure service programming.

Ability to effectively communicate orally and in writing with city staff, other governmental agencies, and the general public.

Knowledge of best practices in parks management; vision and ability to successfully propose, organize, and execute new and enhanced programs and facilities. Understanding of budgetary constraints when operating Department and proposing new facilities and equipment.

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by City medical advisor; vision and hearing, normal or corrected to sufficiently read, write, and safely operate tools and equipment used in job requirements; dexterity and fitness sufficient to operate equipment; ability to lift and carry up to fifty pounds, though at times greater weights may need to be lifted, carried, dragged, or placed; dexterity and fitness to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, run or otherwise perform physical functions of the assignment.

WORK ENVIRONMENT:

The work environment will vary according to the specific task, but may be slightly disagreeable and involve extreme heat or cold when working in an outdoor environment. Work environment demands minimal confinement with no standard protective equipment required. However, the physical demands of the position could result in possible cuts, bruises, burns, sprains, or illness causing confinement despite prior full safety provisions being utilized.

TRAINING AND EXPERIENCE:

Minimum of high School diploma or G.E.D., driver's license appropriate to the assignment and good driving record are required. Graduation from an accredited, post secondary college or university, with a bachelor's degree in park and recreation administration or other acceptable field of study preferred. Candidate will have a minimum of two years of directly related experience in the supervision of a Parks and Recreation program, or other community relations type programming, ideally in a county, municipal, or state setting.

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

Signature

Date

POSITION TITLE:	POLICE CORPORAL
CLASSIFICATION:	Administrative police, public safety.
REPORTS TO:	Police Sergeant
FLSA STATUS:	Non-Exempt
PAY GRADE:	5

SUMMARY:

Performs difficult protective service work in the Police Department supervising an assigned shift when sergeant is absent or unavailable; does related work as required. Work is frequently performed under emergency situations and involves considerable personal hazard and danger. The corporal will be the assistant shift supervisor of the on-duty police officers, when a sergeant is on duty.

DISTINGUISHING FEATURES OF WORK:

This class differs from that of Police Sergeant in that the incumbent is an entry level supervisory function in the command chain, with the former possessing higher rank and a greater degree of command experience.

Work is performed under the regular supervision of a Police Sergeant or Police Lieutenant. Supervision is exercised over subordinate Police Officers. Work frequently involves participating in the work of subordinates and assuming charge in the absence of a superior officer.

This position may supervise specialized divisions within the department upon assignment, and will additionally perform job functions of specialized functions as needed.

ESSENTIAL EXAMPLES OF WORK:

Serves as shift supervisor; performing all the law enforcement duties of a police officer; handling or assisting with difficult law enforcement situations; preparing and maintaining records, files and reports.

Acts as shift supervisor, oversees the work of police officers and dispatchers on an assigned shift; serves as FTO for new officers.

Assigns patrol units, patrol areas, special assignments and equipment, as required in absence of higher level command staff.

Instructs subordinate officers and civilian personnel as to work assignments and procedures in patrol, investigations, traffic or other assigned areas, as needed.

Directs, reviews and coordinates the work of personnel assigned to shift.

Helps evaluate work of subordinates, coordinates field training program with input and guidance from higher ranking command chain member.

Receives complaints or reports of emergencies, determines need for action, and directs or assists subordinates in handling difficult problems.

Makes arrests and conducts investigations as assigned; testifies in court.

Operates radar, breathalyzer and other specialized equipment.

Interviews witnesses, suspects and victims of crime.

Relieves superior officers in their absence or as assigned.

May be required to work overtime and/or be on call and to be able to respond to emergencies within a reasonable time.

Prepares reports and completes necessary paperwork for COMPSTAT when requested.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the rules and regulations of the Police Department; general knowledge of approved principles, practices and procedures of police work; general knowledge of pertinent Federal and State laws and municipal ordinances; thorough knowledge of the geography of the City and location of important buildings; ability to command respect of the officers and to assign, direct and supervise their work; ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relation; ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action; skill in the use of firearms and the operation of a motor vehicle; good physical condition.

WORK ENVIRONMENT:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, reaching, standing, walking, running, pushing, pulling, lifting, fingering, and grasping; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for night vision,

peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

TRAINING AND EXPERIENCE:

Graduation from high school or G.E.D.. Minimum 2-years' experience in Law Enforcement or related field as a POST certified police officer.

Possession of an appropriate driver's license valid in the State of Tennessee. POST Certification. Must meet Minimum Standards Law (TCA 38-8-106) requirements. Must meet physical, psychological and criminal record and other standards established by the Police Department.

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

Signature

Date: _____

POSITION TITLE:	POLICE DETECTIVE
CLASSIFICATION:	Administrative police, safety and suppression.
REPORTS TO:	Police Lieutenant
FLSA STATUS:	Non-Exempt
PAY GRADE:	5

SUMMARY:

Performs intermediate protective service work in the Police Department; does related work as required. Assignments received usually consist of specific cases to be followed to conclusion, and normally close with the preparation of a case for prosecution. This aspect of the work distinguishes the Detective from other Police personnel who make preliminary investigations of cases at the scene of the crime. This work involves an element of personal danger. Work is performed under regular supervision.

DISTINGUISHING FEATURES OF WORK:

An incumbent of this position is responsible for conducting criminal investigations. This class differs from that of Police Officer in that an incumbent of the latter is basically responsible for enforcing pertinent laws on an assigned patrol shift and does not perform investigative work to the depth required of an incumbent of the class.

ESSENTIAL EXAMPLES OF WORK:

Investigates criminal violations, questions witnesses and victims; gathers crime data, processes evidence; develops informants; prepares and maintains detailed records.

Questions witnesses and complainants, examines and processes crime scenes.

Serves warrants and makes arrests.

Interrogates suspects, gathers evidence, conducts surveillance, apprehends violators, and testifies in court, takes photographs, fingerprints, does related identification tasks.

May be assigned to juvenile investigation, drug investigation, etc. as needed.

Receives and processes evidence; requests laboratory analysis of certain evidence and maintains chain of custody.

Prepares and maintains detailed reports, records and files.

Develops informants for purposes of gathering intelligence, conducts police background investigations.

Performs public relations duties as assigned.

ADDITIONAL EXAMPLES OF WORK PERFORMED

May act as supervisor as needed for patrol division.

May perform administrative oversight of equipment and department property issuance.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; general knowledge of geography of the municipality and important buildings; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise reports; skill in the use of firearms; possession of physical agility and endurance.

WORK ENVIRONMENT:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, fingering, and grasping; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

TRAINING AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience as a Police Officer.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. Completion of basic police and investigators school. Must meet Minimum Standards Law (TCA 38-8-106) requirements. Must meet physical, psychological and criminal record and other

standards established by the Police Department. Must have 3 years minimum time as a commissioned Police Officer.

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

Signature

Date

POSITION TITLE:	POLICE LIEUTENANT
CLASSIFICATION:	Administrative police, safety and suppression.
REPORTS TO:	Police Chief
FLSA STATUS:	Non-Exempt
PAY GRADE:	8

SUMMARY

This employee is responsible for the daily operations of the patrol division of the Police Department. This position involves the supervision of a division of the police department. Instructions to this employee are general and the employee must routinely use independent judgment while performing tasks. The employee will report to the Chief of Police for supervision.

DISTINGUISHING FEATURES OF WORK:

An incumbent of this position is responsible for supervising the Patrol Division. This class differs from that of Police Officer in that an incumbent of the latter is basically responsible for enforcing pertinent laws on an assigned patrol shift and does not perform supervisory and administrative work to the depth required of an incumbent of the class.

ESSENTIAL EXAMPLES OF WORK:

Supervise subordinates in the assigned division of the police department, provide assignments, take and follow up on complaints, review and evaluate activity of subordinates, prepare reports and charts of police activity, assist in the preparing of the budget, evaluate methods of enforcement, investigations etc.; and suggest alternatives for efficiency.

Identifies needs within the agency and suggests programs.

Appraises the work of subordinate personnel.

Assists with the planning, organization and operations of the department.

Handles public information and public relations matters as assigned; ensures that all regulations and procedures are followed within work unit.

Assists in formulating and implementing police policy procedures, rules, regulations and programs in collaboration with leadership.

Prepares and reviews operational and administrative reports.

Prepares detailed reports for the Chief as needed.

Attends meetings and serves on committees, boards and agencies as directed by the Chief of Police.

Prepares letters, memoranda, bulletins and other correspondence for the signature of the Chief of Police, as needed.

Assumes command of the department at the direction of the Chief of Police.

Oversees all special projects and directly supervises all functions of Patrol, Bike Patrol, Security Details, Evidence and Property Room Maintenance and Fleet Maintenance.

Coordinates the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or service complaints. Investigates cases of alleged misconduct and responds to citizen's complaints.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Creates and reviews scheduling of personnel.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the laws, rules and court decisions relating to the administration of criminal justice and law enforcement; comprehensive knowledge of methods of crime detection, criminal identification and radio communication; comprehensive knowledge of controlling local, state and federal laws and ordinances; thorough knowledge of the geography of the City; demonstrated ability to lead and direct the activities of Police Officers; ability to maintain cooperative relationships with other City officials and with the general public; ability to evaluate the effectiveness of the Police operation and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; demonstrated integrity and tact.

WORK ENVIRONMENT:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, fingering, and grasping; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for color perception, night vision, peripheral vision, preparing and analyzing written or

computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

TRAINING AND EXPERIENCE:

Any combination of education and experience equivalent to graduation high school and extensive law enforcement experience which includes supervisory experience.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. P.O.S.T. Certification as police officer in the State of Tennessee. Must meet Minimum Standards Law (TCA 38-8-106) requirements. Must meet physical, psychological and criminal record and other standards established by the Police Department which include a minimum of graduation from a standard high school or GED; two (2) years curriculum with an Associates' Degree in Law Enforcement preferred, or five (5) years' experience.

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

Signature

Date

POSITION TITLE:	POLICE OFFICER
CLASSIFICATION:	Administrative police, safety and suppression.
REPORTS TO:	Police Supervisory Staff
FLSA STATUS:	Non-Exempt
PAY GRADE:	5

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate protective service work involving a variety of general or support duty police assignments; does related work as required. Work is performed under regular supervision. Work is frequently performed under emergency situations and involves considerable personal hazard and danger.

ESSENTIAL FUNCTIONS/TYPICAL TASK:

Patrol city, respond to service requests; enforce laws and ordinances; make arrests, testify in court; prepare records and files.

Seek solution to possible problems before event occurs.

Ability to pursue offenders on foot and or in a vehicle; use judgment in amount and type of force used.

Ability to perform CPR, First Aid, use AED equipment, as needed.

Operates a patrol vehicle to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order.

Responds to radio dispatches and answers calls and complaints.

Issues citations for traffic violations.

Serves warrants and makes arrests and testifies in court.

Provides police escorts, directs traffic; performs residential and commercial checks.

Fills out arrest records, fingerprints, photographs, etc.; performs prisoner security functions; investigates traffic accidents, crimes reported; develop possible suspects to bring outstanding cases to closure.

Reports unsafe conditions existing in street or other public facilities.

Assists with criminal investigations, conducts stakeouts, assists with presenting evidence, interviewing victims and witnesses, perform property and evidence duties as assigned.

Prepares detailed reports on activities and assignments.

Inspects vehicles and notifies garage of defective patrol units.
May be required to perform supervisory duties in the absence of a superior officer.

Participates in a variety of in-service training programs.

May be assigned to crime prevention, community policing/bike patrol, field training, special operations, technical support or investigation operation.

May be required to work overtime and/or be on call and to be able to respond to emergencies within a reasonable time.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of police methods, practices and procedures; general knowledge of the geography of the City, related county areas, and location of important buildings; general knowledge of the rules and regulations of the Police Department; ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of firearms and the operation of motor vehicles; good physical conditions.

WORK ENVIROMENT

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crouching, crawling, standing, walking, running, pushing, pulling, and lifting; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protection equipment.

TRAINING AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. P.O.S.T. Certification must be obtained within six months of employment. Must meet Minimum Standards Law (TCA 38-8-106) requirements. Must be a citizen of the United States, at least 21 years of age and meet the physical, psychological and criminal records and other standards for the assignment established by the Police Department.

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

Signature

Date: _____

POSITION TITLE:	POLICE SERGEANT
CLASSIFICATION:	Administrative police, safety and suppression.
REPORTS TO:	Police Lieutenant
FLSA STATUS:	Non-Exempt
PAY GRADE:	6

SUMMARY:

Performs moderately difficult, supervisory protective service work in the Police Department supervising assigned shift(s); does related work as required. Work is frequently performed under emergency situations and involves considerable personal hazard and danger.

DISTINGUISHING FEATURES OF WORK:

This class differs from that of Police Lieutenant in that the incumbent is responsible for supervision of a shift or shifts, with the former performing higher level supervisory command staff functions.

Work is performed under the regular supervision of a Police Lieutenant. Supervision is exercised over subordinate Police Officers. Work frequently involves participating in the work of subordinates and assuming charge in the absence of superior officer.

ESSENTIAL EXAMPLES OF WORK:

Serving as supervisor; performing all the law enforcement duties of a police officer; handling or assisting with difficult law enforcement situations; preparing and maintaining records, files and reports.

Acts as supervisor; oversees the work of police officers and dispatchers on an assigned shift or shifts as needed.

Assigns patrol units, patrol areas, special assignments and equipment.

Instructs subordinate officers and civilian personnel as to work assignments and procedures in patrol, investigations, traffic or other assigned areas.

Directs, reviews and coordinates the work of personnel assigned to shift(s), including applicable reserve patrol units.

Helps evaluate work of subordinates, coordinates field training program (FTO).

Receives complaints or reports of emergencies, determines need for action, and directs or assists subordinates in handling difficult problems.

Makes arrests and conducts investigations as assigned; testifies in court.

Operates radar, breathalyzer and other specialized equipment.

Interviews witnesses, suspects and victims of crime.

Relieves superior officers in their absence or as assigned.

May be required to work overtime and/or be on call and to be able to respond to emergencies within a reasonable time.

Prepares reports and completes necessary paperwork.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the rules and regulations of the Police Department; general knowledge of approved principles, practices and procedures of police work; general knowledge of pertinent Federal and State laws and municipal ordinances; thorough knowledge of the geography of the City and location of important buildings; ability to command respect of the officers and to assign, direct and supervise their work; ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relation; ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action; skill in the use of firearms and the operation of a motor vehicle; good physical condition.

WORK ENVIRONMENT:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, reaching, standing, walking, running, pushing, pulling, lifting, and grasping; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

TRAINING AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience as a Police Officer. Minimum 5-years experience in Law Enforcement or related field. Must have held supervisory rank for minimum of one year.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. POST Certification. Must meet Minimum Standards Law (TCA 38-8-106) requirements. Must meet physical, psychological and criminal record and other standards established by the Police Department.

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

Signature

Date: _____



City of Millersville Summary and Recommendation

Item # 4

SUBJECT: Discussion related to New Development Services Fees Proposed.

BACKGROUND: Michael Barr has put together a more comprehensive and clarified fee structure for Development Services. He feels it is still very competitive with others around us but is more clear than the previous fee schedule.

RECOMMENDATIONS: Move to Regular meeting for vote.

ATTACHMENTS Old Fees, New Fees

SUBMITTED BY: Caryn Miller, City Manager

DATE: 12/29/2017

Reviewed by:

City Manager

☒

Comments if any:

Fiscal Impact if any:

Other

☐

Attorney if applicable

☐

Comments if any:

The City of Millersville, TN
Development Services Fees

Applications:

Rezoning	\$300.00
Annexation	\$150.00
Variance, Special Exception, Appeal (BZA)	\$400.00
Variance for Residential Accessory Structures	\$ 50.00
Minor Subdivision Plat (with five or fewer lots)	\$300.00
Major Subdivision Plat (with more than five lots)	\$350.00 plus \$10.00 per lot & tract
Commercial & Industrial Site Plan	
Single Building	\$200.00
Multiple Buildings	\$300.00
Multiple Buildings w/Multiple Zonings	\$450.00
Development Agreements	\$250.00
Planned Unit Development Site Plan	
PUD Master Plan	\$950.00 plus \$25 per acre over 2 acres
PUD Agreement	\$500.00

Engineering and/or Survey Reviews:

**Review Fees are in addition to Application Fees*

Minor Subdivision Plat (with five or fewer lots)	\$250.00 + \$15.00 per lot
with New Public Infrastructure add	\$500.00 + \$20.00 per lot
Major Subdivision Plat (with more than five lots)	\$350.00 + \$15.00 per lot
with New Public Infrastructure add	\$900.00 + \$25.00 per lot
Public Improvement Inspection Fee	\$ 50.00 per inspection and lot
Commercial & Industrial Site Plan	
Single Building	\$350.00 + \$0.03 per building square foot
Multiple Buildings	\$450.00 + \$0.03 per building square foot
Multiple Buildings w/Multiple Zonings	\$450.00 + \$0.03 per building square foot
Development Agreement	\$300.00
Public Infrastructure Extension & Improvements	
Residential	\$300.00 + \$0.50 per linear foot
Commercial	\$400.00 + \$0.50 per linear foot
Public Utility Connection Inspection Fee	\$100.00 per inspection and connection
Planned Unit Development Site Plan	
To be determined by complexity and size	

Any Parcels with FEMA FIRM Floodway and/or 100 yr Floodplain

Floodplain Encroachment Review	\$200.00
Floodway Encroachment Review	\$500.00

Please note: *Review Fees for each additional review required after the first plan resubmittal*
= 50% of the original Review Fees

Land Disturbance Permit

Commercial & Industrial	\$200.00 + \$100.00 per disturbed acre
Residential	\$200.00 + \$ 50.00 per disturbed acre
Inspection Fee after a Violation	\$200.00 per disturbed acre and inspection

Miscellaneous Permits:

Driveway Connection Permit	\$100.00
Street Cut & Patch Permit	\$200.00
Conditional or Temporary Use Permit	\$200.00
Burn Permit	\$ 5.00
Demolition Permit	\$100.00
Structure Moving Permit	\$200.00
Temporary Construction Office Trailer	\$100.00
Pool Permit	
Above Ground	\$ 50.00
In Ground	\$100.00
Sign Permit	\$ 50.00

Miscellaneous Fees:

Letter of Zoning Verification	\$ 25.00 per parcel
Letter of Sewer Availability	\$ 25.00 per parcel or proposed lot
Re-inspection Fee (non-violations)	\$ 50.00

2016 fees

Planning Commission Fees

Request for Rezoning \$300.00

Annexation \$150.00

Minor Subdivision Plat (Five or Fewer Lots)

Plat Review Fee \$300.00 Per Plat

Engineering Review..... 350 + \$15 per residential dwelling

Major Subdivision Plat (More Than Five Lots)

Plat Review Fee \$350.00 Per Plat + \$10.00 for every lot over five

Engineering Review Fees\$ 350 + \$15 per residential dwelling

Commercial and Industrial Site Plan Review Fees

Single Commercial Building on single lot..... 200.00 + Engineering fees.

Other Commercial Site Plan.....\$ 300.00 +Engineering fees

Engineering Fees.....\$350.00 + \$0.03 per building Square Foot

Planned Commercial or Industrial Site Plan review450.00 + Engineering Fees

PUD Fees

Planned Unit Development Site Plan Review PUD

Master Plan Review..... \$950.00 plus \$10 per acre for anything over 2 acres + Engineering Fees

Engineering fees shall be established depending on the complexity and size of the PUD.

PUD Master Plans Revisions..... Minor \$400.00 Major..... 500.00

Board of Zoning Appeals

BZA Fees \$400.00 per Variance Request, Special Exception and Appeals
\$50.00 for residential accessory buildings

Miscellaneous Fees

Temporary Use Permit.....\$200.00

Conditional Use Permit.....\$200.00

Zoning Verification Letter \$25.00

Floodway Fringe Encroachment Review \$200.00

Floodway Encroachment Review..... \$300.00

Stormwater and Sewer Public Infrastructure Fees

Stormwater Land Disturbance Permit

Commercial.....\$300.00 for first acre and \$50 for any portion above one acre + Inspection fee

Residential\$250.00 for first acre and \$50 for any portion above one acre + Inspection fee

Inspection fees \$ 200.00 per disturbed acre

Street Cut Permit \$100.00

Sewer Public Infrastructure Permit

Commercial.....\$400.00 + inspection fees

Residential more than single family \$300.00 + Inspection fees

Inspection fees..... Residential \$50.00 per unit

Commercial\$350.00 + \$0.03 per building Square Foot

Letter of Sewer availability..... \$25.00

Street Cut Permit..... \$100.00

Miscellaneous Permits

Burn Permit..... \$5.00

Construction Trailer Permit \$100.00

Sign Permit..... \$50.00

Demolition Permit \$100.00

Moving Permit for structure..... \$200.00

Pool Permit..... Above ground.....\$15.00 In ground..... \$100.00

Re-inspection fees \$50.00

Mobile Home Permit Fees

Moving Fee \$150.00

Road Maintenance Fee \$275.00 for Parks, \$75.00 for Single Lots



City of Millersville Summary and Recommendation

Item # 5

SUBJECT: Discussion related to Personnel Manual

BACKGROUND: The Commission wanted to review the Personnel Manual and make suggestions for changes. Department Heads have given me feedback on the employee's feedback as well

- Nepotism Policy- Should not be in effect as it relates to the Volunteer Firemen
- Moonlighting- Either enforce it or do not have it. (we do enforce it)
- Call out time- What should be paid
- Court time- What should be paid
- Travel Policy needed
- Drug testing- not fair to Volunteer Firemen- also when does it really have to be done and who makes that call.

RECOMMENDATIONS:

ATTACHMENTS None

SUBMITTED BY: Caryn Miller, City Manager

DATE: 12/29/2017

Reviewed by:

City Manager



Comments if any:

Fiscal Impact if any:

Other

☐

Attorney if applicable

☐

Comments if any:

Caryn Miller

From: Jaeckel, Gary William <gary.jaeckel@tennessee.edu>
Sent: Wednesday, December 27, 2017 5:57 PM
To: Caryn Miller
Subject: Re: Goal Setting

Hi Caryn,

At this moment I have the 20th and the 27th available. If those dates don't work I have February 10th available as well.

Let me what works best for you and the commission!

Thanks, and have a happy New Year!!

Sent from my iPhone

On Dec 27, 2017, at 4:12 PM, Caryn Miller <CityManager@cityofmillersville.com> wrote:

<image001.jpg>

Can you tell me what Saturday in January you are available for the Goal Setting?

Caryn Miller, MPA

ICMA Credentialed Manager

City of Millersville City Manager

1246 Louisville Hwy

Millersville, TN 37072

615-859-0880

citymanager@cityofmillersville.com

Visit our website www.cityofmillersville.com

This communication is considered public record.