

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Accountant

Department: Administrative Services  
Reports To: Finance Director  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Finance Director, the Accountant is a non-exempt position under FLSA. This position is responsible for the accounts payable process of the City and assisting the Finance Director with a variety of daily accounting activities. This role also serves as an auditor, ensuring that invoices are accurate and that proper accounting procedures are followed for the purchasing and payment of goods and services, and assisting with citizen inquiries regarding City services. This employee should possess excellent accounting, organizational, public relations, and communication skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process claims and invoices for payment and verification of proper account coding.
- Prepares and posts purchase orders with appropriate documentation.
- Prepares the Scheduled Claims List for the City Council.
- Prepares periodic utility, financial, statistical or operational reports as assigned.
- Prepares checks for payment after review of account coding and proper approval(s);
- Balances cash on hand against receipts daily, prepare and balance deposits and update reports of accounts, examine receipts for accuracy and completeness, and prepare deposit slips;
- Prepares monthly general ledger journal entries;
- Performs monthly bank reconciliations;
- Prepares and distributes monthly Department Financial Reports;
- Performs special projects as assigned by the Finance Director;
- Prepares and files monthly state sales tax returns;
- Prepares invoices and maintains accounts receivable records for miscellaneous items;
- Assists Finance Director with adjusting errors and resolving customer complaints;
- Assists Finance Director in establishing and maintaining internal control procedures;
- Facilitates recordkeeping for FEMA incidents as required;
- Assists with citizen inquiries and concerns regarding City services;
- Serves as a back-up customer service/utility billing clerk, including receipting of utility payments and various other payments;
- Analyzes vendor accounts and negotiates extended terms with vendors when cash is restricted. Assists in monthly closings;
- Assists with special projects as necessary;
- Bills certain accounts receivable;
- Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of the City;
- Completes research of payments and invoices to determine appropriateness;
- Complies with the state in reporting and paying sales tax and compensating use tax;
- Conducts or coordinates audits of company accounts and financial transactions to ensure compliance with state and federal requirements and statutes;
- Follows state sales tax regulations when paying vendors;
- Maintains and updates filing, mailing, database systems, and records, either manually or using a computer to update vendor information, accounts payable data, determining balances owed, and duplicating invoices;
- Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards;
- Makes daily bank deposit;

- Prepares 1099-MISC documents annually and mail to vendors;
- Prepares and files annual reports related to accounts payable, i.e. forms 1099 and 1096, etc.;
- Prepares invoices to other agencies for shared expenses;
- Types, copies, distributes and files correspondence, memos, reports and records;
- Uses software to enter and produce correspondence, reports, tables, and financial schedules;
- Verifies payments and matches receipt;
- Works with other departments to ensure efficient and effective service delivery.

#### **MARGINAL FUNCTIONS**

- Assists other departments as needed;
- Answers the telephone and field questions, concerns, and complaints from the general public;
- Performs other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Bondable.
- Notary public.
- Must be insurable by City's insurance carrier.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Two to three years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

#### **POSITION PREFERENCES**

**Preferred Experience:** Four to five years related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Accounting is preferred.

#### **Knowledge, Skills and Abilities:**

- Ability to follow department policies and procedures, concentrate on tasks in the presence of distractions, prepare reports, type with speed and accuracy, count change correctly, and interpret written instructions and other documents.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets and databases.
- Ability to operate office equipment such as photocopiers and scanners, facsimile machines, voice mail systems, and computers.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work with and get along with others.
- Ability to carry out duties reliably and predictably.
- Knowledge of accounting principles and practices and accounts-payable practices.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of financial management.
- Skill in error free input of numbers and data.
- Skill in proofing own documents.

- Skill in organizational, public relations, and oral and written communication.

**Problem Solving:** This position requires independent problem-solving. This employee encounters problems with errors in payroll, reporting, financial processing, and transaction balances, as well as citizen concerns and complaints.

**Decision Making:** This position requires independent decision-making. The employee makes decisions about correcting errors, prioritizing daily work assignments, resolving citizen concerns and complaints, and performing daily duties in the most efficient manner.

**Supervision:** This position is under the general supervision of the Finance Director. This employee does not exercise any supervisory responsibilities over subordinate personnel.

**Financial Accountability:** This employee is responsible for department resources and equipment, and is required to be bonded. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, co-workers, and supervisory personnel is expected, as well as frequent contact with the organization's chief administrator and governing body.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position.

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

Physical activity associated with working in an office setting is required to perform the daily duties of this position. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Administrative Assistant – Public Works

Department: Public Works  
Reports To: Director of Public Works  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Director of Public Works, the Administrative Assistant – Public Works is a non-exempt position under FLSA. This position performs a variety of routine customer reception, clerical, administrative and financial work in support of Public Works, Codes Administration, Planning, and Water, Wastewater, and Electric utilities. This employee should possess excellent clerical, organizational, communication, and public relations skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicates with customers, vendors, developers, and contractors either by telephone or in person to provide needed information;
- Greets visitors and directs them to appropriate department with courtesy and tact in a positive, professional manner;
- Ensures that information regarding customer requests or complaints is provided accurately and efficiently and forwarded to the appropriate department;
- Answers all incoming phone calls promptly; determines nature of incoming call and directs caller to appropriate department or individual; if employee is unavailable, emails message or forwards call to voicemail;
- Receives, opens, date-stamps and distributes incoming mail daily. Processes outgoing mail and takes to post office as needed;
- Assists public works, codes administration, and utility department staff with projects, correspondence, spreadsheets, record keeping and other tasks as needed;
- Processes paperwork and maintains records for building permits and applications;
- Processes vendor invoices, produces department purchase orders, and forwards to City Hall for processing;
- Maintains all building and codes department forms and ensures changes are made as needed;
- Composes, types, and edits correspondence as needed; accuracy and professional appearance is a must on all outgoing correspondence, mail, reports, and other documents;
- Prepares Planning Commission and Board of Zoning Appeals packets for distribution;
- Responsible for all worker's compensation correspondence;
- Maintains postage meter reports and ensures postage is available;
- Orders and maintains office supplies as needed for department;
- Attends meetings of the Planning Commission and Board of Zoning Appeals, records minutes and forwards approved minutes to the City Clerk;
- Follows department policies and procedures;
- Opens the Public Works office daily at 7:30 a.m. Monday through Friday;
- Communicates with departments, vendors, and other individuals to answer questions, disseminate or explain information, and address questions;
- Completes research of payments and invoices to determine appropriateness;
- Creates service orders for occupants of utility addresses;
- Files contracts, deeds, and easements;
- Gathers information for legal property owners with 200 feet and 1,000 feet within the zoning text amendment area, or conditional use or variance request area;
- Issues public notification of all official activities or meetings;
- Maintains data records and prepares reports for the state, reimbursement and activities;
- Maintains tags, titles and insurance for all City vehicles;

- Maintains worker's compensation and accident reports;
- Manages the drug testing procedures for new hires, random testing, incidents and accidents;
- Performs budgeting duties, such as assisting in budget preparation, expenditure review, or budget administration;
- Prepares billing for utility, including verification of meter readings, service orders, utility adjustments, water leak notifications, average monthly payment plans, and monthly utility reports, and prepares refund deposits;
- Publishes legal notices for the Board of Zoning Appeals and Planning Commission;
- Uploads and downloads data from meter reading handhelds, monitoring of meter reading dates, and input of new meter tickets;
- Manages weed notices during the spring and summer season, legal notices and follow up;
- Reviews requests for issuing building permits;
- Sorts and files correspondence, and performs miscellaneous clerical duties such as answering correspondence and writing reports;
- Takes inventory of supplies and reports needs and shortages;
- Determines customer addresses by inquiring at post offices, telephone companies, credit agencies or through the questioning of neighbors;
- Tracks expenditures related to City projects;
- Types, copies, distributes and files correspondence, memos, reports and records;
- Uses software to enter and produce correspondence, reports, tables, and financial schedules;
- Works with other departments to ensure efficient and effective service delivery;

#### **MARGINAL FUNCTIONS**

- Assists other departments as needed;
- Performs other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Bondable.
- Notary public.
- Valid driver's license.
- Must be insurable by City's insurance carrier.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** One year to two years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

#### **POSITION PREFERENCES**

**Preferred Experience:** Two to three years related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Training in general office practices such as bookkeeping, accounting, computers, or filing.

#### **Knowledge, Skills and Abilities:**

- Ability to follow department policies and procedures, concentrate on tasks in the presence of distractions, prepare reports, type with speed and accuracy, and interpret written instructions and other documents.
- Ability to operate office equipment such as office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets and databases
- Ability to work and get along with others.
- Ability to carry out duties reliably and predictably.
- Knowledge of office procedures, computers, bookkeeping, and mathematics.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in organizational, public relations, and oral and written communication.
- Skill in error free inputting of numbers and data.
- Skill in proofing own documents.

**Problem Solving:** This position requires limited independent problem-solving. This employee encounters problems with citizen concerns and complaints, and scheduling priorities.

**Decision Making:** This position requires limited independent decision-making. The employee makes decisions about prioritizing daily work assignments, resolving citizen concerns and complaints, and efficiently performing daily duties.

**Supervision:** This position is under the direct supervision of the Director of Public Works. This employee does not exercise any supervisory responsibilities over subordinate personnel.

**Financial Accountability:** This employee is responsible for department resources and equipment. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, co-workers, and supervisory personnel is expected, as well as frequent contact with the organization's chief administrator, appointed committees, and governing body.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position.

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

Physical activity associated with working in an office setting is required to perform the daily duties of this position. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Administrative Assistant

Department: Police Department  
Reports To: Police Chief  
FLSA Status: Non-Exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Police Corporal, Sergeant, and Chief, the Administrative Assistant is a non-exempt position under FLSA. This employee should possess excellent communication, public relations, and interpersonal skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Handles security and identification for department personnel such as activating and distributing new key fobs, assigning and administering agency SecurID tokens used for KCJIS, and maintaining camera and security system; Assists with security audits of hardware and procedures;
- Serves as agency point of contact for matters concerning KCJIS and the National Crime Information Center (NCIC), and point of contact for the FBI/KBI;
- Completes monthly validations of agency records entered into NCIC (this includes contacting the victims of lost property and confirming the item is still missing, then updating that record through NCIC accordingly);
- Serves as organization's record custodian, assures records such as Offense and Arrest Reports, and Accident Reports are accurate, and quality reporting standards are met prior to distribution;
- Organizes records in computer system and in hard copy; Downloads interviews and puts in case data folder, copies for evidence and/or court; Works with vendors to facilitate efficient and accurate record maintenance;
- Responds to record requests from the District Attorney, Municipal Court, Social Service Agencies, Insurance companies, and other parties;
- Fields questions, concerns, and complaints by telephone or walk-in traffic, answers phones, and dispatches calls;
- Maintains, enters, and disseminates Public Safety reports, assuring compliance with applicable rules, policies, and regulations; Assures accuracy and confidentiality;
- Oversees record management for the Public Safety Department including storage and file destruction, assuring confidentiality and compliance with all applicable policies, laws, and rules;
- Administers all ordering and purchase-order documentation; Codes all bills and documents as needed, assuring accuracy and compliance with budget requirements;
- Calculates, collects and submits all employee time sheets, assuring accuracy, professionalism, and compliance with applicable policies and practices;
- Oversees supply inventory and orders supplies as necessary, assuring timeliness;
- Assists in the hiring process and annual maintenance of personnel qualifications and testing by assembling hiring packet, arranging or processing background checks, arranging medical and psychological tests, and tracking hours and training;
- Tracks equipment for department fixed assets;
- Processes background checks for new employees and yearly for current employees, private contractors, city liquor license and peddlers' licenses;
- Enforces all federal, state, and local laws and ordinances; and assures policies and procedures are adhered to;
- Distributes emergency fund vouchers to transients for local church;
- Distributes subpoenas to offices, and alerts officers when subpoenas are withdrawn, alerts officers to court times and assists with organized appropriate records for court;
- Installs and/or coordinates the installation of KCJIS-related software, and trains personnel on how to use software;

- Maintains databases for the department such as a current list of emergency contacts for businesses in Baldwin City;
- Receives and distributes mail, including DUI forms, to the Driver Control Bureau;
- Maintains department documents such as the Policy Manual and Standard Operating Procedures;
- Prepares daily, weekly, monthly and annual reports and statistics for various parties including the Police Chief, City Administrator, governing body, and the press;
- Oversees the usage and upkeep for office equipment, telephones, pages, fax machines, radios, and other equipment;
- Runs 10-27, 10-28, 10-29 and III, vehicles, and background checks;
- Makes travel arrangements, schedules in-house and external training, makes hotel and transportation arrangements;
- Tracks and completes VIN forms and sends to Kansas Highway Patrol;
- Inputs data to standard office and departmental forms, both manual and computerized; makes simple postings to various reports; compiles and tabulates department statistics;
- Logs criminal cases, accidents, and citations; sorts and files criminal cases, accident, disposition and animal control sheets. Enters, updates, and retrieves information from teletype networks and computerized data systems regarding such things as wanted persons, stolen property, vehicle registration, and stolen vehicles;
- Maintains access to, and security of, highly sensitive materials;
- Maintains the status and location of on-duty personnel at all times;
- Maintains chain of command by carrying out the orders and directives of his or her supervisor.

#### **MARGINAL FUNCTIONS**

- Assists all other departments as needed;
- Performs other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid driver's license.
- NCIC certified.
- Pass background check.
- Must be insurable by City's insurance carrier.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Two to three years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

#### **POSITION PREFERENCES**

**Preferred Experience:** Four to five years related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Degree in Accounting, Finance, Business, or Criminal Justice.

#### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work with and get along with others.
- Knowledge of bonding procedures.
- Knowledge of principles and practices of modern police work and law enforcement methods.
- Knowledge of the operation of the court system, including procedures and security.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Skill in communicating with citizens in difficult situations.

**Problem Solving:** This position requires limited independent problem-solving. This employee encounters problems with citizen concerns and complaints, and scheduling priorities.

**Decision Making:** This position requires limited independent decision-making. The employee makes decisions about prioritizing daily work assignments, resolving citizen concerns and complaints, and performing daily duties in the most efficient manner.

**Supervision:** This position is under the general supervision of the Police Department's chain of command (Police Lieutenant and Chief). The employee does not exercise supervisory responsibilities over subordinate personnel. The employee is in charge of the daily operation of the office, but maintains no disciplinary authority over certified or other civilian employees.

**Financial Accountability:** This employee is responsible for the safe operation and use of City resources and equipment. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, outside agencies, subordinate personnel, co-workers, and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position.

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

Physical activity associated with working in an office setting is required to perform the daily duties of this position. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to*

*change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

*City of Baldwin City, Kansas – JOB DESCRIPTION*

**Assistant Director of Public Works**

Department: Public Works  
Reports To: Director of Public Works  
FLSA Status: Exempt

This employee assists the Director of Public Works in supervising, planning, and organizing the activities of the Public Works Department including water, wastewater, parks, cemetery and street maintenance. This position provides technical and management support and assistance to the Director of Public Works. The Assistant Director of Public Works should possess excellent supervisory, organizational, communication, and public relations skills.

**DUTIES AND RESPONSIBILITIES**

- Supervises direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Assists with managing and directing the activities of the water, wastewater, parks and street divisions of the Public Works Department;
- Ensures department complies with federal, state, and local regulations;
- Fields questions, concerns, and complaints from the general public, contractors and other individuals;
- Handles special projects and prepares alternative recommendations for problem solving; organizes staff with project assignments and deadlines;
- Provides input on special projects relating to issues such as storm water management, provides comments, and reviews alternative recommendations;
- Conducts project plan review of new commercial and residential developments;
- Works with engineers and architects to solve problems in current infrastructure or to plan for future development;
- Ensures that job assignments are done in a timely and safe manner;
- Ensures that the water distribution system is producing safe water as economically as possible;
- Researches types of equipment to purchase or programs to support, prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations to Director; prepares or reviews plans and specifications for supplies, services, and contracts;
- Oversees the maintenance of the water distribution system including preparing bid documents and quotes, and ensures delivery of a quality, safe product;
- Oversees the maintenance of the wastewater plant and collection system;
- Oversees the maintenance of the streets during periods of inclement weather and on special projects as assigned;
- Oversees the maintenance of all City property;
- Analyzes and evaluates maintenance functions and procedures for all subdivisions of Public Works; initiates or recommends new or improved practices;
- Prepares and oversees division preventive maintenance schedule for heavy and light equipment, computer systems, and capital improvement needs to facilities;
- Operates, inspects, and maintains department equipment; assures that operators conduct and adhere to preventive maintenance schedules and safety checks;
- Develops, follows and enforces department policies and procedures;
- Develops, follows and enforces safety procedures and practices;
- Determines the most appropriate deployment of resources on routine projects such as water meter reading routes or snow removal routes, or inspection of sewer and water lines;
- Performs inspection of field work and progress, and directs crews on project resolution; works

- with contractors, engineers and vendors;
- Performs other duties as necessary or assigned.

### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid commercial driver's license.
- Kansas Department of Health and Environment License for Water and Wastewater.
- Backflow Prevention and Confined Space training.
- Certified Pool Operator Certification.
- Minimum Class II Wastewater Certification.
- Minimum Class I Water Certification.
- Must be insurable by the City's insurance carrier.

### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Four to five years related experience and/or training. Experience in Water, Wastewater and Public Works required in a progressive role as supervisory position. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

### **POSITION PREFERENCES**

**Preferred Experience:** Six to ten years related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Bachelor's degree in construction science, engineering or closely related field or 120 hours of college credit is preferred.

### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to efficiently operate water pumps, wastewater pumps, backhoes, dump trucks, snow plows, testing equipment, concrete breakers, salt and sand spreaders, hand tools, computers, and other department equipment.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, and software downloads from systems, etc.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to understand and anticipate problems, interpret data, prepare reports and documents, and read and interpret written instructions, reports, blueprints, maps, and manuals.
- Ability to work and get along with others.
- Knowledge of federal, state and City laws governing road, bridge, water, wastewater, storm water and other infrastructure improvements, financial accounting and grant reimbursements.
- Knowledge of water, wastewater, and street maintenance procedures and equipment maintenance.
- Skill in public relations, supervisory, organizational, oral and written communication.

**Problem Solving:** Problem-solving is a factor in this position. This employee encounters problems with project management, personnel issues and equipment malfunctions.

**Decision Making:** Decision-making is a factor in this position. This employee makes decisions about maintaining water and wastewater systems, maintaining streets, prioritizing daily assignments, resolving limited personnel issues, and performing daily duties in the safest and most efficient manner.

**Supervision:** This employee works under the supervision of the Director of Public Works, and exercises supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for the safe operation of department equipment, has limited authority to purchase necessary department supplies, but does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, co-workers, subordinate personnel, and supervisory personnel, and occasional contact with the City Administrator is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse working conditions exist with this position. Exposure to blood-borne pathogens, hazardous chemicals, excessive noise, heavy machinery, confined areas, and adverse weather conditions are to be expected. This position is subject to being on call or called out during emergency situations. This position may work nights, graveyard shifts, or weekends. Position wears personal protective equipment such as traffic vests, hearing protection, steel-toed boots, and prescribed uniforms.

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

While performing the duties of this job, the employee is regularly required to stand, walk, hear, stoop, bend, kneel, crouch, climb ladders or stairs, work in small and confined spaces, and communicate by phone and radio. The employee is frequently required to use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up, push, and pull up to 100 pounds with assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas -- JOB DESCRIPTION

# Cemetery Sexton-Parks

Department: Public Works (Parks)  
Reports To: Director of Public Works  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Director of Public Works, the Cemetery Sexton – Parks position is non-exempt under FLSA. This position assists in maintaining buildings, grounds, parks, open spaces, recreational systems, cemeteries, and operating department equipment. This employee in this position should possess a strong mechanical aptitude, as well as effective communication and public relations skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Mows, trims, removes trash, trims trees and maintains the City cemeteries and open space areas;
- Locates and prepare plots for internments and monuments;
- Communicate with customers to provide needed information with plot locations;
- Inspects, washes, and performs routine maintenance of restrooms, benches, pavilions, and other site amenities;
- Painting of City facilities including street markings, swimming pool, park and playground equipment;
- Snow removal and de-icing of streets and sidewalks;
- Performs custodial work including collecting and disposing of solid waste from building and grounds;
- Carpentry work as needed for building maintenance including repairs and or replacement of doors, windows, picnic tables and barricades;
- Sweeps, washes, paints and repairs or replaces park tables and slabs;
- Performs minor interior building maintenance such as painting, plumbing, carpentry, and other trades work;
- Maintains and adjusts specialized turf care equipment and tools;
- Operates tractors, mowers, jackhammers, welders, trucks, washers, and other departmental equipment;
- Installs and maintains parks and sports facilities;
- Perform routine inspection and preventive maintenance on assigned equipment and refer defects or needed repairs to supervisor;
- Perform all duties in conformance to appropriate safety and security standards;
- Keep records of work assigned & completed;
- Be subject to participation in the city's on-call program for emergency & after-hours response.

### MARGINAL FUNCTIONS

- Obey and comply with all City ordinances and policies
- Assist and/or perform other duties as deemed necessary or assigned for any other city department, especially water, wastewater and electric production & distribution.

## **POSITION REQUIREMENTS**

**Experience:** Six months to one year of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**Education:** High School Diploma or GED required.

**License/Certification:** Must have and maintain a valid Kansas Drivers License. A CDL license is preferred, or ability to obtain CDL within one year. This employee must be able to obtain herbicide applicator's license and any other permits as required for job related activities. Employee must be insurable by the City's insurance carrier.

**Knowledge, Skills and Abilities:** A thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. This employee must be able to operate dump trucks, loaders, backhoes, graders, rollers, tractors, mowing equipment, leaders, sewer machines and other department equipment. The ability to understand and anticipate problems, to follow department policies, and to interpret written instructions and manuals is required. This employee should possess a strong mechanical aptitude, and effective public relations, oral and written communication skills.

**Problem Solving:** Some responsibility for independent problem solving exists in this position. This position encounters problems with water leaks, and safe & proper equipment use around utility lines.

**Decision Making:** Some responsibility for independent decision making exists in this position. This employee makes decisions about performing necessary repairs and performing daily duties in the safest and most efficient manner.

**Supervision:** Supervision is provided and job related decisions are normally reviewed by this position's supervisor. Employee has no supervisory responsibility over other personnel.

**Financial Accountability:** This employee is responsible for safe operation of department equipment. Employee is not responsible for budgetary control of the department and will not participate in the annual department budget process.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel is expected.

**Working Conditions:** Manual labor is required. Some adverse working conditions exist within this position. Exposure to blood-borne pathogens, hazardous chemicals, heavy machinery, excessive noise, and work in confined spaces, heights and all types of weather conditions is expected. Exposure to adverse weather conditions and caustic chemicals is possible.

**Physical Requirements:** Manual labor including lifting and carrying heavy loads, extensive walking and the ability to operate departmental equipment is required daily in this position. Ability to drive motorized vehicles and equipment is required. Requires the ability to climb ladders or stairs to access remote areas. Ability to occasionally lift up to 100 pounds when performing maintenance tasks, visual ability to read small gauges and meters accurately, ability to communicate over the phones and radio, ability to work in confined, high or awkward places, physical ability to work rotating shifts, and ability to produce written reports. Position requires mobility and flexibility of body, manual dexterity and hand/eye coordination adequate to operate equipment as assigned.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and*

*requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Police Officer – Chief of Police

Department: Police Department  
Reports To: City Administrator  
FLSA Status: Exempt (not eligible for overtime pay)

### POSITION SUMMARY

Under the direction of the City Administrator, the Chief of Police is an exempt position under FLSA that performs managerial and administrative duties. Supervising the management of the department, budget preparation, and resolving personnel issues and citizen concerns are the primary responsibilities of this position. This employee should possess excellent supervisory, communication, organizational, managerial, and public relations skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends meetings and represents the City;
- Works with the City Administrator, City Council and Mayor;
- Consults and advises the City Administrator or department heads on matters relating to department operations and City-wide operations;
- Coordinates department activities with various governmental and outside agencies and other City departments;
- Defines and monitors performance, productivity, and compliance of subordinates with departmental missions, goals, objectives, policies, and procedures to ensure all work meets the required expectations;
- Develops short-term and long-term goals for department and City-wide;
- Develops, administers and enforces department policies and procedures;
- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Prepares and completes reports as requested;
- Purchases necessary equipment and supplies for the department;
- Receives and investigates, or assigns investigation of, public inquiries about department operations and follows up to ensure adequate resolution;
- Researches types of equipment to purchase or programs to support, prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations to City Administrator; prepares or reviews plans and specifications for supplies, services, and contracts.
- Responsible for the overall direction, coordination, and evaluation of a department or function; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;
- Responsible for the preparation, with the assistance of the City Administrator, of the annual budget for Police department functions, and the management of the approved annual department budget;
- Serves as a member of the City's management team;
- Supervises direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery;
- Serves and protects the citizens of Baldwin City through equitable enforcement of federal, state, and local laws and ordinances that protect life and property within the City;
- Ensures subordinates meet certification and annual training requirements;
- Reviews activities and reports of Police Officers regarding traffic, accidents, investigations, and procedures for policing;

- Performs public relations on behalf of the department and the City by communicating with schools, Baker College, Douglas County, neighborhoods, businesses and other constituents;
- Assists other law enforcement agencies such as Douglas County, surrounding communities, KBI (Kansas Bureau of Investigations), FBI (Federal Bureau of Investigations), DEA (Drug Enforcement Agency) and other safety-related organizations;
- Enforces safety procedures and practices;
- Directs major criminal investigations;
- Appears and testifies in court as a complainant or witness;
- Attends City Council meetings;

#### **MARGINAL FUNCTIONS**

- Assists other departments as needed;
- Performs other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Kansas Law Enforcement Training Certification or equivalent.
- Maintain 40 hours of continuing education annually.
- Valid driver's license.
- Qualify annually using the KCPOST approved firearms course.
- Must be insurable by City's insurance carrier.
- Minimum age 21 years old.
- CPR certified.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Six to ten years related experience and/or training. Law enforcement experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.). Degree or major coursework in Criminal Law, Psychology or a related field is required.

#### **POSITION PREFERENCES**

**Preferred Experience:** Ten years related experience and/or training

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Degree in Criminal Justice, Criminal Law, or Psychology.

#### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to efficiently operate firearms, tasers, body cameras, video equipment, computers, two-way radios, office equipment, and other law enforcement equipment.
- Ability to interpret data, complete and check reports and documents, develop department policies and procedures, understand and anticipate problems, and read and interpret manuals, legal documents, reports, and written instructions is required.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve highly complex problems and deal with a variety of variables.
- Ability to work in a team setting is required.

- Ability to work and get along with others.
- Knowledge of all federal, state, and local laws and ordinances, information systems technology, law enforcement techniques, law enforcement supervision, and mathematics is required.
- Skill in public relations, supervisory, organizational, managerial, oral and written communication.

**Problem Solving:** Frequent independent problem-solving is involved in this position. This employee encounters problems with criminal investigations, personnel issues, citizen complaints, scheduling conflicts, budget and City Council concerns.

**Decision Making:** Frequent independent decision making is involved in this position. This employee makes decisions about prioritizing assignments, resolving personnel issues and citizen complaints, preparing daily work schedules, performing criminal investigations, preparing the annual budget, and performing daily duties in the most efficient manner.

**Supervision:** This employee works under the direction of the City Administrator and exercises frequent supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for City resources and equipment, has limited authority to purchase necessary department supplies and equipment, and participates in the annual budget process.

**Personal Relations:** Daily contact with the general public, subordinate personnel, co-workers, and supervisory personnel, and frequent contact with the City Administrator and governing body is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some adverse working conditions exist within this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and adverse weather conditions is expected. This position contains an element of risk to personal safety. This employee may be exposed to blood-borne pathogens while investigating crime scenes, seizing and preserving evidence, and assisting ambulance crews. This position is subject to being on call or called out during emergency situations.

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

The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand or walk; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to run, stoop, bend, kneel, crouch or crawl. The employee must occasionally lift and/or move, push or pull with or without assistance up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**Special Conditions:** Employee must have a personal phone and may be issued a department phone, and must make his or her phone number(s) available so he or she may be contacted when necessary. Employee is expected to be in police department uniform as a rule, except as may be required otherwise. Employee is expected to reside within a twenty-minute response time from the corporate limits of the City.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment*

*to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# City Administrator

Department: Administrative Services  
Reports To: Mayor and City Council  
FLSA Status: Exempt (not eligible for overtime pay)

### POSITION SUMMARY

Under the guidance of Resolution No. 01-90-01 adopted January 22, 1990, the City Administrator is appointed by the Mayor with the consent of the City Council and serves at the pleasure of the Governing Body. The position administers the day-to-day operations of the City organization within the policies adopted and established by the Governing Body.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs and supervises all administrative departments of the City;
- Supervises the department head management team, encouraging active participation in discussions relating to all City departments, projects, and policies;
- Makes recommendations to the Mayor and City Council as well as other boards and committees for hiring and discharging appointive officers; Consults with department heads and appropriate committees regarding the disposition of other City employees;
- Recommends appropriate annual salary levels for all City employees;
- Develops and maintains a City-wide personnel policy and procedures manual to include:
  - Provisions for evaluation policies and procedures, and
  - Development of a grievance procedure;
- Develops and maintains, with the assistance of department heads, current job descriptions for all positions;
- Prepares and submits the annual budget with the assistance of the department heads;
- Reports to the Governing Body on a monthly basis regarding the financial status of the City;
- Reviews the entire financial structure of the City; makes recommendations to the Governing Body for improvements and upgrading, as well as:
  - Exercises general supervision over all City purchases and expenditures in accordance with the budget and such policies as established by the Governing Body;
  - Develops and maintains an internal control and audit system;
- Keeps the Governing Body advised of state and federal grants or benefits that the administrator feels may be of benefit to the municipality;
- Develops and prepares such planning, short range as well as long range, as the Governing Body shall request and submits planning to the Governing Body for action;
- In consultation with other professionals, assesses the needs and makes recommendations for improvement and maintenance of the City's infrastructure, as well as any other land or facilities under City management;
- Supervises the care and management of all City-owned land, property, buildings, and equipment, including:
  - General maintenance and upkeep,
  - Adequate insurance coverage, and
  - Maintains perpetual inventories of all property and equipment;
- Promotes City relationships with businesses, industry (including the industrial park), individuals, social groups and organizations, Baker University and other educational institutions, other units of government, and any other individuals and groups as appropriate;
- Cooperates with the City Planning Commission regarding the following:
  - Updates to the City building permit regulations;
  - Developing plans for platting new development;
  - Developing definite regulations governing the streets, curbs and gutters, and all utilities for new developments and/or additions;

- Prepares the agenda for each City Council meeting;
- Attends all meetings of the City Council with the right to take part in the discussion, but having no vote;
- Attends such other meetings of commissions and other organizations as the Governing Body may designate;
- Regularly reports on the status of the City and its services to the Governing Body;
- Reports regularly to the Governing Body on the scope of the City Administrator's activities;
- Acts as ADAA (Americans with Disabilities Act as Amended) Coordinator for City, keeping current on changes and review plans and accommodations to assure requirements are met;
- Keeps abreast of state agencies and their actions on governmental and utility regulations and policies;
- Performs public and media relations on behalf of the City as necessary;
- Coordinates City activities with various governmental and outside agencies;
- Defines and monitors performance, productivity, and compliance of subordinates with City mission, goals, objectives, policies, and procedures to ensure all work meets the required expectations;
- Develops short-term and long-term goals for City departments;
- Develops, administers and enforces department policies and procedures;
- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Prepares and completes reports as requested;
- Purchases necessary equipment and supplies for the City;
- Receives and investigates, or assigns investigation of, public inquiries about City operations and follows up to ensure adequate resolution;
- Researches types of equipment to purchase or programs to support, and prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations to governing body; prepares or reviews plans and specifications for supplies, services, and contracts;
- Responsible for the overall direction, coordination, and evaluation of a department or function. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;
- Responsible for the preparation of the annual budget for the City, and the management of the approved annual City budget;
- Coordinates and directs the City's management team;
- Supervises direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery.

#### **MARGINAL FUNCTIONS**

- None.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Bondable.
- Valid driver's license.
- International City Manager Credential Manager, preferred.
- Must be insurable by City's insurance carrier.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Four to five years related experience and/or training. Experience from a comparably sized municipal organization required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment. A suitable amount of similar management experience may be considered in lieu of formal education.

**Minimum Required Education:** Bachelor's degree from a college or university; or an equivalent combination of education and experience.

### **POSITION PREFERENCES**

**Preferred Experience:** Six to ten years related experience and/or training. Experience with municipal utilities desired.

**Preferred Education:** Master's degree from a college or university; or equivalent combination of education and experience. Master's degree in Public Administration or related field preferred.

### **Knowledge, Skills and Abilities:**

- Ability to interpret data, understand and anticipate problems, and read and interpret ordinances, agendas, financial statements, and other written correspondence.
- Ability to operate computers, printers, calculators, telephone systems, and other office equipment.
- Ability to prepare reports, memos, agendas, and other documents.
- Ability to set priorities, organize workload, handle multiple responsibilities, and meet deadlines.
- Ability to use independent judgment to plan, coordinate and organize a variety of administrative activities.
- Ability to delegate authority and responsibility.
- Ability to maintain composure in stressful situations and exercise rational decision-making in a calm and constructive manner.
- Ability to work with and get along with others.
- Ability to carry out duties reliably and predictably.
- Knowledge of accounting and payroll procedures, office management, finance and investments, federal, state, and municipal bond laws, local government laws and regulations.
- Knowledge of mathematics and computers.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- Skill in supervisory, public relations, organizational, and oral and written communication.

**Problem Solving:** Frequent problem-solving exists in this position. This employee encounters problems with personnel issues, citizen concerns and complaints, and scheduling priorities.

**Decision Making:** Frequent unsupervised decision-making exists in this position. This employee makes decisions regarding prioritizing work assignments, resolving personnel issues, resolving citizen concerns and complaints, and performing daily duties in the most efficient manner.

**Supervision:** This position is under the general supervision of the Mayor and City Council, and exercises frequent supervision over subordinate personnel.

**Financial Accountability:** Financial accountability is paramount to this position. This employee is responsible for City resources and equipment, and has the authority to purchase necessary equipment and supplies. This position is responsible for the preparation, presentation, and monitoring of the annual budget.

**Personal Relations:** Continual contact with all City departments and with the general public.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position. This position is subject to call-out.

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

The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand, walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**Special Conditions:** Employee must have a personal phone and may be issued a City phone, and must make his or her phone number available so they may be contacted when necessary. The employee is expected to reside within the corporate limits of the City.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

# City Clerk

Department: Administrative Services  
Reports To: City Administrator  
FLSA Status: Exempt (not eligible for overtime pay)

## **POSITION SUMMARY**

Under the supervision of the City Administrator, this position is appointed by the Mayor with approval of the City Council. The City Clerk is an exempt position under FLSA. This position performs responsible administrative and financial duties. This employee maintains control of all municipal, fiscal and legal records. As a City officer, the City Clerk is the official custodian of municipal documents and is responsible for various City records. This employee has a substantial amount of public contact regarding the furnishing of information concerning City ordinances and policies. Work assignments are prescribed in the state statutes and City ordinances and received from the City Administrator, the Governing Body, and citizen requests. The City Clerk handles important, confidential documents. This position oversees and provides support in the areas of policy review, hiring/recruiting, benefits management, payroll, performance evaluation management, termination. Maintains all personnel records according to City, state and federal guidelines. Oversees retirement and insurance benefits. Serves as City's safety director. Receives claims for workers compensation, works with insurance providers, and communicates with adjusters. This employee should possess excellent supervisory, financial, organizational, public relations, and communication skills.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Attends meetings and represents the City;
- Consults and advises the City Administrator or department heads on matters relating to department operations and City-wide operations;
- Coordinates department activities with various governmental and outside agencies and other City departments;
- Defines and monitors performance, productivity, and compliance of subordinates with departmental missions, goals, objectives, policies, and procedures to ensure all work meets the required expectations;
- Develops short-term and long-term goals for department and City-wide;
- Develops, administers and enforces department policies and procedures;
- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Prepares and completes reports as requested;
- Purchases necessary equipment and supplies for the department;
- Receives and investigates, or assigns investigation of, public inquiries about department operations and follows up to ensure adequate resolution;
- Researches the type of equipment to purchase or programs to support, prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations to City Administrator; prepares or reviews plans and specifications for supplies, services, and contracts.
- Responsible for the overall direction, coordination, and evaluation of a department or function; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;
- Responsible for the preparation, with the assistance of the City Administrator, of the annual budget for the City Clerk department functions, and the management of the approved annual department budget;
- Serves as a member of the City's management team;

- Supervises direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery;
- Maintains all City records, books, files, and documents;
- Acts as official custodian of City records, ordinances, resolutions, documents, agendas, and minutes; records and edits the minutes of meetings and distributes to appropriate officials or staff members; maintains City seal;
- Publishes ordinances, notices, and resolutions in appropriate publications;
- Attends all City Council meetings and records minutes;
- Assists with preparing the annual City budget;
- Maintains an accurate account of all bond issues;
- Serves as Personnel Officer of the City, serves as the City's designated agent to KPERS, maintains all personnel records, oversees the administration of drug and alcohol policies and testing, and maintains appropriate records and reports;
- Oversees risk management, including administering workers' compensation insurance and serving as ESC Coordinator;
- Keeps a record of all special assessments;
- Maintains custody of the corporate seal of the City of Baldwin City and affixes same to the official copy of all ordinances, contracts and other documents required to be authenticated;
- Administers oaths for all purposes pertaining to the business and affairs of the City and maintains suitable files of all such oaths;
- Advertises and recruits for vacant positions within City departments;
- Assists City Administrator with budget preparation and maintaining control of department budgets as it relates to personnel costs;
- Assists employees with health insurance, unreimbursed medical, and other insurance claims;
- Files and maintains employee personnel files;
- Compiles and prepares payroll data such as pension, insurance, and voluntary deductions;
- Determines work procedures, prepares work schedules, and expedites workflow;
- Files contracts, deeds, and easements;
- Issues public notification of all official activities or meetings;
- Maintains and updates documents, such as municipal codes or City charters. Prepares ordinances, resolutions, or proclamations so that they can be executed, recorded, archived, or distributed;
- Maintains and updates documents, such as municipal codes or City charters;
- Maintains and updates filing, mailing, database systems, and records;
- Maintains computer files on employee's salary and deductions, and personnel records to determine names, rates of pay, job titles, and changes in wage rates, deductions, etc.;
- Manages City insurance claims for workers compensation, risk management, and health insurance;
- Manages the drug testing procedures;
- Plans and directs the maintenance, filing, safekeeping, and computerization of all municipal documents;
- Prepares meeting agendas or packets of related information;
- Responds to requests for information from the public, other municipalities, state officials, or state and federal legislative offices;
- Types, copies, distributes and files correspondence, memos, reports and records;
- Uses software to enter and produce correspondence, reports, tables, and financial schedules.

#### **MARGINAL FUNCTIONS**

- None.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Bondable.
- Notary public.
- Valid driver's license.
- Certified Municipal Clerk or enroll in training to receive certification.
- Must be insurable by City's insurance carrier.

### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Two to three years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High School Diploma

### **POSITION PREFERENCES**

**Preferred Experience:** Four to five years related experience and/or training.

**Preferred Education:** Bachelors degree from a college or university; or equivalent combination of education and experience.

### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to maintain confidentiality of highly sensitive information.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets and databases.
- Ability to operate computers, printers, calculators, telephone systems, and other office equipment.
- Ability to read and interpret documents such as agendas, legal documents, and ordinances. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work with and get along with others.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of office policies and procedures, federal, state, and municipal bond laws, local government laws and regulations.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in analyzing information and evaluating results to choose the best solution and solve problems.
- Skill in communicating with citizens in difficult situations.
- Skill in establishing and maintaining effective working relationships with employees, officials and the public.
- Skill in evaluating alternatives and making effective decisions.
- Skill in listening to different parties and ascertaining what might have taken place, and making decisions based on information at hand.
- Skill in negotiating or persuading others to do something.
- Skill in public relations, organizational, and oral and written communication.

**Problem Solving:** Extensive problem-solving is a factor in this position. This employee encounters problems with personnel issues, citizen concerns and complaints, and scheduling priorities.

**Decision Making:** Frequent decision-making is involved in this position. The employee makes decisions about prioritizing daily work assignments, resolving personnel issues, resolving citizen concerns and complaints, and performing daily duties in the most efficient manner.

**Supervision:** This position is under the general supervision of the City Administrator.

**Financial Accountability:** This employee is responsible for City resources and equipment, has the authority to purchase necessary equipment and supplies, is required to be bonded, and participates in the annual budget process.

**Personal Relations:** Daily contact with the general public, subordinate personnel, co-workers, and the organization's chief administrator and governing body is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position.

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

The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Codes Administrator

Department: Community Development  
Reports To: Community Development Director  
FLSA Status: Exempt (not eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Community Development Director, the Codes Administrator is an exempt position under FLSA. This position performs administrative duties, is responsible for the enforcement of codes and ordinances for building occupancy, zoning and subdivision regulations. Promoting public safety in the City's built environment, and in general, is required. This employee should possess excellent organizational, public relations and communication skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends meetings and represents the City;
- Consults and advises the Community Development Director or department heads on matters relating to department operations and City-wide operations;
- Assists the Community Development Director in coordinating department activities with various governmental and outside agencies and other City departments;
- Assists in the development of short-term and long-term goals for department and City-wide;
- Assists in the development of department policies and procedures;
- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Prepares and completes reports as requested;
- Purchases necessary equipment and supplies for the department;
- Receives and investigates, public inquiries about department operations and follows up to ensure adequate resolution;
- Assists the Community Development Director on such matters as researching the type of equipment to purchase or programs to support, prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations to Community Development Director; prepares or reviews plans and specifications for supplies, services, and contracts;
- Assists the Community Development Director on such matters as coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery;
- Reviews plans, specifications and permit applications for construction projects in order to assure compliance with adopted building, plumbing, electrical, mechanical and fire codes as well as zoning restrictions and other related codes and ordinances;
- Enforces City codes and ordinances pertaining to construction and building trades, property maintenance, and the fire and life safety codes;
- Performs on-site inspection of footings, foundations, framing electrical, plumbing, mechanical systems and construction for all necessary code fulfillment;
- Issues permits and licenses as required;
- Administers Zoning, Land Use and Subdivision regulations as well as performing research relative to land use, both historically and for the present under supervision of the Community Development Director;
- Maintains a working relationship with County Public Works office, County Mapping department, the Appraiser's office, Register of Deeds office, the County Clerk's office and other agencies as necessary;
- Assigns addresses and develops street addressing for subdivisions based on a predetermined grid pattern that is compatible with County and/or City mapping files;

- Administers changes to the zoning map under supervision of the Community Development Director;
- Serves as the designated Public Officer for the City;
- Prepares reports and resolutions relative to condemnations, parking, nuisance violations and other issues;
- Works with other departments providing service to the City and to City residents in an effort to expedite customer service requirements;
- Attends preconstruction conferences with architects, engineers, developers and contractors to better ensure compliance with City codes and land use relative to the Comprehensive Land Use Plan and the Comprehensive Parks and Trails Master Plan;
- Monitors progress on all new construction and/or renovation projects;
- Ensures ADA (Americans with Disabilities Act as Amended) compliance for all construction projects within the City of Baldwin City;
- Administers National Flood Insurance Program as well as City floodplain regulations; Assists with City construction project management when required;
- Determines the need and obtains technical assistance for the review process of major development and construction projects;
- Obtains and prepares information that may be used as evidence, prepares documentation for and testifies relative to legal actions when necessary;
- Assists the Community Development Director in keeping data up to date regarding annexations, lot splits, street/alley closures, and dilapidated structures;
- Maintains the City road addressing system, 911 addressing system, cemetery data, storm sewer, water, sewer, lots, parcels, landownership, housing classifications, accident data, and other layers of information.

#### **MARGINAL FUNCTIONS**

- Assists all other departments as needed;
- Performs other duties as necessary or assigned;
- Maintains active membership with International Code Council, the Heart of America Chapter of Building Officials, and the Kansas Association of Code Enforcement in order to assist with the further development of expertise within the department.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Bondable.
- Valid driver's license.
- Acquire and maintain one Inspector Certification from the International Codes Council (I.C.C) at time of hire.
- Must be insurable by City's insurance carrier.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Four to five years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well at time of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

#### **POSITION PREFERENCES**

**Preferred Experience:** Six to ten years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience.

**Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.
- Ability to operate office equipment such as printers, telephones, fax machines and general office equipment with a high degree of efficiency.
- Ability to read and understand maps, blueprints, plans, specifications, reports and written instructions, and to prepare written documents.
- Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work and get along with others.
- Knowledge and proficient in ArcView and ArcEditor software.
- Knowledge in analyzing, manipulating, and digitizing procedures.
- Knowledge of City Code pertaining to nuisance abatement such as construction dust, debris, noise, and inoperable vehicles.
- Knowledge of City Zoning Ordinance, which regulates the use of land, the location, height, and bulk of buildings and structures, and establishes standards for design and development and other zoning processes relating to rezoning, site-plan modifications, design guidelines, and variances.
- Knowledge of Geographic Information Systems, geography and spatial applications.
- Knowledge of Infrastructure inspections.
- Knowledge of Microsoft Office software, and Photoshop.
- Knowledge of the adopted Electrical Code, which covers the installation and maintenance of electrical systems, equipment, and materials within or on buildings or other structures.
- Knowledge of the adopted Mechanical Code, which provides the requirements for the installation and maintenance of heating, ventilating, cooling, and refrigeration systems in buildings and other structures.
- Knowledge of the adopted Plumbing Code, which applies to the installation and maintenance of plumbing systems and materials, and provides requirements and standards for the protection of public health, safety, and welfare.

**Problem Solving:** Extensive problem-solving is a factor in this position. This employee encounters problems with enforcing all City Codes, and dealing with citizen and contractor concerns and complaints in a tactful and professional manner.

**Decision Making:** Extensive decision-making is a factor in this position. This employee is responsible for determining whether work performed by contractors, owners, and architects meet code regulations and/or plans and specifications, and if violations exist.

**Supervision:** This position is under the general supervision of the Community Development Director and exercises frequent supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for City resources and equipment, and participates in the annual budget process.

**Personal Relations:** Daily contact with other City departments and the general public is expected. Regular contact with developers and contractors will occur.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some adverse working conditions exist within this position. Exposure to weather conditions, hazardous chemicals, electricity, and work in confined spaces may be necessary. Must be able to work flexible hours and attend evening meetings as required.

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

Some manual labor including bending, stooping, crawling, climbing and walking is required daily in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Community Development Director

Department: Community Development  
Reports To: City Administrator  
FLSA Status: Exempt (not eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the City Administrator, the Community Development Director is responsible for planning, directing, managing, and overseeing the activities and operations of the Community Development Department, including the Land Development, Comprehensive Planning, Zoning, Building, Code divisions, and Economic Development activities and programs of the City. Coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative support to the City Administrator, including conducting special projects directly assigned by the City Administrator. Exercises direct supervision over management, professional, technical, and clerical staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends meetings and represents the City;
- Consults and advises the City Administrator or department heads on matters relating to department operations and City-wide operations;
- Coordinates department activities with various governmental and outside agencies and other City departments;
- Defines and monitors performance, productivity, and compliance of subordinates with departmental missions, goals, objectives, policies, and procedures to ensure all work meets the required expectations;
- Develops short-term and long-term goals for department and City-wide;
- Develops, administers and enforces department policies and procedures;
- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Prepares and completes reports as requested;
- Purchases necessary equipment and supplies for the department;
- Receives and investigates, or assigns investigation of, public inquiries about department operations and follows up to ensure adequate resolution;
- Researches the type of equipment to purchase or programs to support, prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations to City Administrator; prepares or reviews plans and specifications for supplies, services, and contracts;
- Responsible for the overall direction, coordination, and evaluation of a department or function; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;
- Responsible for preparation, with the assistance of the City Administrator, of the annual budget for community development department ~~fire department~~ functions, and the management of the approved annual department budget;
- Serves as a member of the City's management team;
- Supervises direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery;
- Assumes full management responsibility for all department services and activities, including land development, comprehensive planning, zoning, economic development, building and code divisions; and recommends and administers policies and procedures;

- Reviews private project development plans for compliance with codes, regulations and standards, adequacy of applications for permits and compliance with approved plans.
- Determines applicable codes, regulations and requirements for assigned projects;
- Maintains regular contact with consulting engineers, construction project engineers, city, county, state and federal agencies, professional and technical groups and the general public regarding division activities and services;
- Provides staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of urban planning;
- Serves as staff liaison to the Planning Commission, Board of Zoning Appeals, and other boards as assigned;
- Attends City Council meetings and takes necessary action regarding Council agenda items;
- Facilitates procurement of professional planning services for the City as the needs arise;
- Serves as the Baldwin City liaison to the Douglas County Metropolitan Planning Organization;
- Serves as the Administrative Officer of the Baldwin City Zoning and Subdivision Regulations;
- Performs public education, speaking and outreach when new projects are being implemented and for ongoing activities;
- Responsible for the City's Geographic Information System (GIS).

#### **MARGINAL FUNCTIONS**

- Assists other departments as needed;
- Performs other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Bondable.
- Valid driver's license.
- American Institute of Certified Planners (AICP) preferred.
- Notary preferred.
- Must be insurable by City's insurance carrier.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Two to three years related experience and/or training. Experience in a responsible professional city planning position. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** Bachelor's degree from a college or university; or an equivalent combination of education and experience. Major course work in Urban Planning, Public Administration, or a related field.

#### **POSITION PREFERENCES**

**Preferred Experience:** Four to five years related experience and/or training.

**Preferred Education:** Master's degree from a college or university; or equivalent combination of education and experience. Master's coursework in urban planning.

#### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, and software downloads from systems, etc.

- Ability to operate office equipment such as printers, telephone systems, and other office equipment.
- Ability to prepare reports, memos, agendas, and other documents, interpret data, understand and anticipate problems, and read and interpret ordinances, agendas, financial statements, and other written instructions.
- Ability to read and interpret documents such as federal rules and regulations, contracts, legal descriptions, and procedure manuals.
- Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to speak effectively before groups of customers or employees of the organization.
- Ability to work and get along with others.
- Knowledge of City Code pertaining to nuisance abatement such as construction dust, debris, noise, and inoperable vehicles.
- Knowledge of City Zoning Ordinance, which regulates the use of land, the location, height, and bulk of buildings and structures, and establishes standards for design and development and other zoning processes relating to rezoning, site-plan modifications, design guidelines, and variances.
- Knowledge of community planning principles, economic development programs and their corresponding federal, state, and local laws is required.
- Skill in supervisory, public relations, organizational, and oral and written communication.

**Problem Solving:** Extensive problem-solving is a factor in this position. This employee encounters problems with personnel issues, citizen concerns and complaints, and scheduling priorities.

**Decision Making:** Performs work involving the application of logical principle and thinking to solve practical problems within or applying to a unit or division of the organization.

**Supervision:** This position is under the general supervision of the City Administrator, and exercises frequent supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for City resources and equipment, has the authority to purchase necessary equipment and supplies, is required to be bonded, and participates in the annual budget process.

**Personal Relations:** Daily contact with the general public, subordinate personnel, co-workers, supervisory personnel, and the organization's chief administrator and governing body is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position. Site visits to developments may occur as needed.

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

While performing the duties of this job, the employee is required to speak and hear. The employee frequently is required to stand; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Director of Public Works

Department: Public Works  
Reports To: City Administrator  
FLSA Status: Exempt (not eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the City Administrator, the Director of Public Works is an exempt position under FLSA. This position is responsible for planning, directing, and organizing the activities of the Street Department (including storm drainage), Water Utility, Wastewater Utility, Parks Maintenance Department, Swimming Pool and the City-operated cemetery. Supervising subordinate personnel and reviewing projects is expected. This employee is also responsible for supervising the design and construction of various City projects, and cooperating with the City Administrator in the development and implementation of the annual budget. This employee should possess excellent technical, supervisory, financial, managerial, organizational, public relations, and communication skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends meetings and represents the City;
- Consults and advises the City Administrator or department heads on matters relating to department operations and City-wide operations;
- Coordinates department activities with various governmental and outside agencies and other City departments;
- Defines and monitors performance, productivity, and compliance of subordinates with departmental missions, goals, objectives, policies, and procedures to ensure all work meets the required expectations;
- Develops short-term and long-term goals for department and City-wide;
- Develops, administers and enforces department policies and procedures;
- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Prepares and completes reports as requested;
- Purchases necessary equipment and supplies for the department;
- Receives and investigates, or assigns investigation of, public inquiries about department operations and follows up to ensure adequate resolution;
- Researches types of equipment to purchase or programs to support, prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations to City Administrator; prepares or reviews plans and specifications for supplies, services, and contracts.
- Responsible for the overall direction, coordination, and evaluation of a department or function. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;
- Responsible for the preparation, with the assistance of the City Administrator, of the annual budget for department functions, and the management of the approved annual department budget;
- Serves as a member of the City's management team;
- Supervises direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery;
- Plans, directs, organizes, and supervises the activities of the Street Department, Water Utility, Wastewater Utility, City Parks, City swimming pool, and the City-operated cemetery;
- Directs project involvement for various infrastructure improvements such as streets, sidewalks, bridges, floodplain improvements, and sewer and water improvements;

- Prepares and reviews project studies and technical reports;
- Attends City Council meetings;
- Plans maintenance of all City facilities;
- Schedules staff meetings and communicates department needs, policies, and goals;
- Performs general administrative duties;
- Supervises the design and construction of various projects; works with engineers, architects, consultants, third parties;
- Enforces safety procedures and practices; assures proper safety standards and precautions are followed;
- Establishes and maintains relationships with Douglas County Public Works, Kansas Department of Transportation, other municipalities, and other similar agencies or organizations that are involved in infrastructure planning, construction, and maintenance;
- Serves as sexton of the City-operated cemetery and coordinates burials with information provided by the City Clerk;
- Plans for vehicle and equipment maintenance and replacement;
- Cooperates with identifying infrastructure needs, and the development of the City's Capital Improvement Program;
- Performs public education, speaking and outreach when new projects are being implemented and for ongoing activities;
- Negotiates right of way acquisitions, working with property owners;
- Approves time and work reports prepared by crews.

#### **MARGINAL FUNCTIONS**

- Assists all other departments as needed, particularly the electric utility and building inspection departments;
- Performs other duties as necessary or assigned;

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- A licensed professional engineer preferred.
- Kansas Department of Health and Environment License for Water and Wastewater (within 12 months of hire).
- Backflow Prevention training.
- Confined Space training.
- Class III Wastewater Certification.
- Class II Water Certification.
- Valid commercial driver's license.
- Must be insurable by the City's insurance carrier.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Six to ten years related experience and/or training. Experience in Water, Wastewater, Public Works or other closely related utilities required in a progressive role as supervisory position. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** Bachelor's degree from a college or university; or an equivalent combination of education and experience. Degree in civil engineering, engineering, construction science or closely related field.

#### **POSITION PREFERENCES**

**Preferred Experience:** Ten years related experience and/or training.

**Preferred Education:** Master's degree from a college or university; or equivalent combination of education and experience.

**Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, slope, and to draw and interpret bar graphs.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to carry out duties reliably and predictably.
- Ability to interpret data, compile reports, understand and anticipate problems, prepare reports, memos, budgets, policies, and other documents, and read and interpret maps, blueprints, schematics, diagrams, specifications, legal documents, manuals, codes and regulations.
- Ability to operate and instruct others in the operation of a variety of power construction and maintenance equipment used in the Water, Sewer and Street departments.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, and software downloads from systems, etc.
- Ability to operate computers, backhoes, trucks, department vehicles, surveying equipment, and other department equipment.
- Ability to solve complex problems and deal with a variety of variables.
- Ability to speak effectively before groups of customers or employees of an organization.
- Ability to work and get along with others.
- Knowledge of design and construction of Public Works projects including buildings, roads, water lines, drainage systems, and associated structures.
- Knowledge of design and construction techniques, management techniques, project management, budget preparation, mathematics, and computers.
- Knowledge of federal, state and City laws governing road, bridge, water, wastewater, storm water and other infrastructure improvements, financial accounting and grant reimbursements.
- Knowledge of operating and maintaining heavy and light equipment, road and bridge infrastructure, water, wastewater, storm water, and other public facilities such as buildings, trails, lakes, and parks;
- Skill in technical, supervisory, organizational, management, public relations, and oral and written communication.

**Problem Solving:** Extensive independent problem-solving is a factor in this position. This employee encounters problems with personnel issues, citizen and contractor concerns and complaints, scheduling priorities, and budget restraints.

**Decision Making:** Frequent independent decision-making is involved in this position. The employee makes decisions about resolving citizen and contractor concerns and complaints, making necessary infrastructure improvements, prioritizing work assignments, and performing daily duties in the most efficient manner.

**Supervision:** This position is under the general supervision of the City Administrator, and exercises frequent supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for City resources and equipment and has the authority to purchase necessary equipment and supplies. This employee participates in the annual budget process.

**Personal Relations:** Daily contact with the general public, outside agencies, subordinate personnel, co-workers, supervisory personnel, the City Administrator and governing body is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse working conditions exist with this position. Exposure to blood-borne pathogens, hazardous chemicals, excessive noise, heavy machinery, confined areas, and adverse weather conditions are to be expected.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Electric Apprentice Lineman

Department: Electric Utility - Distribution  
Reports To: Lead Journeyman Lineman  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Lead Journeyman Lineman, the Apprentice Lineman is a non-exempt position under FLSA. This position operates equipment, digs holes and sets poles, strings wire and other duties related to maintenance of the electric distribution system. The employee should have a strong mechanical and electrical aptitude, an understanding of electric distribution systems and willingness to learn.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with installing underground equipment;
- Attends and participates in the assigned Apprenticeship Course;
- Climbs poles and makes necessary repairs;
- Digs holes and sets poles for utility lines;
- Follows department policies and procedures;
- Follows and adheres to safety procedures and practices, such as checking equipment regularly and erecting barriers around work areas;
- Maintains assigned tools and equipment;
- Places or replaces pole arms and pole hardware, including switches, fuses and insulators;
- Responds to work orders for utility disconnections, reconnections, new orders, and other electric utility service requests;
- Sets and connects transformers, meters, lightning arrestors and other electrical distribution equipment;
- Sets poles and strings new line, and installs transformers and conductors;
- Strings wire on new construction or repairs line breaks;
- Trims trees around electric lines and performs related work as required;
- Inspects and assists with the control and use of supplies and equipment used in the maintenance, construction and repair of electric distribution lines and other department facilities to insure that all equipment is in proper working order;
- Assembles, installs, or repairs wiring, electrical or electronic components, pipe systems, plumbing, machinery, or equipment;
- Assists and maintains reports and records;
- Communicates with customers, employees, and other individuals to answer questions, disseminate or explain information, and address questions;
- Learns to install new electric service lines, installing and relocating electric meters, and maintaining the existing electric supply and distribution systems;
- Learns to install, maintain, and repair electrical distribution and transmission systems, including conduits, cables, wires, and related equipment, such as transformers, circuit breakers, and switches;
- Identifies defective sectionalizing devices, circuit breakers, fuses, voltage regulators, transformers, switches, relays, or wiring, using wiring diagrams and electrical-testing instruments;
- Inspects and tests power lines and auxiliary equipment to locate and identify problems, using reading and testing instruments;
- Opens switches or attaches grounding devices to remove electrical hazards from disturbed or fallen lines or to facilitate repairs;
- Prepares daily and weekly documents such as usage information, log sheets, billing for customers on work done and materials used and purchased;

- Uses tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments, and electrical and electronic testing devices;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery.

#### **MARGINAL FUNCTIONS**

- Obeys and complies with all City ordinances and policies;
- Assists other departments, especially electric production and other utility departments;
- Performs other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid Commercial Driver's License (CDL).
- Must be insurable by City's insurance carrier.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Six to twelve months related experience and/or training. Similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.). Enrollment in and make satisfactory progress toward completion of an apprentice program.

#### **POSITION PREFERENCES**

**Preferred Experience:** One year to two years related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. A technical degree or postsecondary coursework is preferred. Must be enrolled in and make satisfactory progress toward completion of an apprentice program.

#### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to learn how to operate pickup trucks, utility trucks, tampers, plate compactors, saws, pumps, compressors, generators, trenchers, tensioners, common hand and power tools, shovels, wrenches, detection devices, mobile radios, telephones, digger/derrick trucks, bucket trucks, and other department equipment.
- Ability to learn to climb poles and perform strenuous duties in a variety of weather conditions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to read and interpret manuals, maps, schematics, reports and other documents.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work in inclement weather, and act quickly and accurately in emergency situations; perform and record arithmetic computations accurately and quickly.
- Ability to work and get along with others.
- Ability to work with angry or difficult customers.
- Knowledge of mechanical and technical aptitude.
- Knowledge of the hazards of electric distribution system maintenance and construction, and of the safety precautions to be observed.
- Knowledge of the methods and equipment used in the construction, maintenance, and repair of the electric distribution system.
- Skill in effective public relations, and interpersonal, oral and written communication.

**Problem Solving:** Independent problem-solving exists in this position. This employee encounters problems with equipment malfunctions, time delays, power outages, and adverse weather.

**Decision Making:** Independent decision-making exists in this position. This employee makes decisions about performing necessary repairs, prioritizing daily assignments, and performing daily duties in the safest and most efficient manner.

**Supervision:** Supervision is provided and job-related decisions are reviewed by the Lead Journeyman Lineman. Employee has no supervisory responsibility over subordinate personnel.

**Financial Accountability:** This employee is responsible for the safe operation and use of department equipment. Employee is not responsible for budgetary control of the department and does not participate in the annual budget process.

**Personal Relations:** Daily contact with other City departments, co-workers, supervisory personnel and occasional contact with the general public.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse conditions exist in this position, especially when working with electricity and power equipment. Awareness of safety and health issues including, but not limited to asbestos, PCBs, chemicals, noise and blood-borne pathogens is required. Exposure to work in confined areas, adverse weather, heights, caustic chemicals and excessive noise is expected. This position is subject to participation in the City's on-call program for emergency and after-hours response, and may work shift and weekend work. Position wears physical protective equipment such as rubber gloves, masks, hearing protection, steel-toed boots, and hard hats.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; bend; crawl, kneel, crouch, work in confined spaces; climb poles, ladders, stairs, or access high and awkward spaces to access location; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift and/or move up, push or pull pressure up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus. Must have the ability to hear and understand others, over the phone or radio and in areas of high noise, such as running engines.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Electric Equipment Operator – Ground-man

Department: Electric Utility - Distribution  
Reports To: Lead Journeyman Lineman  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Lead Journeyman Lineman, the Equipment Operator/Ground-man is a non-exempt position under FLSA. This position operates equipment, digs holes and sets poles, strings wire and other duties related to maintenance of the electric distribution system. The employee should have a strong mechanical and electrical aptitude, an understanding of electric distribution systems and willingness to learn.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with connecting transformers, meters and other electrical distribution equipment;
- Assists with installing underground equipment;
- Assists with trimming trees around electric lines;
- Is subject to participation in the City's on-call program for emergency and after-hours response.
- Digs holes and sets poles for utility lines;
- Follows department policies and procedures;
- Follows and adheres to safety procedures and practices, such as checking equipment regularly and erecting barriers around work areas;
- Maintains and can operate assigned tools and equipment;
- Places or replaces pole arms and pole hardware, including switches, fuses and insulators;
- Responds to work orders for utility disconnections, reconnections, new orders, and other electric utility service requests;
- Sets poles and strings new line, and installs transformers and conductors;
- Strings wire on new construction or repairs line breaks;
- Assembles, installs, or repairs wiring, electrical or electronic components, pipe systems, plumbing, machinery, or equipment;
- Assists with and maintains reports and records;
- Communicates with customers, employees, and other individuals to answer questions, disseminate or explain information, and address questions;
- Installs new electric service lines, installing and relocating electric meters, and maintaining the existing electric supply and distribution systems;
- Installs, maintains, and repairs electrical distribution and transmission systems, including conduits, cables, wires, and related equipment, such as transformers, circuit breakers, and switches;
- Identifies defective sectionalizing devices, circuit breakers, fuses, voltage regulators, transformers, switches, relays, or wiring, using wiring diagrams and electrical-testing instruments;
- Inspects and tests power lines and auxiliary equipment to locate and identify problems, using reading and testing instruments;
- Opens switches or attaches grounding devices to remove electrical hazards from disturbed or fallen lines or to facilitate repairs;
- Prepares daily and weekly documents such as usage information, log sheets, billing for customers on work done, and materials used and purchased;
- Uses tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery.

## **MARGINAL FUNCTIONS**

- Obeys and complies with all City ordinances and policies;
- Assists other departments, especially electric production and other utility departments;
- Perform other duties as necessary or assigned.

## **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid Commercial Driver's License (CDL).
- Must be insurable by City's insurance carrier.

## **POSITION REQUIREMENTS**

**Minimum Preferred Experience:** One year to two years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Preferred Education:** High school diploma or General Education Development (G.E.D.).

## **POSITION PREFERENCES**

**Preferred Experience:** Two to three years related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Degree or coursework in electrical distribution.

## **Knowledge, Skills and Abilities:**

- Ability to act quickly and accurately in emergency situations; perform and record arithmetic computations accurately and quickly.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to operate pickup trucks, utility trucks, tampers, plate compactors, saws, pumps, compressors, generators, trenchers, tensioners, common hand and power tools, shovels, wrenches, detection devices, mobile radios, telephones, digger/derrick trucks, bucket trucks, and other department equipment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to read and interpret manuals, maps, schematics, reports and other documents.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work and get along with others.
- Knowledge of mechanical and technical aptitude.
- Knowledge of the hazards of electric distribution system maintenance and construction, and of the safety precautions to be observed.
- Knowledge of the methods and equipment used in the construction, maintenance, and repair of the electric distribution system.
- Skill in effective public relations, and interpersonal, oral and written communication.

**Problem Solving:** Independent problem-solving exists in this position. This employee encounters problems with equipment malfunctions, time delays, power outages, and adverse weather.

**Decision Making:** Independent decision-making exists in this position. This employee makes decisions about performing necessary repairs, prioritizing daily assignments, and performing daily duties in the safest and most efficient manner.

**Supervision:** Supervision is provided and job-related decisions are reviewed by the Lead Journeyman Lineman. Employee has no supervisory responsibility over subordinate personnel.

**Financial Accountability:** This employee is responsible for the safe operation and use of department equipment. Employee is not responsible for budgetary control of the department and does not participate in the annual budget process.

**Personal Relations:** Daily contact with other City departments, co-workers, supervisory personnel and occasional contact with the general public.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse conditions exist in this position, especially when working with electricity and power equipment. Awareness of safety and health issues including, but not limited to, asbestos, PCBs, chemicals, noise and blood-borne pathogens is required. Exposure to work in confined areas, adverse weather, heights, caustic chemicals and excessive noise is expected. This position is subject to participation in the City's on-call program for emergency and after-hours response, and may work shift and weekend work. Position wears physical protective equipment such as rubber gloves, masks, hearing protection, steel-toed boots, and hard hats.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; bend; crawl, kneel, crouch, work in confined spaces; climb poles, ladders, stairs, or access high and awkward spaces to access location; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift and/or move up, push or pull pressure up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus. Must have the ability to hear and understand others over the phone or radio, and in areas of high noise, such as running engines.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Electric Journeyman Lineman

Department: Electric Utility - Distribution  
Reports To: Lead Journeyman Lineman  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Lead Journeyman Lineman, the Journeyman Lineman is a non-exempt position under FLSA. This position is responsible for maintaining, building, and repairing the electric distribution system. This position operates equipment, digs holes and sets poles, strings wire and other duties related to maintenance of the electric distribution system. Working with underground and overhead electrical lines is required. The employee should have a strong mechanical aptitude, an understanding of electric distribution systems and willingness to learn.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with installing underground equipment;
- Assists with the surveying and staking of electric line right-of-way or easement;
- Assists the Lead Lineman with teaching and supervising the Apprentice Lineman and Groundman.
- Is subject to participation in the City's on-call program for emergency and after-hours response.
- Climbs poles and makes necessary repairs;
- Constructs, maintains, and repairs the electrical distribution system;
- Digs holes and sets poles for utility lines;
- Follows department policies and procedures;
- Follows and adheres to safety procedures and practices, such as checking equipment regularly and erecting barriers around work areas;
- Locates sources of power outages and makes necessary repairs;
- Maintains assigned tools and equipment;
- Performs construction of additions to the electrical distribution system;
- Places or replaces pole arms and pole hardware, including switches, fuses and insulators;
- Requisitions necessary materials and supplies;
- Responds to work orders for utility disconnections, reconnections, new orders, and other electric utility service requests;
- Sets and connects transformers, meters, lightning arrestors and other electrical distribution equipment;
- Sets poles and strings new line, and installs transformers and conductors;
- Strings wire on new construction and repairs line breaks;
- Trims trees around electric lines and performs related work as required;
- Assembles, installs, or repairs wiring, electrical or electronic components, pipe systems, plumbing, machinery, or equipment;
- Assists and maintains reports and records;
- Communicates with customers, employees, and other individuals to answer questions, disseminate or explain information, and address questions;
- Installs new electric service lines, installing and relocating electric meters, and maintaining the existing electric supply and distribution systems;
- Installs, maintains, and repairs electrical distribution and transmission systems, including conduits, cables, wires, and related equipment, such as transformers, circuit breakers, and switches;
- Identifies defective sectionalizing devices, circuit breakers, fuses, voltage regulators, transformers, switches, relays, or wiring, using wiring diagrams and electrical-testing instruments;

- Inspects and tests power lines and auxiliary equipment to locate and identify problems, using reading and testing instruments;
- Opens switches or attaches grounding devices to remove electrical hazards from disturbed or fallen lines or to facilitate repairs;
- Prepares daily and weekly documents such as usage information, log sheets, and billing for customers on work done and materials used and purchased;
- Uses tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments, and electrical and electronic testing devices;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery.

#### **MARGINAL FUNCTIONS**

- Obeys and complies with all City ordinances and policies;
- Assists other departments, especially electric production and other utility departments;
- Performs other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid Commercial Driver's License (CDL).
- Must be insurable by City's insurance carrier.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Four to five years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.). Must have completed an apprentice program.

#### **POSITION PREFERENCES**

**Preferred Experience:** Six to ten years related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Degree or coursework in electrical distribution.

#### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to climb poles and perform strenuous duties in a variety of weather conditions.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, and software downloads from systems, etc.
- Ability to operate pickup trucks, utility trucks, tampers, plate compactors, saws, pumps, compressors, generators, trenchers, tensioners, common hand and power tools, shovels, wrenches, detection devices, mobile radios, telephones, digger/derrick trucks, bucket trucks, and other department equipment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to read and interpret manuals, maps, schematics, reports and other documents.
- Ability to solve complex problems and deal with a variety of variables.
- Ability to work and get along with others
- Ability to work with angry or difficult customers, work in inclement weather, act quickly and accurately in emergency situations; perform and record arithmetic computations accurately and quickly.

- Knowledge of the hazards of electric distribution system maintenance and construction and of the safety precautions to be observed.
- Knowledge of the methods and equipment used in the construction, maintenance, and repair of the electric distribution system.
- Skill in effective public relations, and interpersonal, oral and written communication.
- Skill in mechanical and technical aptitude.

**Problem Solving:** Independent problem-solving exists in this position. This employee encounters problems with equipment malfunctions, time delays, power outages, and adverse weather.

**Decision Making:** Independent decision-making exists in this position. This employee makes decisions about performing necessary repairs, prioritizing daily assignments, and performing daily duties in the safest and most efficient manner.

**Supervision:** Supervision is provided and job-related decisions are reviewed by the Lead Journeyman Lineman. Employee exercises occasional supervision over the work of subordinate personnel.

**Financial Accountability:** This employee is responsible for the safe operation and use of department equipment. Employee is not responsible for budgetary control of the department and does not participate in the annual budget process.

**Personal Relations:** Daily contact with other City departments, co-workers, supervisory personnel and occasional contact with the general public.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse conditions exist in this position, especially when working with electricity and power equipment. Awareness of safety and health issues including, but not limited to asbestos, PCBs, chemicals, noise and blood-borne pathogens is required. Exposure to work in confined areas, adverse weather, heights, caustic chemicals and excessive noise is expected. This position is subject to participation in the City's on-call program for emergency and after-hours response, and may work shift and weekend work. Position wears physical protective equipment such as rubber gloves, masks, hearing protection, steel-toed boots, and hard hats.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; bend; crawl, kneel, crouch, work in confined spaces; climb poles, ladders, stairs, or access high and awkward spaces, to access location; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift and/or move up, push or pull pressure up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus. Must have the ability to hear and understand others over the phone or radio, in areas of high noise, such as running engines.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Electric Lead Journeyman Lineman

Department: Electric Utility - Distribution  
Reports To: City Administrator  
FLSA Status: Exempt

### POSITION SUMMARY

Under the supervision of the City Administrator, the Lead Journeyman Lineman is a exempt position under FLSA. This position is the Department Head of the Electric Utility's distribution department, and is responsible for planning the construction, improvement, repair, and maintenance activities of the distribution crew. The employee is responsible for maintaining, building, and repairing the electric distribution system. This position operates equipment, digs holes and sets poles, strings wire and other duties related to maintenance of the electric distribution system. Working with underground and overhead electrical lines is required. The employee should have a strong mechanical aptitude, an understanding of electric distribution systems and effective supervisory skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends meetings and represents the City;
- Consults and advises the City Administrator or department heads on matters relating to department operations and City-wide operations;
- Coordinates department activities with various governmental and outside agencies and other City departments;
- Defines and monitors performance, productivity, and compliance of subordinates with departmental missions, goals, objectives, policies, and procedures to ensure all work meets the required expectations;
- Develops short-term and long-term goals for department and City-wide;
- Develops, administers and enforces department policies and procedures;
- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Prepares and completes reports as requested;
- Purchases necessary equipment and supplies for the department;
- Receives and investigates, or assigns investigation of, public inquiries about department operations and follows up to ensure adequate resolution;
- Researches types of equipment to purchase or programs to support, prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations to City Administrator; prepares or reviews plans and specifications for supplies, services, and contracts.
- Responsible for the overall direction, coordination, and evaluation of a department or function. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;
- Responsible for the preparation, with the assistance of the City Administrator, of the annual budget for department functions, and the management of the approved annual department budget;
- Serves as a member of the City's management team;
- Supervises direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery;
- Assists in installing underground equipment;
- Assists in the surveying and staking of electric line right-of-way or easement;
- Attends all meetings concerning the Electric Department;
- Climbs poles and makes necessary repairs;

- Constructs, maintains, and repairs the electrical distribution system;
- Digs holes and sets poles for utility lines;
- Follows and adheres to safety procedures and practices, such as checking equipment regularly and erecting barriers around work areas;
- Follows department policies and procedures;
- Locates sources of power outages, and makes necessary repairs;
- Maintains department tools and equipment, and arranges equipment testing when necessary;
- Orders necessary materials and supplies within the prescribed budget;
- Oversees the Apprentice Program;
- Performs construction of additions to the electrical distribution system;
- Places or replaces pole arms and pole hardware, including switches, fuses and insulators;
- Plans the construction, improvement, repairs, and maintenance of the distribution system;
- Responds to work orders for utility disconnections, reconnections, new orders, and other electric utility service requests;
- Sets and connects transformers, meters, lightning arrestors and other electrical distribution equipment;
- Sets poles and strings new line, and installs transformers and conductors;
- Strings wire on new construction and repairs line breaks;
- Trims trees around electric lines and performs related work as required;
- Coordinates and assists engineers and contractors in diagnosing and resolving problems, building infrastructure or making repairs;
- Performs field inspections to assure upgrades, repairs, and replacements are being performed in a timely manner;
- Inspects and monitors work areas, examines tools and equipment, and provides employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.

#### **MARGINAL FUNCTIONS**

- Assists other departments, especially electric production and other utility departments;
- Performs other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid Commercial Driver's License (CDL).
- Must be insurable by City's insurance carrier.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Six to ten years related experience and/or training. Electrical experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.). Must have completed an apprentice program.

#### **POSITION PREFERENCES**

**Preferred Experience:** Ten years related experience and/or training

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Degree or coursework in electrical distribution.

#### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.

- Ability to climb poles and perform strenuous duties in a variety of weather conditions.
- Ability to instruct and train subordinate personnel.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, and software downloads from systems, etc.
- Ability to operate pickup trucks, utility trucks, tampers, plate compactors, saws, pumps, compressors, generators, trenchers, tensioners, common hand and power tools, shovels, wrenches, detection devices, mobile radios, telephones, digger/derrick trucks, bucket trucks, and other department equipment.
- Ability to perform and record arithmetic computations accurately and quickly; and to read and interpret manuals, maps, schematics, reports and other documents.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve complex problems and deal with a variety of variables.
- Ability to work and get along with others.
- Ability to work with angry or difficult customers, work in inclement weather, and act quickly and accurately in emergency situations.
- Knowledge of electric power distribution systems, construction and repair.
- Knowledge of mechanical and technical aptitude.
- Knowledge of the hazards of electric distribution system maintenance and construction, and of the safety precautions to be observed.
- Knowledge of the methods and equipment used in the construction, maintenance, and repair of the electric distribution system.
- Skill in effective public relations, and interpersonal, oral and written communication.

**Problem Solving:** Independent problem-solving exists in this position. This employee encounters problems with equipment malfunctions, time delays, power outages, and adverse weather.

**Decision Making:** Independent decision-making exists in this position. This employee makes decisions about performing necessary repairs, prioritizing necessary improvements, prioritizing daily assignments, and performing daily duties in the safest and most efficient manner.

**Supervision:** General supervision is provided by the City Administrator. The employee exercises frequent supervision over and evaluates the performance of subordinate personnel.

**Financial Accountability:** This employee is responsible for the safe operation and use of department equipment. This employee monitors the departmental budget. Responsible for budgetary control of the department, and participates in the annual budget process.

**Personal Relations:** Daily contact with other City departments, co-workers, supervisory personnel and contact with the general public is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse conditions exist in this position, especially when working with electricity and power equipment. Awareness of safety and health issues including, but not limited to, asbestos, PCBs, chemicals, noise and blood-borne pathogens is required. Exposure to work in confined areas, adverse weather, heights, caustic chemicals and excessive noise is expected. This position is subject to participation in the City's on-call program for emergency and after-hours response. Position wears physical protective equipment such as rubber gloves, masks, hearing protection, steel-toed boots, and hard hats.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; bend; crawl, kneel, crouch, and work in confined spaces; climb poles, ladders, stairs, or access high and awkward spaces to access location; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift and/or move up, push or pull pressure up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus. Must have the ability to hear and understand others over the phone or radio, in areas of high noise, such as running engines.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Finance Director

Department: Administrative Services  
Reports To: City Administrator  
FLSA Status: Exempt (not eligible for overtime pay)

### POSITION SUMMARY

Under supervision of the City Administrator, oversees, controls, interprets and communicates the fiscal operations of the City to provide information and guidance to the City Administrator, Mayor, Council Members and Department Directors. Directs major functional areas including financial services, forecasting, monitoring, reporting; accounting; budgeting; payroll; accounts receivable; and accounts payable. Identifies and recommends policy options for the formulation and execution of the City's overall financial policies, strategies, planning, and forecasts. Prepares documents and works with auditors to improve the City's fiscal conditions. Monitors availability of funds and works with advisor during sale of bonds. Manages performance and development of staff and related systems.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends meetings and represents the City;
- Consults and advises the City Administrator or department heads on matters relating to department operations and City-wide operations;
- Coordinates department activities with various governmental and outside agencies and other City departments;
- Defines and monitors performance, productivity, and compliance of subordinates with departmental missions, goals, objectives, policies, and procedures to ensure all work meets the required expectations;
- Develops short-term and long-term goals for department and City-wide;
- Develops, administers and enforces department policies and procedures;
- Enforces and maintains compliance with all federal, state, and local laws, and finance-related ordinances;
- Prepares and completes reports as requested;
- Purchases necessary equipment and supplies for the department;
- Receives and investigates, or assigns investigation of, public inquiries about department operations and follows up to ensure adequate resolution;
- Researches types of equipment to purchase or programs to support, prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations to City Administrator; prepares or reviews plans and specifications for supplies, services, and contracts.
- Responsible for the overall direction, coordination, and evaluation of the Finance department or function. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;
- Responsible for the preparation, with the assistance of the City Administrator, of the annual budget for the City, and the management of the approved City budget;
- Serves as a member of the City's management team;
- Supervises direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery;
- Identifies and recommends policy options for City management and Council; for the formulation and execution of the City's overall financial policies, strategies, planning, and forecasts. Presents financial reporting to City Council, City Administrator, and Department Directors;

- Oversees the approval and processing of revenue, expenditures, cash flow, financial statements, financial forecasting, monitoring City investment activities and performance;
- Analyzes cash flow, cost controls, financial statements, and expenses to identify opportunities for improvement, and to guide City management; coordinates debt management and capital financing, development agreements and other financial activities as required;
- Responsible for establishing and maintaining appropriate financial safeguards and controls; monitoring and analyzing City revenues and expenditures;
- Establishes and maintains internal control structure for procurement, revenues, expenditures, assets and financial reporting to ensure fiscal accuracy and that requirements and/or obligations are met;
- Applies policy criteria to ensure that agreements are adequate as to accounting form; monitors revenue collection and expenditures of funds, and provides written and verbal status, findings and reports;
- Responsible for annual budget conforming to state law including transmittal of appropriate budget information to the State of Kansas;
- Oversees all City insurance excluding health and workers comp insurance related policies; Monitors assets added and deleted to policies and the overall level of insurance for adequacy; Negotiates annual insurance premiums with brokers or insurance carriers;
- Monitors compliance with City bond covenants and arbitration;
- Oversees improvements in automated financial, payroll and management information systems for the City;
- Serves as a representative of the City to government agencies, funding agencies, and the general public on matters relating to City finances; develops interdepartmental and/or partnerships with outside stakeholders; acts in a liaison capacity with other governmental agencies on financial matters;
- Works with directors and outside agencies and consultants on specific economic development issues and prospects;
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork; Provides leadership, counsel, motivation and constructive performance review to staff, securing their respective commitments to the City's goals;
- Complies with the state in reporting and paying sales tax and compensating use tax;
- Conducts or coordinates audits of City accounts and financial transactions to ensure compliance with all requirements and statutes;
- Determines work procedures, prepares work schedules, and expedites workflow;
- Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards;
- Oversees delinquent utility accounts billing and disconnection process; Arranges for debt repayment or establishes repayment schedules, based on customers' financial situations;
- Performs budgeting duties, such as assisting in budget preparation, expenditure review, or budget administration;
- Prepares and files annual tax returns.
- Prepares or directs preparation of financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by regulatory agencies;
- Prepares ordinances, resolutions, or proclamations so that they can be executed, recorded, archived, or distributed;
- Reconciles and balances accounts;
- Responsible for Set-off Program and Credit Bureau for delinquent accounts and City-wide accounts receivables;
- Keeps abreast of state agencies and their actions on governmental and utility regulations and policies;

#### **MARGINAL FUNCTIONS**

- None.

## **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Bondable.
- Valid driver's license.
- Certified Public Accountant (CPA) preferred.
- Must be insurable by City's insurance carrier.
- Bonded.

## **POSITION REQUIREMENTS**

**Minimum Required Experience:** Four to five years related experience and/or training. Experience in Financial Management or related field, including administrative and/or supervisory responsibility. Extensive experience in Financial Management in local government required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**Minimum Required Education:** Bachelor's degree from a college or university; or an equivalent combination of education and experience. Major course work in Business Administration, Public Administration, Finance, or related field.

## **POSITION PREFERENCES**

**Preferred Experience:** Six to ten years related experience and/or training.

**Preferred Education:** Master's degree from a college or university; or equivalent combination of education and experience. Master's in Public Administration, Masters in Business Administration or closely related field.

## **Knowledge, Skills and Abilities:**

- Ability to perform complex mathematical calculations.
- Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases and advanced skills in MS Excel software.
- Ability to operate printers, calculators, telephone systems, and other office equipment.
- Ability to read and interpret documents such as financial rules, financial statements, bond documents, balance sheets, resolutions and ordinances, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to solve complex and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work with and get along with others.
- Knowledge of accounting and payroll procedures, office management, finance and investments, federal, state, and municipal bond laws, local government laws and regulations.
- Knowledge of economic and accounting principles and practices, financial markets, banking and analysis and reporting of financial data.
- Knowledge of governmental budgeting and the principles of organization, management and supervision.
- Skill in negotiating contracts, terms and conditions that best favor the City's interest.
- Skill in supervising, public relations, organizational, and oral and written communication.

**Problem Solving:** Frequent problem solving exists in this position. This employee encounters problems with personnel issues, citizen concerns and complaints, and scheduling priorities.

**Decision Making:** Frequent unsupervised decision-making exists in this position. This employee makes decisions regarding prioritizing work assignments, resolving personnel issues, resolving citizen concerns and complaints, and performing daily duties in the most efficient manner.

**Supervision:** This position exercises frequent supervision over subordinate personnel.

**Financial Accountability:** Financial accountability is paramount to this position. This employee is responsible for City resources and equipment, and has the authority to purchase necessary equipment and supplies. This position is responsible for the preparation, presentation, and monitoring the annual budget.

**Personal Relations:** Continual contact with all City departments and with the general public.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position.

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

The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Fire Chief

Department: Fire Department  
Reports To: City Administrator  
FLSA Status: Exempt (not eligible for overtime pay)

### POSITION SUMMARY

The Fire Chief is under the direction of the City Administrator, Mayor and City Council. It is an appointed position, hired by the City Administrator and confirmed by the governing body. The Fire Chief is an exempt position under FLSA and performs supervisory and administrative duties. Coordinating department activities, supervising subordinate personnel, and developing department policies and procedures are the primary goals of this position. This position responds to, and assumes command over, fire incidents and hazardous materials releases. This employee should possess excellent communications, supervisory, organizational, managerial and public relations skills. City residency required within six months of appointment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends meetings and represents the City;
- Consults and advises the City Administrator or department heads on matters relating to department operations and City-wide operations;
- Coordinates department activities with various governmental and outside agencies and other City departments;
- Defines and monitors performance, productivity, and compliance of subordinates with departmental missions, goals, objectives, policies, and procedures to ensure all work meets the required expectations;
- Develops short-term and long-term goals for department and City-wide;
- Develops, administers and enforces department policies and procedures;
- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Prepares and completes reports as requested;
- Purchases necessary equipment and supplies for the department;
- Receives and investigates, or assigns investigation of, public inquiries about department operations and follows up to ensure adequate resolution;
- Researches types of equipment to purchase or programs to support, and prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations to City Administrator; prepares or reviews plans and specifications for supplies, services, and contracts;
- Responsible for the overall direction, coordination, and evaluation of a department or function; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;
- Responsible for the preparation, with the assistance of the City Administrator, of the annual budget for fire department functions, and the management of the approved annual department budget;
- Serves as a member of the City's management team;
- Supervises direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery;
- Acts as local Fire Marshal or Inspector;
- Assures that the department meets local, state, and federal codes;
- Develops and maintains professional relationships with public safety agencies, specifically in Douglas County;

- Performs public relations;
- Prepares, evaluates, and approves all department programs;
- Protects the lives and property of the citizens of Baldwin City;
- Recruits volunteers;
- Responds to fire calls/calls for service and performs tasks necessary to prevent or mitigate loss, damage and injury;
- Approves building plans for commercial structures, and conducts plan review to the current Life Safety Codes;
- Conducts preplanning for response to emergencies for residential and industries;
- Assists with the implementation of the plan of action, assuring full compliance with all related departmental procedures and safety procedures, and minimizing the loss of life or property;
- Conducts preventive maintenance activities as scheduled, including fire hydrant upkeep, Public Safety building, apparatus, etc.;
- Conducts the inspections and/or pre-plan reviews, ensuring thoroughness;
- Directs firefighters in interior attack, assuring compliance with all related departmental procedures, safety procedures, and minimizing the loss of life or property;
- Directs mid-course modifications and adjustments to accommodate the unfolding elements of the emergency, assuring accuracy and timeliness;
- Directs the implementation of the plan of action, assuring full compliance with all related departmental procedures, safety procedures, and minimizing the loss of life or property;
- Enters the scene and assists with the determination of the best course of action, assuring accuracy, safety, and timeliness;
- Attends various civic organizational meetings and functions, and answers questions and provides information regarding departmental activities, practices, and policies;
- Responds to emergency incidents, assists on occasion in making a determination regarding manpower requirements and regarding the best route to scene, assuring timeliness, safety, and avoidance of obstacles;
- Sets a schedule for inspections, assuring thoroughness;
- Works with local industry to help with compliance of City fire codes and emergency preparedness.

#### **MARGINAL FUNCTIONS**

- Serves on advisory boards, including the City's Public Health and Safety Committee;
- Conducts public education programs;
- Assists with training of area Fire Fighters;
- Works with professional groups to promote fire safety;
- Provides guidance to local industries on safety issues;
- Performs other duties as necessary.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid Class B Commercial Driver's License.
- Certification in Kansas as an Emergency Medical Technician (or ability to acquire within six months).
- Certification as an American Heart Association CPR/AED Instructor.
- National certification as a Firefighter 1 and 2.
- National certification as Fire Service Instructor 1.
- National certification as Fire Service Officer 1.
- Kansas certification as Hazardous Materials Awareness.
- Kansas certification as Emergency Vehicle Driving Instructor (or ability to acquire within six months).
- Pass background check.
- Pass a physical and a CPAT agility test.
- First Aid certification.
- Must be insurable by City's insurance carrier.

## **POSITION REQUIREMENTS**

**Minimum Required Experience:** Four to five years related experience and/or training. Firefighting experience required. Supervisory experience at a minimum level of a Lieutenant. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.). All requirements must be met as soon as practicable upon hiring, but not later than six months after hire.

## **POSITION PREFERENCES**

**Preferred Experience:** Six to ten years related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience.

### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.
- Ability to operate office equipment such as telephone systems, fax machines, calculators, two-way radios, and firefighting equipment.
- Ability to prepare reports and memos, understand and anticipate problems, understand and develop department policies and procedures, and interpret written instructions, manuals, reports, local, state and federal codes, and department files.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to complex problems and deal with a variety of variables.
- Ability to work and get along with others.
- Knowledge of fire suppression techniques, safety procedures, Fire and Life Safety code Enforcement, and personnel management.
- Skill in public relations, supervisory, organizational, managerial, and oral and written communication.

**Problem Solving:** Independent problem-solving is involved in the position. This employee encounters problems with Fire Code interpretation, personnel issues, and large and hazardous fire situations.

**Decision Making:** independent decision-making is involved in this position. This employee makes decisions about resolving personnel issues, resolving citizen and community fire safety issues, and prioritizing department activities and goals.

**Supervision:** This employee works under the direction of the City Administrator, Mayor and City Council. This employee exercises frequent supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for department resources and equipment. This employee participates in creating and managing the fire department annual budget.

**Personal Relations:** This employee has daily contact with the general public and at times deals with the public in extremely tense and stressful situations. The Fire Chief interacts with co-workers and subordinates in a non-traditional workplace. Daily interaction with supervisors and other department heads is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Fire Chief will work in both office/fire station and dirty, unpleasant and dangerous fire scenes where there may be exposure to toxic or caustic chemicals, or structural collapse of buildings, exposure to explosives, asbestos, radiation, working in high and confined spaces. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles, fire and flames, and smoke. The employee is regularly exposed to outside weather conditions, heights, traffic hazardous, risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals.

This position may be indoors where the noise level is moderate or outdoors in emergency situations where the noise level in the work environment is usually loud to very loud. This position may be exposed to blood-borne pathogens and dangerous situations. This position is subject to being on call or called out during emergency situations. This position may work nights, graveyard shifts, or weekends. Position wears personal protective equipment such as turnout gear, self-contained breathing apparatus, personal alert safety devices and other prescribed shoes and uniforms.

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

The type and amount of personal protective clothing required to perform the duties along with the working conditions listed above creates a significant increase in physical stress to the well-being of the employee. Manual labor including heavy lifting, pulling, and carrying heavy objects and equipment is expected. Decisions made during critical moments at emergencies increases mental stress.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crawl, climb, bend, run, and crouch. The employee must lift and/or move, push, pull with or without assistance up to 100 pounds and on occasions more. Conditions can be extremely strenuous and demanding during emergencies. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Firefighter

Department: Fire Department  
Reports To: Fire Chief  
FLSA Status: non-Exempt (eligible for overtime pay)

### POSITION SUMMARY

Personnel assigned to the Operations Division of the Baldwin City Fire Department will be trained as a Firefighter to operate in a firefighting and rescue capacity at the scene of different types of emergencies. He or she is expected to respond to many emergency incidents such as fires, rescues, medical emergencies, hazardous material releases, mutual aid emergencies, disaster operations, and any type of emergency that presents risk to the public. Operating under the supervision of their company officer, group or division supervisor, or incident commander, the Firefighter is responsible to ensure the safety, response readiness and operating reliability of all firefighting, communication and personal protective equipment assigned to him or her.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Protects the lives and property of the citizens of Baldwin City;
- Responds to fire calls/calls for service and performs tasks necessary to prevent or mitigate loss, damage and injury;
- Utilizes proper equipment in fire attack and other fire scene functions, or other functional requirements as needed and delineated by the incident command officer at the scene of an emergency;
- Participates in training classes and drills as specified in the SOP's;
- Completes assigned records, reports and other paper work;
- Maintains health fitness and successfully meets all department physical capability testing requirements on an annual basis, and whenever returning from extended injury or illness leave, before resuming full firefighting duties;
- Completes the Firefighter Training Academy, knows and follows Emergency Operations, Standard Operating Procedures; local, state, federal laws and ordinances, and continued participation of firefighting and rescue training that includes specific safety-related operational responsibilities;
- May serve as project team member, project coordinator or assistant in administering various departmental operations;
- Adheres to a high code of conduct; displays a professional attitude and image in serving as a department member;
- Carries a pager and other fire and rescue or personal protective equipment;
- Conveys and transmits information verbally or in writing in a clear, concise and appropriate manner;
- Maintains certifications through continued education offered by the BCFD including as a minimum standard 120 hours of training per year (10 hours per month);
- Maintains positive call attendance;
- Remains in good standing at all times as a member of the department;
- As required, notifies the appropriate person regarding the need for equipment or supply replacement or repair;
- Assists and/or conducts seminars, demonstrations, and speaking engagements regarding the need for fire safety and prevention, the use of extinguishers, evacuation procedures, etc.;
- Assists with completing a physical and visual inventory of the truck, assuring all equipment and supplies are present and the truck is completely ready and on line for the next incident;
- Assists with preplanning for response to emergencies for residential and industries;

- Conducts preventive maintenance activities as scheduled, including fire hydrant upkeep, building maintenance, apparatus, etc.;
- Conducts the inspections and/or pre-plan reviews, ensuring thoroughness;
- Maintains all applicable training records, assuring accuracy;

#### **MARGINAL FUNCTIONS**

- Works with professional groups to promote fire safety;
- Provides guidance to local industries on safety issues;
- Performs other duties as necessary.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid driver's license.
- Pass background check.
- Pass a physical.
- Pass CPAT agility test.
- CPR/AED/First Aid certifications or obtain within one year of hire.
- Firefighter I.
- 120 hours of annual training.
- Must be insurable by City's insurance carrier.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** One month related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

#### **POSITION PREFERENCES**

**Preferred Experience:** One to three months related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience.

#### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to have auditory capacity consistent with N.F.P.A. Standard 1001.
- Ability to have clear field of vision with proper acuity, capable of identifying different symbols and color conditions at the scene of emergencies.
- Ability to lift, carry or drag weight equal and in addition to one's own body weight while ascending and descending stairs and fire department ladders.
- Ability to meet the health and physical capability standards of the Baldwin City Fire Department as detailed in the Standard Operating Procedures.
- Ability to operate at higher elevations on ladders, roof tops and other elevated locations and/or positions with mobility and flexibility without jeopardizing the safety of self or other members.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.
- Ability to operate standard office equipment such as telephone, fax machines, calculators, pager, two-way radio, and a variety of heavy hand tools, hand-operated equipment and power-operated mechanical equipment.

- Ability to operate self-contained breathing apparatus on, in confined spaces, independent of other members, without claustrophobic tendencies.
- Ability to perform physically demanding activities during sustained operations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to safely operate in protective equipment and clothing in extremely hazardous environments.
- Ability to solve problems and deal with a variety of variables.
- Ability to speak clearly and spontaneously while operating in stressful and/or hazardous environments.
- Ability to successfully complete department physical abilities test.
- Ability to work and get along with others.
- Knowledge of hydraulics and friction loss.
- Knowledge of the streets, roads, water supplies, landmarks, etc. of the response area.
- Skill and knowledge to provide rescue and recovery of trapped persons from differing types of dangerous situations.
- Skill in reading and writing English of sufficient level to accurately complete required reports and forms.
- Skill in utilizing very heavy ladders and firefighting apparatus, as well as a wide range of safety equipment.

**Problem Solving:** Independent problem-solving is involved in the position. This employee encounters problems with Fire Code interpretation, personnel issues, and large and hazardous fire situations.

**Decision Making:** independent decision-making is involved in this position. This employee makes decisions about resolving personnel issues, resolving citizen and community fire safety issues, and prioritizing department activities and goals.

**Supervision:** This position is under the general supervision of the department's chain of command. The employee does not exercise supervisory responsibilities over subordinate personnel.

**Financial Accountability:** This employee is responsible for department resources and equipment.

**Personal Relations:** This employee has daily contact with the general public and at times deals with the public in extremely tense and stressful situations. Daily interaction with supervisors is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Firefighter will work in both office/fire station and dirty, unpleasant and dangerous fire scenes where there may be exposure to toxic or caustic chemicals, or structural collapse of buildings, exposure to explosives, asbestos, radiation, and working in high and confined spaces. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles, fire and flames, and smoke. The employee is regularly exposed to outside weather conditions, heights, traffic hazardous, risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals.

This position may be indoors where the noise level is moderate or outdoors in emergency situations where the noise level in the work environment is usually loud to very loud. This position may be exposed to blood-borne pathogens and dangerous situations. This position is subject to being on call or called out during emergency situations. This position may work nights, graveyard shifts, or weekends. Position wears personal protective equipment such as turnout gear, self-contained breathing apparatus, personal alert safety devices and other prescribed shoes and uniforms.

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

The type and amount of personal protective clothing required to perform the duties along with the working conditions listed above creates a significant increase in physical stress to the well-being of the employee. Manual labor including heavy lifting, pulling, and carrying heavy objects and equipment is expected. Decisions made during critical moments at emergencies increases mental stress.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crawl, climb, bend, run, and crouch. The employee must lift and/or move, push, pull with or without assistance up to 100 pounds, and more on occasion. Conditions can be extremely strenuous and demanding during emergencies. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Maintenance Tech I – Parks

Department: Public Works (Streets, Parks)  
Reports To: Director of Public Works  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Director of Public Works, or designee, the Maintenance Tech I – Parks position is non-exempt under FLSA. This position routinely performs a variety of duties for one of the following crews as needed or assigned: Park Maintenance, Sports Field Maintenance, Horticulture, Forestry or Park Construction to assist in maintaining buildings, grounds, parks, open spaces, recreational systems, and cemeteries. This employee should possess a strong mechanical aptitude, as well as effective communication and public relations skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Installs and maintains parks and sports facilities as assigned;
- Performs mowing, weed-eating, trash pick-up, tree planting/maintenance, pruning and trimming, installation of trees, plants, shrubs, flowers; removes trash and debris, restroom cleaning or facility construction;
- Inspects, washes, and performs routine maintenance of drinking fountains, restrooms, benches, pavilions, and other site amenities;
- Performs various electrical and construction-related tasks on various park facilities and equipment as assigned;
- Paints City facilities and equipment as assigned;
- Performs snow removal and de-icing of streets and sidewalks as assigned;
- Operates, maintains and adjusts departmental vehicles, equipment and tools; including preventive maintenance, greasing, fueling, and washing;
- Performs all duties in conformance to appropriate safety and security standards;
- Reports defects or needed repairs to facilities or equipment to supervisor.

### MARGINAL FUNCTIONS

- Obeys and complies with all state statutes, City ordinances and policies;
- Assists and/or perform other duties as assigned.

### CERTIFICATIONS, LICENSES, REGISTRATIONS

- Valid driver's license.
- Valid commercial driver's license preferred.
- Commercial driver's license obtained within one year of hire date.
- Must be insurable by the City's insurance carrier.

### POSITION REQUIREMENTS

**Minimum Required Experience:** Six months related experience and/or training. Similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

### POSITION PREFERENCES

**Preferred Experience:** Twelve months related experience and/or training. Experience in parks, arborist, or recreation.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. A technical degree or postsecondary coursework is preferred.

**Knowledge, Skills and Abilities:**

- Ability to carry out duties reliably and predictably.
- Ability to operate necessary department equipment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to understand and anticipate problems, to follow department policies, and to interpret written instructions and manuals.
- Ability to work and get along with others.
- Knowledge of mathematics and ability to add, subtract, and multiply.
- Skill in mechanics and equipment maintenance.
- Skill in public relations, oral and written communication.

**Problem Solving:** Some responsibility for independent problem-solving exists in this position. This position encounters problems with water leaks, and safe and proper equipment use around utility lines.

**Decision Making:** Some responsibility for independent decision-making exists in this position. This employee makes decisions about performing necessary repairs and performing daily duties in the safest and most efficient manner.

**Supervision:** Supervision is provided and job-related decisions are normally reviewed by this position's supervisor. Employee has no supervisory responsibility over other personnel.

**Financial Accountability:** This employee is responsible for safe operation of department equipment. Employee is not responsible for budgetary control of the department and will not participate in the annual department budget process.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some adverse working conditions exist within this position. Exposure to blood-borne pathogens, hazardous chemicals, heavy machinery, excessive noise, and work in confined spaces, heights and all types of weather conditions is expected. Exposure to adverse weather conditions and caustic chemicals is possible. This position is subject to being on call or called out during emergency situations. This position may work nights or weekends. Position wears personal protective equipment such as traffic vests, hearing protection, steel-toed boots, or prescribed uniform.

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

While performing the duties of this job, the employee is regularly required to stand, walk, hear, stoop, bend, kneel, crouch, climb ladders or stairs, work in small and confined spaces, and communicate by phone and radio. The employee is frequently required to use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up, push, and pull up to 50 pounds with assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Maintenance Tech I – Public Works

Department: Public Works (Streets, Water, Wastewater)  
Reports To: Director of Public Works  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Director of Public Works, the Maintenance Tech I – Public Works position is non-exempt under FLSA. This position performs a variety of unskilled or semi-skilled maintenance work individually or as part of a crew, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street and storm drainage facilities and systems. This employee should possess a strong mechanical aptitude, as well as effective communication and public relations skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects and/or repairs booster pumping stations, reservoirs, meters, streets, drainage systems and sewer systems at frequent intervals to insure that all aspects of the systems are functioning properly;
- Maintains a variety of records relating to inspections, maintenance activity, water supply, and water consumption;
- Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation;
- Contacts residents and business owners in area where services will be discontinued and explains when services will be interrupted, as well as how soon services are expected to be restored;
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use;
- Drives trucks of 16,000 pounds or less in the loading, hauling and unloading of various equipment and materials;
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment;
- Performs all duties in conformance to appropriate safety and security standards;
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling;
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, gates and fittings on water mains;
- Services and installs fire hydrants, spigots and drinking fountains;
- Assists in shutting off and repairing broken sections of water mains;
- Services water supply, sewer lift and other pumps;
- Sets concrete forms and finishes work for repairs to streets and sidewalks;
- Does street repair including cutting, removing and replacing asphalt and concrete;
- Performs carpentry work as needed for building maintenance including repairs and/or replacement of doors, windows, picnic tables and barricades;
- Performs custodial work including collecting and disposing of solid waste from building and grounds;
- Removes snow and de-ices streets and sidewalks;
- Paints City facilities including street markings, swimming pool, park and playground equipment;
- Operates a variety of power construction and maintenance equipment used in the water, sewer and street departments, including mowers, tractors, asphalt roller, jack hammer, welder, sewer jet, power washer and trucks;

## **MARGINAL FUNCTIONS**

- Obeys and complies with all City ordinances and policies;
- Assists and/or performs other duties as deemed necessary or assigned for any other City department, especially parks, cemetery, and electric production and distribution.

## **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid driver's license.
- Valid commercial driver's license preferred.
- Commercial driver's license obtained within one year of hire date.
- Must be insurable by the City's insurance carrier.

## **POSITION REQUIREMENTS**

**Minimum Required Experience:** Six months related experience and/or training. Similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

## **POSITION PREFERENCES**

**Preferred Experience:** Twelve months related experience and/or training. Experience in street maintenance, concrete work, or construction.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. A technical degree or postsecondary coursework is preferred.

## **Knowledge, Skills and Abilities:**

- Ability to carry out duties reliably and predictably.
- Ability to operate dump trucks, loaders, backhoes, graders, rollers, tractors, mowing equipment, sewer machine and other department equipment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to understand and anticipate problems, to follow department policies, and to interpret written instructions and manuals.
- Ability to work and get along with others.
- Knowledge of mathematics and ability to add, subtract, and multiply.
- Skill in mechanics and equipment maintenance.
- Skill in public relations, oral and written communication.

**Problem Solving:** Some responsibility for independent problem-solving exists in this position. This position encounters problems with water leaks, and safe and proper equipment use around utility lines.

**Decision Making:** Some responsibility for independent decision-making exists in this position. This employee makes decisions about performing necessary repairs and performing daily duties in the safest and most efficient manner.

**Supervision:** Supervision is provided and job-related decisions are normally reviewed by this position's supervisor. Employee has no supervisory responsibility over other personnel.

**Financial Accountability:** This employee is responsible for safe operation of department equipment. Employee is not responsible for budgetary control of the department and will not participate in the annual department budget process.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some adverse working conditions exist within this position. Exposure to blood-borne pathogens, hazardous chemicals, heavy machinery, excessive noise, and work in confined spaces, heights and all types of weather conditions is expected. Exposure to adverse weather conditions and caustic chemicals is possible. This position is subject to being on call or called out during emergency situations. This position may work nights or weekends. Position wears personal protective equipment such as traffic vests, hearing protection, steel-toed boots, or prescribed uniforms.

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

While performing the duties of this job, the employee is regularly required to stand, walk, hear, stoop, bend, kneel, crouch, climb ladders or stairs, work in small and confined spaces, and communicate by phone and radio. The employee is frequently required to use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up, push, and pull up to 50 pounds with assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Maintenance Tech I – Truck Driver

Department: Public Works (Streets, Water, Wastewater)  
Reports To: Director of Public Works  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Director of Public Works, the Maintenance Tech I – Truck Driver position is non-exempt under FLSA. This position performs a variety of unskilled or semi-skilled maintenance work individually or as part of a crew, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street and storm drainage facilities and systems. In addition, this employee is responsible for the operation of heavy trucks and retrieval, and delivery and disposal of materials or equipment incidental to public works, utility, parks, or cemetery projects. This employee should possess a strong mechanical aptitude, as well as effective communication and public relations skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates heavy trucks and retrieves, delivers and disposes of materials or equipment incidental to public works, utility, parks, or cemetery projects;
- Inspects and/or repairs booster pumping stations, reservoirs, meters, streets, drainage systems and sewer systems at frequent intervals to insure that all aspects of the systems are functioning properly;
- Maintains a variety of records relating to inspections, maintenance activity, water supply, and water consumption;
- Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation;
- Contacts residents and business owners in area where services will be discontinued and explains when services will be interrupted, as well as how soon services are expected to be restored;
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use;
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor;
- Performs all duties in conformance to appropriate safety and security standards;
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling;
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, gates and fittings on water mains;
- Services and installs fire hydrants, spigots and drinking fountains;
- Assists in shutting off and repairing broken sections of water mains;
- Services water supply, sewer lift and other pumps;
- Sets concrete forms and finish work for repairs to streets and sidewalks;
- Repairs streets including the cutting, removing and replacing of asphalt and concrete;
- Performs carpentry work as needed for building maintenance including repairs and or replacement of doors, windows, picnic tables and barricades;
- Performs custodial work including collecting and disposing of solid waste from building and grounds;
- Removes snow and de-ices streets and sidewalks;
- Paints City facilities including street markings, swimming pool, park and playground equipment;
- Operates a variety of power construction and maintenance equipment used in the water, sewer and street departments, including mowers, tractors, asphalt roller, jack hammer, welder, sewer jet, power washer and trucks;

- Participates in the City's on-call program for emergency and after-hours response.

#### **MARGINAL FUNCTIONS**

- Obeys and complies with all City ordinances and policies.
- Assists and/or performs other duties as necessary or assigned for other City departments, especially parks, cemetery, and electric production and distribution.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid driver's license.
- Valid commercial driver's license preferred.
- Commercial driver's license obtained within one year of hire date.
- Must be insurable by the City's insurance carrier.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Six months related experience and/or training. Similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

#### **POSITION PREFERENCES**

**Preferred Experience:** Twelve months related experience and/or training. Experience in heavy equipment operation, truck driving, and construction.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. A technical degree or postsecondary coursework is preferred.

#### **Knowledge, Skills and Abilities:**

- Ability to carry out duties reliably and predictably.
- Ability to operate dump trucks, loaders, backhoes, graders, rollers, tractors, mowing equipment, sewer machine and other department equipment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to understand and anticipate problems, follow department policies, and interpret written instructions and manuals.
- Ability to work and get along with others.
- Knowledge of mathematics and ability to add, subtract, and multiply.
- Skill in mechanics and equipment maintenance.
- Skill in public relations, oral and written communication.

**Problem Solving:** Some responsibility for independent problem-solving exists in this position. This position encounters problems with water leaks, and safe and proper equipment use around utility lines.

**Decision Making:** Some responsibility for independent decision-making exists in this position. This employee makes decisions about performing necessary repairs and performing daily duties in the safest and most efficient manner.

**Supervision:** Supervision is provided and job-related decisions are normally reviewed by this position's supervisor. Employee has no supervisory responsibility over other personnel.

**Financial Accountability:** This employee is responsible for safe operation of department equipment. Employee is not responsible for budgetary control of the department and will not participate in the annual department budget process.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some adverse working conditions exist within this position. Exposure to blood-borne pathogens, hazardous chemicals, heavy machinery, excessive noise, and work in confined spaces, heights and all types of weather conditions is expected. Exposure to adverse weather conditions and caustic chemicals is possible. This position is subject to being on call or called out during emergency situations. This position may work nights or weekends. Position wears personal protective equipment such as traffic vests, hearing protection, steel-toed boots, or prescribed uniforms.

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

While performing the duties of this job, the employee is regularly required to stand, sit, walk, hear, stoop, bend, kneel, crouch, climb ladders or stairs, work in small and confined spaces, and communicate by phone and radio. The employee is frequently required to use hands to finger, eye and hand coordination, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up, push, and pull up to 50 pounds with assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Maintenance Tech II – Mechanic

Department: Public Works  
Reports To: Director of Public Works  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Director of Public Works, the Maintenance Tech II – Mechanic position is non-exempt under FLSA. This position performs semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment of the various City departments. This employee must possess a strong mechanical aptitude, as well as effective communication and public relations skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally or through the selection and use of appropriate outside vendors;
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools;
- Diagnoses, tests, services, and repairs vehicles and mechanical equipment;
- Inspects, adjusts and replaces necessary units and related parts in repair and maintenance work;
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems;
- Cuts and welds metal and performs body repair, touch-up and related work;
- Changes and repairs tires and tubes;
- Evaluates the status of mechanical equipment and vehicles, and performs or schedules needed repairs;
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement;
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems;
- Purchases equipment, parts, and supplies used for vehicles and mechanical equipment or system maintenance;
- Provides emergency field assistance to disabled equipment as needed and appropriate;
- Assists in preparation of bid specifications for vehicles and mechanical equipment;
- Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures;
- Keeps an accurate and updated inventory of all vehicles and mechanical equipment, including information regarding mileage, repair expenses, hours of use, and which operational department each vehicle or piece of equipment is assigned;
- Maintains records, prepares reports and other specialized maintenance records of vehicles and mechanical equipment;
- Maintains the maintenance shop in an orderly fashion.

### MARGINAL FUNCTIONS

- Obeys and complies with all City ordinances and policies;
- Assists and/or performs other duties as necessary or assigned for City departments, especially streets, utilities, parks, cemetery, and electric production and distribution.
- Assists with coordinating disposal of surplus City property.

### CERTIFICATIONS, LICENSES, REGISTRATIONS

- Commercial driver's license.
- Must be insurable by the City's insurance carrier.

- ASE certification preferred.

### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Six months related experience and/or training. Similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

### **POSITION PREFERENCES**

**Preferred Experience:** Twelve months related experience and/or training. Experience in parks, arborist, or recreation.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. A technical degree or postsecondary coursework is preferred.

### **Knowledge, Skills and Abilities:**

- Ability to carry out duties reliably and predictably.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to communicate effectively verbally and in writing, and to establish and maintain effective working relationships with employees, supervisors, vendors, and the general public.
- Ability to establish and maintain effective preventive maintenance programs, policies, and procedures, maintain effective accounting procedures, and carry out assigned projects to their completion.
- Ability to operate motorized vehicles for testing purposes, power and hand tools, jacks, hydraulic lifts, air tools, and electronic vehicle diagnostic equipment.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to use a computer, calculator, telephone, mobile or portable radio, and other department equipment.
- Ability to work and get along with others.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- Knowledge of automotive mechanics. Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding.
- Knowledge of price trends and grades or quality of materials and equipment.
- Knowledge of the hazards and safety precautions common to automotive repair shops, municipal maintenance and repair activities.
- Knowledge of the practices, methods, materials and tools used in modern equipment diagnosis and maintenance.

**Problem Solving:** Regular independent problem-solving exists in this position. This position encounters problems with equipment malfunctions and adverse weather.

**Decision Making:** Regular independent decision-making exists in this position. This employee makes decisions about performing necessary repairs and performing daily duties in the safest and most efficient manner.

**Supervision:** Supervision is provided and job-related decisions are normally reviewed by this position's supervisor. This employee does not exercise supervisory responsibility over subordinate personnel.

**Financial Accountability:** The records maintained by this employee on each vehicle and piece of equipment are used for budget, planning, and replacement purposes, so must be organized and neat in presentation. This employee is responsible for safe operation of department equipment. Employee is not

responsible for budgetary control of the department and will not participate directly in the annual department budget process.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some adverse working conditions exist within this position. Exposure to blood-borne pathogens, hazardous chemicals, heavy machinery, excessive noise, and work in confined spaces, heights and all types of weather conditions is expected. Exposure to adverse weather conditions and caustic chemicals is possible. This position is subject to being on call or called out during emergency situations. This position may work nights or weekends. Position wears personal protective equipment such as traffic vests, hearing protection, steel toed boots, or prescribed uniforms.

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

While performing the duties of this job, the employee is regularly required to stand, walk, hear, stoop, bend, kneel, crouch, climb ladders or stairs, work in small, awkward and confined spaces, and communicate by phone and radio. The employee is frequently required to use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up, push, and pull up to 50 pounds with assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Maintenance Tech III – Public Works

Department: Public Works (Streets, Water, Wastewater)  
Reports To: Director of Public Works  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Director of Public Works, the Maintenance Tech III – Public Works position is non-exempt under FLSA. This position performs a variety of semi-skilled and skilled maintenance work individually or as part of a crew, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street and storm drainage facilities and systems. This employee should possess a strong mechanical aptitude, as well as effective communication and public relations skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with/participates in the planning, scheduling and implementation of construction, maintenance, operation, and activities designed to provide quality water, sewer, street, parks and storm drainage service for the City.
- Assists with/participates in the training of lower-level employees performing the duties of maintenance, construction and repair of water, sewer, street, parks, and storm drainage facilities.
- Operates light and medium-sized construction and power equipment such as mechanized broom, jetter/inductor truck or backhoe/loader;
- Inspects and/or repairs booster pumping stations, reservoirs, meters, streets, drainage systems and sewer systems at frequent intervals to insure that all aspects of the systems are functioning properly;
- Maintains a variety of records relating to inspections, maintenance activity, water supply, and water consumption;
- Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation;
- Contacts residents and business owners in area where services will be discontinued and explains when services will be interrupted, as well as how soon services are expected to be restored;
- Ensures the proper maintenance of equipment and tools, and cleans and checks equipment and tools after use;
- Drives trucks of various sizes in the loading, hauling and unloading of various equipment and materials;
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment;
- Performs all duties in conformance to appropriate safety and security standards;
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling;
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, gates and fittings on water mains;
- Services and installs fire hydrants, spigots and drinking fountains;
- Assists with shutting off and repairing broken sections of water mains;
- Services water supply, sewer lift and other pumps;
- Sets concrete forms and finishes work for repairs to streets and sidewalks;
- Repairs streets including the cutting, removing and replacing of asphalt and concrete, patching, sealing, and painting;
- Performs carpentry work as needed for building maintenance including repairs and/or replacement of doors, windows, picnic tables and barricades;
- Cleans or prepares sites to eliminate possible hazards;

- Controls traffic passing near, in, or around work zones;
- Loads or unloads materials, machinery, or tools, distributing them to the appropriate locations, according to directions;
- Loads sand, gravel, asphalt, salt and rubble on trucks;
- Maintains and installs traffic way signage;
- Operates light equipment such as mower, truck, dump truck or tractor, and heavy equipment including, backhoe, skid loader, street sweeper, roller, oil distributor, loader, oil distributor, dump truck, and motor grader;
- Paints crosswalks, parking stalls, curbs and street stripes;
- Performs metal fabrication and repair procedures involving welding, cutting and machining operations as required;
- Removes snow and ice from roads, sidewalks, and parking lots;
- Operates signal equipment to facilitate alignment, movement, or adjustment of machinery, equipment, or materials;
- Trims trees and removes storm debris from roadways;

### **MARGINAL FUNCTIONS**

- Collects drinking water samples and prepares paperwork;
- Performs lead and copper sampling and prepares paperwork;
- Obeys and complies with all City ordinances and policies;
- Assists and/or performs other duties as necessary or assigned for other City departments, especially parks, cemetery, and electric production and distribution.

### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Commercial driver's license.
- Must be insurable by City's insurance carrier.

### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Four to five years related experience and/or training. Experience in construction, maintenance, or repair. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

### **POSITION PREFERENCES**

**Preferred Experience:** Six to ten years related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience.

### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to understand and anticipate problems, follow department policies, and interpret written instructions and manuals.
- Ability to work and get along with others.

- Knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair.
- Knowledge of mechanics and equipment maintenance.
- Knowledge of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, manlift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, ditch witch, and other departmental equipment.
- Skill in effective public relations, oral and written communication.
- Skill in mechanical aptitude.

**Problem Solving:** Regular independent problem-solving exists in this position. This position encounters problems with equipment malfunctions and the safe and proper use of equipment around utility lines.

**Decision Making:** Regular independent decision-making exists in this position. This employee makes decisions about performing necessary repairs and performing daily duties in the safest and most efficient manner.

**Supervision:** Supervision is provided and job-related decisions are normally reviewed by this position's supervisor. This employee has limited supervisory responsibility over the work of other personnel, as he or she may provide direction or instruction to other employees as the leader of a crew on specific jobs or projects.

**Financial Accountability:** This employee is responsible for safe operation of department equipment. Employee is not responsible for budgetary control of the department and will not participate in the annual department budget process.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some adverse working conditions exist within this position. Exposure to blood-borne pathogens, hazardous chemicals, heavy machinery, excessive noise, and work in confined spaces, heights and all types of weather conditions is expected. Exposure to adverse weather conditions and caustic chemicals is possible. This position is subject to being on call or called out during emergency situations. This position may work nights, graveyard shifts, or weekends. Position wears personal protective equipment such as traffic vests, hearing protection, steel-toed boots, or prescribed uniforms.

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

While performing the duties of this job, the employee is regularly required to stand, walk, hear, stoop, bend, kneel, crouch, climb ladders or stairs, work in small and confined spaces, and communicate by phone and radio. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up, push, and pull up to 100 pounds with assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to*

*change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Meter Reader Tech

Department: Public Works (Water and Electric)  
Reports To: Director of Public Works  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Director of Public Works, the Meter Reader position is non-exempt under FLSA. This position is responsible for reading and recording readings from the electric and water meters, and performing minor maintenance and repairs on the meters. This employee should possess a strong mechanical aptitude, as well as effective communication and public relations skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reads and records readings from water and electric meters for billing purposes; includes the operation, general maintenance, and care of automated meter reading equipment, software, and computers;
- Performs minor maintenance and repairs to the meters;
- Responsible for turning off meters or services for non-payment of bills;
- Identifies and replaces defective meters;
- Performs data entry and prepares reports;
- Works with other departments to resolve issues with billing information collection or processing;
- Assists with cleaning and maintaining City facilities and grounds;
- Reports possible code enforcement issues to the proper department;
- Provides backup to office staff involving receiving the public, answering telephones, responding to questions, and general office functions.
- Follows department policies and procedures;
- Follows safety procedures and practices.

### MARGINAL FUNCTIONS

- Obeys and complies with all City ordinances and policies;
- Assists and/or performs other duties as necessary or assigned.

### CERTIFICATIONS, LICENSES, REGISTRATIONS

- Valid driver's license.
- Must be insurable by City's insurance carrier.

### POSITION REQUIREMENTS

**Minimum Required Experience:** No prior experience or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

### POSITION PREFERENCES

**Preferred Experience:** One month related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience.

### Knowledge, Skills and Abilities:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

- Ability to carry out duties reliably and predictably.
- Ability to judge distances, and read and interpret written instructions, manuals, diagrams and schematics.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve practical problems.
- Ability to work and get along with others.
- Knowledge of computer systems for collecting, reporting, analyzing, and transmitting data as well as general office operations.
- Knowledge of equipment maintenance, water and sewer line repairs and maintenance, electrical distribution systems, and mathematics.
- Skill in effective public relations, oral and written communication.
- Skill in mechanical aptitude.

**Problem Solving:** Limited independent problem-solving exists in this position. This position encounters problems with equipment malfunctions.

**Decision Making:** Limited decision-making exists in this position. This employee makes decisions about performing necessary repairs, maintaining department equipment, and performing daily duties in the safest and most efficient manner.

**Supervision:** Supervision is provided and job-related decisions are normally reviewed by this position's supervisor. Employee has no supervisory responsibility over other personnel.

**Financial Accountability:** This employee is responsible for safe operation of department equipment. Employee is not responsible for budgetary control of the department and will not participate in the annual department budget process.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some adverse working conditions exist within this position. Exposure to excessive noise, work in confined spaces, heights and all types of weather conditions is expected. Position wears personal protective equipment such as traffic vest and prescribed uniform.

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

While performing the duties of this job, the employee is regularly required to stand, walk, hear, stoop, bend, kneel, and crouch. The employee is frequently required to use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up, push, and pull up to 10 pounds with assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Municipal Court Clerk

Department: Administrative Services  
Reports To: Finance Director  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Finance Director, the Municipal Court Clerk is a full time, non-exempt position under FLSA. This position will also serve in the Finance Department in a variety of areas including answering phones, accepting customer payments and other duties as assigned. The position performs a variety of specialized and routine clerical, administrative and financial work related to the operation of municipal court, including the initiation, processing, and maintenance of legal documents, records, correspondence and statistics, and receiving payments for fines or judgments. This employee provides information and assistance to the public and should possess excellent organizational, communication, and public relations skills. The Court Clerk has extensive interaction with the Municipal Court Judge and City Prosecutor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the public in person and by phone including retrieving information and files, and providing general information regarding scheduling of court dates, warrants, and granting extensions;
- Assists the public with problem solving and research activities;
- Assists the City Attorney and Municipal Court Judge;
- Compiles, types, records and files a wide variety of court records, reports and materials including citations, summons, warrants, letters, reports, and complaints;
- Operates a computer terminal and printer to type, enter, modify, and retrieve a wide variety of court documents, reports, records, letters, and other material;
- Sorts, files, copies and distributes court documents and reports to appropriate personnel;
- Processes paperwork required by law for cases appealed to a higher court;
- Processes court payments on citations or judgments; prepares receipts for payment;
- Performs routine follow-up on court decisions;
- Examines legal documents submitted to court for adherence to law or court procedures, prepares case folders, and posts, files, or routes documents;
- Records case disposition, court orders, and arrangement for payment of court fees;
- Maintains the database to produce docket sheets and other appropriate court documents, assuring accuracy and timeliness;
- Provides appropriate assistance to defendants as needed;
- Receives and checks all documents for accuracy and timeliness;
- Prepares reports on court activity;
- Processes the assessment of court fees and the payment of state-assessed fees;
- Coordinates with law enforcement agencies and detention center personnel as required;
- Ensures that warrants and failure-to-appear notices are distributed;
- Develops forms as necessary;
- Composes, types, and edits correspondence as needed; Accuracy and professional appearance is a must on all outgoing correspondence, mail, reports, and other documents;
- Maintains confidentiality of court information and documents as required;
- Orders and maintains office supplies as needed for Municipal Court;
- Ensures that the courtroom is appropriately set and ready for court at the time scheduled;
- Follows department policies and procedures.
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery.

## **MARGINAL FUNCTIONS**

- Provides backup for the Receptionist, which includes answering telephones, taking payments and fielding questions, concerns, and complaints from the general public about any City service;
- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned;

## **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Bondable.
- Valid driver's license.
- Must be insurable by City's insurance carrier.

## **POSITION REQUIREMENTS**

**Minimum Required Experience:** One year to two years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

## **POSITION PREFERENCES**

**Preferred Experience:** Two to three years court related experience and/or training. Experience requiring public contact and the interpretation of rules and regulations in an office environment. Bookkeeping and/or accounting experience.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Training in general office practices such as bookkeeping, accounting, computers, or filing preferred.

## **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to carry out duties reliably and predictably.
- Ability to concentrate on tasks in the presence of distractions, prepare reports, type with speed and accuracy, count change correctly, and interpret written instructions and other documents.
- Ability to follow department policies and procedures.
- Ability to maintain confidentiality regarding legal issues between the Judge, the Prosecutor, Attorneys and persons appearing before the Court.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets and databases.
- Ability to operate telephones, computers, printers, calculators, photocopiers, fax machines, and other office equipment.
- Ability to process court documents accurately and efficiently.
- Ability to work with and get along with others.
- Knowledge of basic drug identification and drug symptomatology.
- Knowledge of bonding procedures.
- Knowledge of due process as it applies to each situation.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, and agency rules.
- Knowledge of office procedures, computers, record keeping, bookkeeping, and mathematics.
- Knowledge of the Kansas criminal, traffic, and civil process system and statute.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Skill in communicating with citizens in difficult situations.
- Skill in listening to different parties and ascertaining the facts.

- Skill in negotiating or persuading others to do something.
- Skill in organizational, public relations, and oral and written communication.

**Problem Solving:** This position requires limited independent problem-solving. This employee encounters problems with citizen concerns and complaints, and scheduling priorities.

**Decision Making:** This position requires limited independent decision-making. The employee makes decisions about prioritizing daily work assignments, resolving citizen concerns and complaints, and performing daily duties in the most efficient manner.

**Supervision:** This position is under the direct supervision of the Finance Director. This employee does not exercise any supervisory responsibilities over subordinate personnel.

**Financial Accountability:** This employee is responsible for department resources and equipment. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, co-workers, and supervisory personnel is expected, as well as frequent contact with the City Attorney and the Municipal Court Judge.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position.

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

Physical activity associated with working in an office setting is required to perform the daily duties of this position. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close distance vision, depth perception and ability to adjust focus.

**Background Check:** This employee will be subject to an extensive criminal records check in addition to any standard employee background check.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_



## City of Baldwin City, Kansas – JOB DESCRIPTION

# Police Officer - Corporal

Department: Police Department  
Reports To: Police Sergeant  
FLSA Status: Non-Exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Police Lieutenant and Sergeant, the Police Officer - Corporal is a non-exempt position under FLSA. The position protects and serves the citizens of Baldwin City. This position provides citizen assistance, enforces all federal, state, and local laws, and performs patrol duties. Making arrests, issuing citations for traffic violations, and investigating crimes and accidents are the primary responsibilities of this position. This employee supervises subordinate police officers. This employee should possess excellent communication, public relations, and interpersonal skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises direct reports through coaching, training employees; planning, assigning, and directing work; addressing complaints and resolving problems; acts as a resource for subordinate police officers;
- Serves and protects the citizens of Baldwin City through equitable enforcement of federal, state, and local laws and ordinances that protect life and property within the City;
- Makes arrests and issues citations for traffic violations;
- Performs patrol duties, traffic control, prevention and discovery of crimes, maintains order, and answers calls and complaints. Patrols streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving law violations;
- Examines doors, windows, and premises of unoccupied buildings in order to detect suspicious conditions; looks for and reports problems within the City that might constitute an unsafe environment, i.e., traffic light malfunctions, street pavement issues, broken water lines, downed power or service lines, etc.;
- Performs investigation of crimes, scenes and accidents to include dusting for latent fingerprints; obtaining fingerprints from suspects; interviewing suspects, victims, and witnesses; gathering and preserving evidence, taking measurements and photographs, and developing leads and tips; searching scenes for clues; analyzing and evaluating evidence;
- Investigates all reports that are filed, including theft reports, burglaries, etc.;
- Provides citizen assistance, and assists ambulance or fire crews as needed;
- Responds to emergency situations, and performs CPR or First Aid;
- Operates law enforcement equipment, including patrol vehicles, firearms, and communication equipment;
- Performs building checks for commercial properties;
- Serves warrants, subpoenas, and other legal documents;
- Appears and testifies in court as a complainant or witness;
- Escorts prisoners to and from court;
- Assists animal control officer when necessary, including performing such duties when animal control officer is not available;
- Assists other law enforcement agencies such as Douglas County, surrounding communities, KBI (Kansas Bureau of Investigations), FBI (Federal Bureau of Investigations), DEA (Drug Enforcement Agency) and other safety-related organizations;
- Performs public relations and conducts safety programs on behalf of the department and the City by communicating with schools, Baker College, Douglas County, neighborhoods, businesses and other constituents;

- Responds to domestic violence calls, investigates and assesses the situation, intervenes, determines responsibility for actions, advises victims of resources available to support their legal rights and remedies available;
- Assists with evidence room (filing, storage, labeling, securing), collects, receives and transports evidence, disposes of evidence, maintains chain of custody; prepares and has evidence delivered for further analysis to appropriate party;
- Prepares a variety of reports and records, including but not limited to the Kansas Standard Offense and Arrest Reports (KSOR/KSAR), Officer's Daily Activity Report (DAR), reports of investigation, alcohol reports, DUI check list, vehicle impoundment form, etc.;
- Reviews activities and reports of Police Officers regarding traffic, accidents, investigations, and procedures for policing; assures that grammar, due process and descriptions are appropriate for a variety of audiences;
- Assures that all necessary police-related equipment is routinely inspected and maintained; and makes a proper request for replacement or repair of any deficient equipment;
- Assures the console, computers, phones, recorder and all equipment are in working order; contacts the appropriate supervisor for maintenance, repair or replacement if required;
- Ensures subordinates meet certification and annual training requirements;
- Enforces and follows department policies and procedures;
- Enforces and follows safety procedures and practices.

#### **MARGINAL FUNCTIONS**

- Provides traffic control during emergencies, funerals, parades, or otherwise as needed;
- Assists all other departments as the need arises;
- Performs other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Kansas Law Enforcement Training Certification or equivalent.
- Maintain 40 hours of continuing education annually.
- Valid driver's license.
- Qualify annually using the KCPOST approved firearms course.
- Must be insurable by City's insurance carrier.
- Minimum age 21 years old.
- CPR certified.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Two to three years related experience and/or training. Experience as a certified police officer. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

#### **POSITION PREFERENCES**

**Preferred Experience:** Four to five years related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Post-secondary degree or coursework in Criminal Justice, Criminal Law or Psychology.

#### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.

- Ability to concentrate on tasks in the presence of distractions, complete and check forms and documents, understand and anticipate problems, and read and interpret maps, manuals, legal documents, reports, and written instructions.
- Ability to efficiently operate firearms, tasers, body cameras, video equipment, computers, two-way radios, office equipment, and other law enforcement equipment.
- Ability to interpret data, complete and check reports and documents, develop department policies and procedures, understand and anticipate problems, and read and interpret manuals, legal documents, reports, and written instructions.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.
- Ability to perform CPR and First Aid.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve problems and deal with a variety of variables.
- Ability to work in a team setting.
- Ability to work and get along with others.
- Knowledge of all federal, state, and local laws and ordinances, information systems technology, law enforcement techniques, law enforcement supervision, and mathematics is required.
- Knowledge of basic drug identification and drug symptomatology.
- Knowledge of bonding procedures.
- Knowledge of due process as it applies to each situation.
- Knowledge of federal, state and City laws governing public safety operations, custody of prisoners, search and seizure, and the rules of evidences, and departmental rules and regulations.
- Knowledge of Kansas criminal, traffic, and civil process statutes.
- Knowledge of principles and practices of modern police work and law enforcement methods.
- Knowledge of the operation of the court system, including procedures and security.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Skill in public relations, supervisory, organizational, managerial, oral and written communication.
- Skill in persuading upset individuals to remain calm in emergency situations.

**Problem Solving:** Independent problem-solving is a factor in this position. This employee encounters problems with violence (including domestic violence), citizen complaints, traffic stops, and criminal investigations.

**Decision Making:** Independent decision-making is involved in this position. The employee makes decisions about resolving citizen concerns and complaints, making arrests, investigating crimes and accidents, and performing daily duties in the most efficient manner.

**Supervision:** This position is under the general supervision of the Police Department's chain of command (Police Sergeant and Chief). The employee exercises occasional supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for the safe operation and use of City resources and equipment. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, outside agencies, subordinate personnel, co-workers, and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse working conditions exist with this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and adverse weather conditions are to be expected. This position contains an element of risk to personal safety while performing day-to-day duties. This employee is exposed to blood-borne pathogens while investigating crimes or accidents, seizing and preserving evidence, and when assisting ambulance crews. This position is subject to being on call or called out during emergency situations. This position may work nights, graveyard shifts, or weekends. Position wears personal protective equipment such as vests, weapons, mace, tasers, prescribed shoes and uniforms.

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

Must be at least 21 years of age. Must pass a required physical examination and drug screen. The ability to pass and maintain all physical activities and requirements of the Kansas Law Enforcement Training Center is required. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand or walk; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to run, stoop, bend, kneel, crouch or crawl. The employee must occasionally lift and/or move, push or pull with or without assistance up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Police Officer - Lieutenant

Department: Police Department  
Reports To: Chief of Police  
FLSA Status: Non-Exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Chief of Police, the Police Officer - Lieutenant is a non-exempt position under FLSA. The position protects and serves the citizens of Baldwin City. This position provides citizen assistance, enforces all federal, state, and local laws, and performs patrol duties. The Lieutenant must have extensive knowledge of law enforcement techniques. Making arrests, issuing citations for traffic violations, and investigating crimes and accidents are the primary responsibilities of this position. This employee supervises subordinate police officers and assumes the duties of the Chief of Police in his/her absence. This employee should possess excellent supervisory, management, organizational, communication, public relations, and interpersonal skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Serves and protects the citizens of Baldwin City through equitable enforcement of federal, state, and local laws and ordinances that protect life and property within the City;
- Supervises the activities of, and provides a resource for, subordinate police officers;
- Makes shift assignments, schedules work, reviews reports, and arranges training for subordinate employees;
- Makes arrests and issues citations for traffic violations;
- Performs patrol duties, traffic control, prevention and discovery of crimes, maintains order, and answers calls and complaints; patrols streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving law violations;
- Examines doors, windows, and premises of unoccupied buildings in order to detect suspicious conditions; looks for and reports problems within the City that might constitute an unsafe environment, i.e., traffic light malfunctions, street pavement issues, broken water lines, downed power or service lines, etc.;
- Performs investigation of crimes, scenes and accidents to include dusting for latent fingerprints; taking fingerprints from suspects; interviewing suspects, victims and witnesses; gathering and preserving evidence, taking measurements and photographs, developing leads and tips; searching scenes for clues; analyzing and evaluating evidence;
- Provides citizen assistance and assists ambulance or fire crews as needed;
- Responds to emergency situations and performs CPR or First Aid;
- Operates law enforcement equipment, including patrol vehicles, firearms, and communication equipment;
- Performs building checks for commercial properties;
- Maintains department equipment;
- Serves warrants, subpoenas, and other legal documents;
- Appears and testifies in court as a complainant or witness;
- Escorts prisoners to and from court;
- Assists animal control officer when necessary, including performing such duties when animal control officer is not available;
- Assists other law enforcement agencies such as Douglas County, surrounding communities, KBI (Kansas Bureau of Investigations), FBI (Federal Bureau of Investigations), DEA (Drug Enforcement Agency) and other safety-related organizations;

- Performs public relations and conducts safety programs on behalf of the department and the City by communicating with schools, Baker College, Douglas County, neighborhoods, businesses and other constituents;
- Performs traffic control duties;
- Investigates all reports that are filed, including theft reports, burglaries, etc.;
- Responds to domestic violence calls, investigates and assesses the situation, intervenes, determines responsibility for actions, advises victims of resources available to support their legal rights and remedies available;
- Assists with evidence room (filing, storage, labeling, securing), collects, receives and transports evidence, disposes of evidence, maintains chain of custody; prepares and has evidence delivered for further analysis to appropriate party;
- Reviews activities and reports of Police Officers regarding traffic, accidents, investigations, and procedures for policing; assures that grammar, due process and descriptions are appropriate for a variety of audiences;
- Assures that all necessary police-related equipment is routinely inspected and maintained; and makes a proper request for replacement or repair of any deficient equipment;
- Assures the console, computers, phones, recorder and all equipment are in working order; contacts the appropriate vendor for maintenance, repair or replacement if required;
- Follows department policies and procedures;
- Follows safety procedures and practices.

#### **MARGINAL FUNCTIONS**

- Provides traffic control during emergencies, funerals, parades, or otherwise as needed;
- Assists all other departments as needed;
- Performs other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Kansas Law Enforcement Training Certification or equivalent.
- Maintain 40 hours of continuing education annually.
- Valid driver's license.
- Qualify annually using the KCPOST approved firearms course.
- Must be insurable by City's insurance carrier.
- Minimum age 21 years old.
- CPR certified.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Six years related experience and/or training as a certified police officer. Two years of supervisory experience in such work is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

#### **POSITION PREFERENCES**

**Preferred Experience:** Eight to ten years related experience and/or training.

**Preferred Education:** Bachelor's degree from a college; or equivalent combination of education and experience. Post-secondary degree or coursework in Criminal Justice, Criminal Law or Psychology.

#### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.

- Ability to concentrate on tasks in the presence of distractions, complete and check forms and documents, understand and anticipate problems, and read and interpret maps, manuals, legal documents, reports, and written instructions.
- Ability to efficiently operate firearms, tasers, body cameras, video equipment, computers, two-way radios, office equipment, and other law enforcement equipment.
- Ability to interpret data, complete and check reports and documents, develop department policies and procedures, understand and anticipate problems, and read and interpret manuals, legal documents, reports, and written instructions.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.
- Ability to perform CPR and First Aid.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve problems and deal with a variety of variables.
- Ability to understand and anticipate problems, and to read and interpret maps, manuals, legal documents, reports and written instructions.
- Ability to work in a team setting.
- Ability to work and get along with others.
- Knowledge of all federal, state, and local laws and ordinances, information systems technology, law enforcement techniques, and law enforcement supervision.
- Knowledge of basic drug identification and drug symptomatology.
- Knowledge of bonding procedures.
- Knowledge of due process as it applies to each situation.
- Knowledge of Kansas criminal, traffic, and civil process statutes.
- Knowledge of Kansas statutes as they relate to the care, custody and control of adult and juvenile inmates.
- Knowledge of mathematics.
- Knowledge of principles and practices of modern police work and law enforcement methods.
- Knowledge of the operation of the court system, including procedures and security.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Skill in persuading upset individuals to remain calm in emergency situations.
- Skill in supervisory, management, organizational, public relations, interpersonal, and oral and written communication.

**Problem Solving:** Independent problem-solving is a factor in this position. This employee encounters problems with violence (including domestic violence), citizen complaints, traffic stops, and criminal investigations.

**Decision Making:** Independent decision-making is involved in this position. The employee makes decisions about resolving citizen concerns and complaints, making arrests, investigating crimes and accidents, and performing daily duties in the most efficient manner.

**Supervision:** This position is under the general supervision of the Police Department's chain of command (Police Chief). The employee exercises supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for the safe operation and use of City resources and equipment. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, outside agencies, subordinate personnel, co-workers, and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse working conditions exist with this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and adverse weather conditions are to be expected. This position contains an element of risk to personal safety while performing day-to-day duties. This employee is exposed to blood-borne pathogens while investigating crimes or accidents, seizing and preserving evidence, and when assisting ambulance crews. This position is subject to being on call or called out during emergency situations. This position may work nights, graveyard shifts, or weekends. Position wears personal protective equipment such as vests, weapons, mace, tasers, prescribed shoes and uniforms.

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

Must be at least 21 years of age. Must pass a required physical examination and drug screen. The ability to pass and maintain all physical activities and requirements of the Kansas Law Enforcement Training Center is required. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand or walk; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to run, stoop, bend, kneel, crouch or crawl. The employee must occasionally lift and/or move, push or pull with or without assistance up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Police Officer - Sergeant

Department: Police Department  
Reports To: Police Lieutenant  
FLSA Status: Non-Exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Chief of Police and the Police Officer-Lieutenant, the Police Officer - Sergeant is a non-exempt position under FLSA. The position protects and serves the citizens of Baldwin City. This position provides citizen assistance, enforces all federal, state, and local laws, and performs patrol duties. The Sergeant must have extensive knowledge of law enforcement techniques. Making arrests, issuing citations for traffic violations, and investigating crimes and accidents are the primary responsibilities of this position. This employee should possess excellent supervisory, management, organizational, communication, public relations, and interpersonal skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Serves and protects the citizens of Baldwin City through equitable enforcement of federal, state, and local laws and ordinances that protect life and property within the City;
- Supervises the activities of, and provides a resource for, subordinate police officers;
- Makes shift assignments, schedules work, reviews reports, and arranges training for subordinate employees;
- Makes arrests and issues citations for traffic violations;
- Performs patrol duties, traffic control, prevention and discovery of crimes, maintains order, and answers calls and complaints. Patrols streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving law violations;
- Examines doors, windows, and premises of unoccupied buildings to detect suspicious conditions; looks for and reports problems within the City that might constitute an unsafe environment, i.e., traffic light malfunctions, street pavement issues, broken water lines, downed power or service lines, etc.;
- Performs investigation of crimes, scenes and accidents to include dusting for latent fingerprints; taking fingerprints from suspects; interviewing suspects, victims and witnesses; gathering and preserving evidence, taking measurements and photographs, and developing leads and tips; searching scenes for clues; analyzing and evaluating evidence;
- Investigates all reports that are filed, including theft reports, burglaries, etc.;
- Provides citizen assistance and assists ambulance or fire crews as needed;
- Responds to emergency situations and performs CPR or First Aid;
- Operates law enforcement equipment, including patrol vehicles, firearms, and communication equipment;
- Performs building checks for commercial properties;
- Serves warrants, subpoenas, and other legal documents;
- Appears and testifies in court as a complainant or witness;
- Escorts prisoners to and from court;
- Assists animal control officer when necessary, including performing such duties when animal control officer is not available;
- Assists other law enforcement agencies such as Douglas County, surrounding communities, KBI (Kansas Bureau of Investigations), FBI (Federal Bureau of Investigations), DEA (Drug Enforcement Agency) and other safety-related organizations;

- Performs public relations and conducts safety programs on behalf of the department and the City by communicating with schools, Baker College, Douglas County, neighborhoods, businesses and other constituents;
- Responds to domestic violence calls, investigates and assesses the situation, intervenes, determines responsibility for actions, advises victims of resources available to support their legal rights and remedies available;
- Prepares a variety of reports and records, including but not limited to the Kansas Standard Offense and Arrest Reports (KSOR/KSAR), Officer's Daily Activity Report (DAR), reports of investigation, alcohol reports, DUI check list, vehicle impoundment form, etc.;
- Reviews activities and reports of Police Officers regarding traffic, accidents, investigations, and procedures for policing; assures that grammar, due process and descriptions are appropriate for a variety of audiences;
- Assures that all necessary police-related equipment is routinely inspected and maintained; makes a proper request for replacement or repair of any deficient equipment;
- Assures the console, computers, phones, recorder and all equipment are in working order; contacts the appropriate supervisor for maintenance, repair or replacement if required;
- Ensures subordinates meet certification and annual training requirements;
- Enforces and follows department policies and procedures;
- Enforces and follows safety procedures and practices.

#### **MARGINAL FUNCTIONS**

- Provides traffic control during emergencies, funerals, parades, or otherwise as needed;
- Assists all other departments as needed;
- Performs other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Kansas Law Enforcement Training Certification or equivalent.
- Maintain 40 hours of continuing education annually.
- Valid driver's license.
- Qualify annually using the KCPOST approved firearms course.
- Must be insurable by City's insurance carrier.
- Minimum age 21 years old.
- CPR certified.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Four to five years related experience and/or training. Experience as Certified Police Officer. Two years of supervisory experience in a Public Safety department. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

#### **POSITION PREFERENCES**

**Preferred Experience:** Six to ten years related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Post-secondary degree or coursework in Criminal Justice, Criminal Law or Psychology.

#### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.

- Ability to concentrate on tasks in the presence of distractions, complete and check forms and documents, understand and anticipate problems, and read and interpret maps, manuals, legal documents, reports, and written instructions.
- Ability to efficiently operate firearms, tasers, body cameras, video equipment, computers, two-way radios, office equipment, and other law enforcement equipment.
- Ability to interpret data, complete and check reports and documents, develop department policies and procedures, understand and anticipate problems, and read and interpret manuals, legal documents, reports, and written instructions.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.
- Ability to perform CPR and First Aid.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to use computers to process and submit reports.
- Ability to work in a team setting.
- Ability to work and get along with others.
- Knowledge of all federal, state, and local laws and ordinances, information systems technology, law enforcement techniques, law enforcement supervision, and mathematics.
- Knowledge of basic drug identification and drug symptomatology.
- Knowledge of bonding procedures.
- Knowledge of due process as it applies to each situation.
- Knowledge of Kansas criminal, traffic, and civil process statutes.
- Knowledge of Kansas statutes as they relate to the care, custody and control of adult and juvenile inmates.
- Knowledge of principles and practices of modern police work and law enforcement methods.
- Knowledge of the operation of the court system, including procedures and security.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Skill in supervisory, management, organizational, public relations, interpersonal, and oral and written communication.

**Problem Solving:** Frequent independent problem-solving is a factor in this position. This employee encounters problems with violence (including domestic violence), citizen complaints, traffic stops, and criminal investigations. This position is intended to be a resource of information and advice for subordinate personnel.

**Decision Making:** Frequent independent decision-making is involved in this position. The employee makes decisions about resolving citizen concerns and complaints, making arrests, investigating crimes and accidents, and performing daily duties in the most efficient manner. This position is intended to be a resource of information and advice for subordinate personnel.

**Supervision:** This position is under the general supervision of the Police Officer-Lieutenant. The employee exercises frequent supervision over subordinate personnel.

**Financial Accountability:** This employee is responsible for the safe operation and use of City resources and equipment. This employee has limited authority to purchase necessary department supplies and equipment, and may participate in the annual budget process at the discretion of the supervisor.

**Personal Relations:** Daily contact with the general public, outside agencies, subordinate personnel, co-workers, and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse working conditions exist with this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and adverse weather conditions are to be expected. This position contains an element of risk to personal safety while performing day-to-day duties. This employee is exposed to blood-borne pathogens while investigating crimes or accidents, seizing and preserving evidence, and when assisting ambulance crews. This position is subject to being on call or called out during emergency situations. This position may work nights, graveyard shifts, or weekends. Position wears personal protective equipment such as vests, weapons, mace, tasers, prescribed shoes and uniforms.

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

Must be at least 21 years of age. Must pass a required physical examination and drug screen. The ability to pass and maintain all physical activities and requirements of the Kansas Law Enforcement Training Center is required. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand or walk; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to run, stoop, bend, kneel, crouch or crawl. The employee must occasionally lift and/or move, push or pull with or without assistance up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Police Officer

Department: Police Department  
Reports To: Police Corporal  
FLSA Status: Non-Exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Police Corporal, Sergeant, and Lieutenant Chief, the Police Officer is a non-exempt position under FLSA. The position protects and serves the citizens of Baldwin City. This position provides citizen assistance, enforces all federal, state, and local laws, and performs patrol duties. Making arrests, issuing citations for traffic violations, and investigating crimes and accidents are the primary responsibilities of this position. This employee should possess excellent communication, public relations, and interpersonal skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves and protects the citizens of Baldwin City through equitable enforcement of federal, state, and local laws and ordinances that protect life and property within the City;
- Makes arrests and issues citations for traffic violations;
- Performs patrol duties, traffic control, prevention and discovery of crimes, maintains order, and answers calls and complaints. Patrols streets, parks, commercial and residential areas to preserve the peace and enforce the law, controls vehicular traffic, prevents or detects and investigates misconduct involving law violations;
- Examines doors, windows, and premises of unoccupied buildings to detect suspicious conditions; Looks for and reports problems within the City that might constitute an unsafe environment, i.e., traffic light malfunctions, street pavement issues, broken water lines, downed power or service lines, etc.;
- Performs investigation of crimes, scenes and accidents to include dusting for latent fingerprints; obtaining and taking fingerprints from suspects; interviewing suspects, victims and witnesses; gathering and preserving evidence, taking measurements, photographs, developing leads and tips; searching scenes for clues; analyzing and evaluating evidence;
- Investigates all reports that are filed, including theft reports, burglaries, etc.;
- Provides citizen assistance, and assists ambulance or fire crews as needed;
- Responds to emergency situations, and performs CPR or First Aid;
- Operates law enforcement equipment, including patrol vehicles, firearms, and communication equipment;
- Performs building checks for commercial properties;
- Serves warrants, subpoenas, and other legal documents;
- Appears and testifies in court as a complaint or witness;
- Escorts prisoners to and from court;
- Assists animal control officer when necessary, including performing such duties when animal control officer is not available;
- Assists other law enforcement agencies such as Douglas County, surrounding communities, KBI (Kansas Bureau of Investigations), FBI (Federal Bureau of Investigations), DEA (Drug Enforcement Agency) and other safety-related organizations;
- Performs public relations and conducts safety programs on behalf of the department and the City by communicating with schools, Baker College, Douglas County, neighborhoods, businesses and other constituents;
- Responds to domestic violence calls, investigates and assesses the situation, intervenes, determines responsibility for actions, and advises victims of resources available to support their legal rights and remedies available;

- Assists with evidence room (filing, storage, labeling, and securing), collects, receives and transports evidence, disposes of evidence, and maintains chain of custody; prepares and has evidence delivered for further analysis to appropriate party;
- Prepares a variety of reports and records, including but not limited to the Kansas Standard Offense and Arrest Reports (KSOR/KSAR), Officer's Daily Activity Report (DAR), reports of investigation, alcohol reports, DUI check list, vehicle impoundment form, etc.;
- Reviews own activities and reports of traffic, accidents, investigations, procedures to clarify grammar, and assures due process and descriptions are appropriate for a variety of audiences;
- Assures that all necessary police-related equipment is routinely inspected and maintained; and makes a proper request for replacement or repair of any deficient equipment;
- Assures the console, computers, phones, recorder and all equipment is in working order; contacts the appropriate supervisor for maintenance, repair or replacement if required;
- Ensures subordinates meet certification and annual training requirements;
- Follows department policies and procedures;
- Follows safety procedures and practices.

### **MARGINAL FUNCTIONS**

- Provides funeral and parade escorts;
- Provides traffic control during emergencies, parades, or otherwise as needed;
- Provides bank escorts;
- Assists all other departments as needed;
- Performs other duties as necessary or assigned.

### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Kansas Law Enforcement Training Certification or equivalent.
- Maintain 40 hours of continuing education annually.
- Valid driver's license.
- Qualify annually using the KCPOST approved firearms course.
- Must be insurable by City's insurance carrier.
- Minimum age 21 years old.
- CPR certified.

### **POSITION REQUIREMENTS**

**Minimum Required Experience:** One year to two years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

### **POSITION PREFERENCES**

**Preferred Experience:** Two to three years related experience and/or training.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Post-secondary degree or coursework in Criminal Justice, Criminal Law or Psychology.

### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to concentrate on tasks in the presence of distractions, to complete and check forms and documents, understand and anticipate problems, and read and interpret maps, manuals, legal documents, reports, and written instructions.

- Ability to efficiently operate firearms, tasers, body cameras, video equipment, computers, two-way radios, office equipment, and other law enforcement equipment.
- Ability to interpret data, to complete and check reports and documents, to develop department policies and procedures, to understand and anticipate problems, and to read and interpret manuals, legal documents, reports, and written instructions.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.
- Ability to perform CPR and First Aid.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve problems and deal with a variety of variables.
- Ability to work in a team setting.
- Ability to work and get along with others.
- Knowledge of all federal, state, and local laws and ordinances, information systems technology, law enforcement techniques, law enforcement supervision, and mathematics.
- Knowledge of basic drug identification and drug symptomatology.
- Knowledge of bonding procedures.
- Knowledge of due process as it applies to each situation.
- Knowledge of federal, state and City laws governing public safety operations, custody of prisoners, search and seizure, and the rules of evidences, and departmental rules and regulations.
- Knowledge of Kansas criminal, traffic, and civil process statutes.
- Knowledge of principles and practices of modern police work and law enforcement methods.
- Knowledge of the operation of the court system, including procedures and security.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Skill in persuading upset individuals to remain calm in emergency situations.
- Skill in public relations, interpersonal, organizational, managerial, oral and written communication.

**Problem Solving:** Independent problem-solving is a factor in this position. This employee encounters problems with violence (including domestic violence), citizen complaints, traffic stops, and criminal investigations.

**Decision Making:** Independent decision-making is involved in this position. The employee makes decisions about resolving citizen concerns and complaints, making arrests, investigating crimes and accidents, and performing daily duties in the most efficient manner.

**Supervision:** This position is under the general supervision of the Police Department's chain of command (Police Corporal, Sergeant, Lieutenant, and Chief). The employee does not exercise supervisory responsibilities over subordinate personnel.

**Financial Accountability:** This employee is responsible for the safe operation and use of City resources and equipment. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, outside agencies, subordinate personnel, co-workers, and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse working conditions exist with this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and adverse weather conditions are to be expected. This position contains an element of risk to personal safety while performing day-to-day duties. This employee may be exposed to

blood-borne pathogens while investigating crimes or accidents, seizing and preserving evidence, and when assisting ambulance crews. This position is subject to being on call or called out during emergency situations. This position may work nights, graveyard shifts, or weekends. Position wears personal protective equipment such as vests, weapons, mace, tasers, prescribed shoes and uniforms.

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

The ability to pass and maintain all physical activities and requirements of the Kansas Law Enforcement Training Center is required. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand or walk; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to run, stoop, bend, kneel, crouch or crawl. The employee must occasionally lift and/or move, push or pull with or without assistance up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Power Plant Operator - Trainee

Department: Electric Utility - Production  
Reports To: Power Plant Superintendent  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Power Plant Superintendent, the Power Plant Trainee is a non-supervisory position. The employee in this position operates and maintains generation equipment, performs routine maintenance on buildings and grounds, and works with and assists other departments with maintenance projects as necessary. The Power Plant Trainee should have a strong mechanical background and willingness to learn.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adjusts controls to generate specified electrical power or regulate the flow of power between generating stations and substations;
- Inspects and participates in the maintenance of the City's electric production system and the maintenance of the power plant facilities and machinery;
- Monitors, maintains, repairs, and inspects power plant equipment, shop equipment, cooling towers, and indicators to detect evidence of operating problems;
- Controls generator output to match the phase, frequency, or voltage of electricity supplied to panels;
- Controls or maintains auxiliary equipment, such as pumps, fans, compressors, condensers, feedwater heaters, filters, or chlorinators, to supply water, fuel, lubricants, air, or auxiliary power;
- Controls power-generating equipment, including boilers, turbines, generators, or reactors, using control boards or semi-automatic equipment.
- Maintains and repairs electrical equipment such as transformers, substations, breakers and circuit breakers;
- Operates shop equipment to diagnose, trouble shoot or repair facilities or equipment;
- Operates various types of vehicles such as cars, trucks, and forklift;
- Writes legibly so that others can readily read recorded statistics and information data;
- Performs preventative maintenance and repairs;
- Performs mechanical work and engine overhauls;
- Performs routine greasing of machines, changing oil and fuel filters, and air-screen maintenance of auxiliary equipment;
- Prepares written and typed reports and makes recommendations for preventative maintenance of related machinery and equipment;
- Inspects fire extinguishers;
- Makes minor or major repairs to building;
- Performs lab analysis and makes changes to system water chemistry;
- Inspects, analyzes and troubleshoots operation of equipment;
- Oversees health and safety issues such as asbestos, PCBs, chemical, noise and blood-borne pathogens, and lock out-tag out;
- Answers telephones, directs calls, and takes messages, and assists with answering complaints or questions;
- Assembles, installs, or repairs wiring, electrical or electronic components, pipe systems, plumbing, machinery, or equipment;
- Maintains daily reports and records;
- Assists with data entry and development of GIS (Geographic Information System) database and maps for Water and Electric;

- Assists with electrical tests and makes necessary adjustments;
- Participates in plant operational requirements;
- Follows department policies and procedures;
- Follows safety procedures and practices.

#### **MARGINAL FUNCTIONS**

- Obeys and complies with all City ordinances and policies;
- Assist other departments and perform other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid Driver's License.
- Must be insurable by City's insurance carrier.
- Successful completion of KMU Power Plant Technology Certification course through Flint Hills Technical College within two years.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** No related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

#### **POSITION PREFERENCES**

**Preferred Experience:** One year related experience and/or training. Experience in power plant facility to include operations and maintenance.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Degree or coursework in electrical distribution.

#### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, and software downloads from systems, etc.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to communicate by phone, in person and over the radio with the public and other City employees.
- Ability to operate shop equipment, tractors, testing equipment, and other related equipment.
- Ability to reasonably read and understand systems blueprints and equipment schematics.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to use good professional judgment, honesty, and integrity in decision-making.
- Ability to use personal computers, and a working knowledge of SCADA systems.
- Ability to work courteously and establish successful working relationships with entities, employees, City officials, businesses and the public.
- Ability to work and get along with others.
- Ability to write legibly with proper English structure, spelling and composition.
- Ability to write reports.
- Knowledge of electricity, electrical equipment, safety procedures, engines, compressors, pumps, mathematics, carpentry, and metals.

Knowledge of safety and health issues including, but not limited to asbestos, PCBs, chemicals, noise and blood-borne pathogens.

**Problem Solving:** Limited independent problem-solving exists in this position.

**Decision Making:** Limited independent decision-making exists in this position.

**Supervision:** Supervision is provided and job-related decisions are always reviewed by the Plant Superintendent. Employee has no supervisory responsibility over subordinate personnel.

**Financial Accountability:** Employee is not responsible for budgetary control of the department and will not participate in the annual department budget process.

**Personal Relations:** Continual contact with other City departments and occasional contact with the general public.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse conditions may exist in this position, especially when working with electricity and power equipment. Awareness of safety and health issues including, but not limited to, chemicals, noise and blood-borne pathogens is required. Exposure to work in confined areas, adverse weather, heights, caustic chemicals and excessive noise is expected. This position is subject to participation in the City's on-call program for emergency and after-hours response, and may work shift and weekend work. Employee must have a personal phone (land or wireless) and make their phone number available so they may be contacted when necessary. Position wears physical protective equipment such as rubber gloves, eye protection, hearing protection, steel-toed boots, and hard hats.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; bend; crawl, kneel, crouch, and work in confined spaces; climb poles, ladders (up to 40 feet), stairs, or access high and awkward spaces, to access location; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift and/or move, push or pull pressure up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus. Must have the ability to hear and understand others over the phone or radio and in areas of high noise, such as running engines. Position requires mobility and flexibility of body, manual dexterity and hand/eye coordination adequate to operate equipment as assigned.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Power Plant Operator

Department: Electric Utility - Production  
Reports To: Power Plant Superintendent  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Power Plant Superintendent, the Power Plant Operator is a limited-supervisory position. The employee in this position works daily on machinery, building repair and maintenance, and works with and assists other departments with projects as necessary. The Power Plant Operator will be required to perform skilled and semiskilled labor, and have the ability to organize and follow through on all required paperwork.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adjusts controls to generate specified electrical power or regulate the flow of power between generating stations and substations;
- Inspects and participates in the maintenance of the City's electric production system and the maintenance of the power plant facilities and machinery;
- Monitors, maintains, repairs, and inspects power plant equipment, shop equipment, cooling towers, and indicators to detect evidence of operating problems;
- Controls generator output to match the phase, frequency, or voltage of electricity supplied to panels;
- Controls or maintains auxiliary equipment, such as pumps, fans, compressors, condensers, feedwater heaters, filters, or chlorinators, to supply water, fuel, lubricants, air, or auxiliary power;
- Controls power-generating equipment, including boilers, turbines, generators, or reactors, using control boards or semi-automatic equipment;
- Maintains and repairs electrical equipment such as transformers, substations, breakers and circuit breakers;
- Operates shop equipment to diagnose, trouble shoot or repair facilities or equipment;
- Operates various types of vehicles such as cars, trucks, and forklift;
- Writes legibly so that other can readily read recorded statistics and information data;
- Coordinates work schedules to include preventative maintenance and repairs;
- Performs mechanical work and engine overhauls;
- Performs routine greasing of machines, changing oil and fuel filters, and air-screen maintenance of auxiliary equipment;
- Prepares written and typed reports and makes recommendations for preventative maintenance of related machinery and equipment;
- Inspects fire extinguishers;
- Makes minor or major repairs to buildings;
- Performs lab analysis and makes changes to system water chemistry;
- Inspects, analyzes and troubleshoots operation of equipment;
- Oversees health and safety issues such as asbestos, PCBs, chemical, noise and blood-borne pathogens, and lock out-tag out;
- Answers telephones, directs calls, and takes messages, and assists with answering complaints or questions;
- Assembles, installs, or repairs wiring, electrical or electronic components, pipe systems, plumbing, machinery, or equipment;
- Maintains daily reports and records;
- Assists with data entry and development of GIS (Geographic Information System) database and maps for Water and Electric;
- Assists with electrical tests and makes necessary adjustments;

- Follows department policies and procedures;
- Follows safety procedures and practices.

### **MARGINAL FUNCTIONS**

- Obeys and complies with all City ordinances and policies;
- Assists other departments and performs other duties as necessary or assigned;
- Understands energy marketing and purchasing techniques and requirements.

### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid Driver's License.
- Must be insurable by City's insurance carrier.
- Successful completion of KMU Power Plant Technology Certification course through Flint Hills Technical College within two years.

### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Three years related experience and/or training. Electrical experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

### **POSITION PREFERENCES**

**Preferred Experience:** Four years related experience and/or training. Experience with power plant facility to include operations and maintenance. Management experience.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Degree or coursework in electrical distribution.

### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, and software downloads from systems, etc.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to communicate by phone, in person and over the radio with public and other City employees.
- Ability to operate shop equipment, tractors, testing equipment, and other related equipment.
- Ability to reasonably read and understand systems blueprints and equipment schematics.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to use good professional judgment, honesty, and integrity in decision-making.
- Ability to use personal computers, and a working knowledge of SCADA systems.
- Ability to work courteously and establish successful working relationships with entities, employees, City officials, businesses and the public.
- Ability to work with and get along with others.
- Ability to write legibly with proper English language structure, spelling and composition.
- Ability to write reports.
- Knowledge of electricity, electrical equipment, safety procedures, engines, compressors, pumps, mathematics, carpentry, and metals.

- Knowledge of safety and health issues including, but not limited to asbestos, PCBs, chemicals, noise and blood-borne pathogens.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Problem Solving:** Problem-solving exists in this position. Problems include determining the cause of malfunctions and performing needed repairs and maintenance.

**Decision Making:** Decision-making exists in this position. Problems include when to shut down a piece of equipment for preventative maintenance.

**Supervision:** Supervision is provided, and job-related decisions are normally reviewed by the plant superintendent. Employee has limited supervisory responsibility over subordinate personnel.

**Financial Accountability:** Employee is not responsible for budgetary control of the department and will not participate in the annual department budget process.

**Personal Relations:** Continual contact with other City departments and occasional contact with the general public.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse conditions may exist in this position, especially when working with electricity and power equipment. Awareness of safety and health issues including, but not limited to chemicals, noise and blood-borne pathogens is required. Exposure to work in confined areas, adverse weather, heights, caustic chemicals and excessive noise is expected. This position is subject to participation in the City's on-call program for emergency and after-hours response, and may work shift and weekend work. Employee must have a personal phone (land or wireless) and make their phone number available so they may be contacted when necessary. Position wears physical protective equipment such as rubber gloves, eye protection, hearing protection, steel-toed boots, and hard hats.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; bend; crawl, kneel, crouch, and work in confined spaces; climb poles, ladders (up to 40 feet), stairs, or access high and awkward spaces to access location; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift and/or move, push or pull pressure up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus. Must have the ability to hear and understand others over the phone or radio in areas of high noise, such as running engines. Position requires mobility and flexibility of body, manual dexterity and hand/eye coordination adequate to operate equipment as assigned.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

***Special Conditions:***

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Power Plant Superintendent

Department: Electric Utility - Production  
Reports To: City Administrator  
FLSA Status: Exempt

### POSITION SUMMARY

This position is responsible for the management of all power plant personnel. The Power Plant Superintendent handles all contracting and accounting of purchased energy and arranging for the transfer of purchased energy, and is responsible for the daily operation of the Energy Management Project, including scheduling, imbalance market, sales, and all accounting. This employee prepares monthly and annual reports monitoring the efficient operation and power usage of the plant, as well as reports used for customer billing. The Superintendent establishes priorities and schedules. The Superintendent is responsible for the management of all maintenance and operations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends meetings and represents the City;
- Consults and advises the City Administrator or department heads on matters relating to department operations and City-wide operations;
- Coordinates department activities with various governmental and outside agencies and other City departments;
- Defines and monitors performance, productivity, and compliance of subordinates with departmental missions, goals, objectives, policies, and procedures to ensure all work meets the required expectations;
- Develops short-term and long-term goals for department and City-wide;
- Develops, administers and enforces department policies and procedures;
- Enforces and maintains compliance with all federal, state, and local laws and ordinances;
- Prepares and completes reports as requested;
- Purchases necessary equipment and supplies for the department;
- Receives and investigates, or assigns investigation of, public inquiries about department operations and follows up to ensure adequate resolution;
- Researches types of equipment to purchase or programs to support, prepares bid specifications for equipment, projects and supplies; determines cost alternatives with pros and cons, and provides recommendations to City Administrator; prepares or reviews plans and specifications for supplies, services, and contracts;
- Responsible for the overall direction, coordination, and evaluation of a department or function; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws;
- Prepares, with the assistance of the City Administrator, the annual budget for department functions, and the management of the approved annual department budget;
- Serves as a member of the City's management team;
- Supervises direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery;
- Inspects the work of skilled and semi-skilled workers engaged in the operation of the City's electric generation system;
- Manages capital asset maintenance to include preventative maintenance schedules, enforcement of warranties, and preparing equipment replacement schedules;
- Maintains employee time cards, vacation and sick leave, and performs evaluations;

- Works with the Community Development Director, Finance Director and City Clerk to negotiate, take bids, and arrange contracts for energy;
- Tracks and accounts for energy purchased and sold;
- Arranges and supervises building and equipment repair or replacement;
- Accountable for ordering and approves the purchase of goods or services for the power plant within budget limitations;
- Prepares monthly and annual reports on power purchased and used;
- Prepares monthly generation reports;
- Prepares energy cost comparisons;
- Establishes job priorities;
- Provides leadership and training to accomplish the City's goals and objectives;
- Responsible for the gathering of emission samples and prepares environmental reports;
- Implements maintenance and work on electrical substations with departmental groups and outside contractors;
- Communicates with the public and other City employees.

#### **MARGINAL FUNCTIONS**

- Enforces, obeys and complies with all City ordinances and policies;
- Keeps abreast of state agencies and their actions on electric and utility regulations and policies;
- Assists other departments and performs other duties as necessary or assigned.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid Driver's License.
- Must be insurable by City's insurance carrier.
- Successful completion of KMU Power Plant Technology Certification course through Flint Hills Technical College within two years.

#### **POSITION REQUIREMENTS**

**Minimum Required Experience:** Five years related experience and/or training. Electrical power plant management and experience with operations and maintenance. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within twelve months of employment.

**Minimum Required Education:** Bachelor's degree from a college or university; or an equivalent combination of education and experience.

#### **POSITION PREFERENCES**

**Preferred Experience:** Six to ten years related experience and/or training

**Preferred Education:** Master's degree from a college or university; or equivalent combination of education and experience.

#### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets, databases, global-positioning equipment, and software downloads from systems, etc.
- Ability to operate diesel engines, generators, transformers, relays, cooling towers, and other related equipment.
- Ability to operate maintenance equipment.
- Ability to read and understand systems blueprints and equipment schematics.

- Ability to solve complex problems and deal with a variety of variables.
- Ability to train and teach power plant employees.
- Ability to use personal computers and a strong working knowledge of SCADA systems.
- Ability to work courteously and establish successful working relationships with entities, employees, City officials, businesses and the public, and use good professional judgment, honesty, and integrity in decision making.
- Ability to work and get along with others.
- Ability to work with angry or difficult customers, work in inclement weather, and act quickly and accurately in emergency situations.
- Knowledge and analytical ability with regard to fuel consumption, generating costs and plant efficiency.
- Knowledge of electric power distribution systems, construction and repair.
- Knowledge of electricity handling and safety requirements, and equipment maintenance.
- Knowledge of management and communication skills.
- Knowledge of the hazards of electric distribution system maintenance and construction, and of the safety precautions to be observed.
- Knowledge of the methods and equipment used in the construction, maintenance, and repair of the electric distribution system.
- Skill in effective public relations, and interpersonal, oral and written communication.
- Skill in verbal and written communication skills.

**Problem Solving:** Frequent problem-solving exists in this position. Problems include handling personnel problems, malfunctions with the substation and/or City tie line, and related incoming purchased energy.

**Decision Making:** Frequent decision-making is required by this position. Decisions include personnel scheduling, evaluations, where and when to purchase energy needs and technical decisions.

**Supervision:** General supervision is provided by the City Administrator and job-related decisions are reviewed. Employee has supervisory responsibility over subordinate personnel.

**Financial Accountability:** Employee is responsible for budget control of the department and participates in the annual department budget process.

**Personal Relations:** Occasional contact with other City departments and the general public.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adverse conditions may exist in this position, especially when working with electricity and power equipment. Awareness of safety and health issues including, but not limited to, chemicals, noise and blood-borne pathogens is required. Exposure to work in confined areas, adverse weather, heights, caustic chemicals and excessive noise is expected. This position is subject to participation in the City's on-call program for emergency and after-hours response, and may work shift and weekend work. Employee must have a personal phone (land or wireless) and make their phone number available so they may be contacted when necessary. Position wears physical protective equipment such as rubber gloves, eye protection, hearing protection, steel-toed boots, and hard hats.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; bend; crawl, kneel, crouch, and work in confined spaces; climb poles, ladders (up to 40 feet), stairs, or access high and awkward spaces to access location; use hands to

finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift and/or move, push or pull pressure up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus. Must have the ability to hear and understand others over the phone or radio in areas of high noise, such as running engines. Position requires mobility and flexibility of body, manual dexterity and hand/eye coordination adequate to operate equipment as assigned.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Receptionist/Clerk

Department: Administration  
Reports To: Finance Director  
FLSA Status: Non - exempt

### POSITION SUMMARY

This position is responsible for greeting the public, providing citizen assistance, and answering incoming telephone calls. The Receptionist/Clerk should possess a professional manner, and excellent communication, organizational, and public relations skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Including the following, other duties may be assigned to meet business needs.

- Opens City Hall promptly at 8:00 a.m. and close City Hall at 5:00 p.m.
- Professionally answers all incoming calls, and ensures phone calls are redirected accordingly;
- Greets in-person guests in a professional, friendly, hospitable manner;
- Responsible for handling cash drawer and receiving payments. Will receive and process a large volume of payments, issue receipts, and balance and reconcile daily receipts;
- Assists customers with bill payments and inquiries;
- Issues payment agreements and maintains related files;
- Performs clerical duties including opening mail, faxing, photocopying, and filing documents;
- Maintains confidentiality of records and information;
- Follows department policies and procedures;
- Balances cash drawer each day for deposit;
- Serves as backup for the Utility Billing Clerk;
- Serves as City Hall representative on the Safety Committee;
- Issues burn permits and maintains related files;
- Works to improve customer service;
- Works with other departments to ensure efficient and effective service delivery.

### MARGINAL FUNCTIONS

- Performs miscellaneous errands;
- Assists with meeting arrangements.

### CERTIFICATIONS, LICENSES, REGISTRATIONS

- Bondable.
- Must be insurable by City's insurance carrier.

### POSITION REQUIREMENTS

**Minimum Required Experience:** Six to twelve months related experience and/or training.

Clerical/receptionist experience in an office environment is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

### POSITION PREFERENCES

**Preferred Experience:** One to two years related experience and/or training. Previous experience as administrative assistant, executive assistant or closely related field preferred.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. College-level business coursework plus experience preferred.

**Knowledge, Skills, Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to carry out duties reliably and predictably.
- Ability to efficiently operate office equipment, printers, telephone systems, photocopiers, and other office equipment.
- Ability to follow department policies.
- Ability to multi-task.
- Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets and databases.
- Ability to read and interpret documents such as agendas, operating and maintenance instructions, and procedure manuals.
- Ability to work with and get along with others.
- Ability to work with minimal supervision.
- Skill in customer service and handling upset customers.
- Skill in organizational management.
- Skill in phone etiquette and verbal communication.
- Skill in public relations and communication.
- Skill in typing with accuracy and interpreting data.

**Problem Solving:** Limited problem-solving is involved in this position.

**Decision-Making:** Limited decision-making is involved in this position. This employee provides citizen assistance, prioritizes own daily work assignments, and performs daily duties as assigned.

**Supervision:** This position does not exercise supervision.

**Financial Accountability:** This employee is responsible for department resources and handles cash.

**Personal Relations:** Daily contact with the public and teammates are expected. The employee is expected to have a professional appearance; the office environment is business casual.

**Work Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to speak and hear. The employee frequently is required to stand; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Records Clerk – Part Time

Department: Police Department  
Reports To: Police Chief  
FLSA Status: Non-Exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Administrative Assistant and Police Chief is a non-exempt position under FLSA. This position is responsible for assisting with the Police Department retrieval and maintenance of administrative and criminal case files. The part time Records Clerk types, enters, distributes, files and retrieves confidential police reports and data; operates teletype systems and miscellaneous office machines; processes and responds to mail inquiries; assists the public and other agencies on the telephone and in person; verifies criminal history information and warrants of arrest; enters criminal data into an automated records management system; temporarily cares for infants and young children in special circumstances; does other related work as required. This employee should possess excellent communication, public relations, and interpersonal skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for entering local reports into the Kansas Criminal Justice Information System and ensuring all classifications and local codes are correct;
- Organizes, prepares and maintains case files;
- Responds to public requests for information, resolves complaints or inaccuracies in documentation or other situations requiring diplomacy and tact;
- Analyzes and resolves special filing problems;
- Coordinates with the full time Records Clerk to ensure and maintain the confidentiality of all police files;
- Organizes records in computer system and in hard copy;
- Follows department policies and procedures.
- Fields questions, concerns, and complaints by telephone or walk-in traffic, answers phones, and dispatches calls;
- Logs criminal cases, accidents, and citations; sorts and files criminal cases, accident, disposition and animal control sheets. Enters, updates, and retrieves information from teletype networks and computerized data systems regarding such things as wanted persons, stolen property, vehicle registration, and stolen vehicles;
- Maintains chain of command by carrying out the orders and directives of his or her supervisor.

### MARGINAL FUNCTIONS

- Assists all other departments as needed;
- Performs other duties as necessary or assigned.

### CERTIFICATIONS, LICENSES, REGISTRATIONS

- Valid driver's license.
- NCIC certified.
- Pass background check.
- Must be insurable by City's insurance carrier.

### POSITION REQUIREMENTS

**Minimum Required Experience:** One year related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

## **POSITION PREFERENCES**

**Preferred Experience:** Two years related experience and/or training. Prior experience with police records.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Degree in Accounting, Finance, Business, or Criminal Justice.

### **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- Ability to carry out duties reliably and predictably.
- Ability to operate office equipment such as printers, telephones, fax machines, calculators, dispatch equipment, computers and software necessary to complete assignments, which may include word processing and Microsoft Word, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to type with speed and accuracy, to concentrate on tasks in the presence of distractions, to prepare reports, and to read and interpret written instructions, legal documents, letters, and forms is required.
- Ability to work with and get along with others.
- Knowledge of basic legal filing and records systems
- Knowledge of principles and practices of modern police work and law enforcement methods.
- Knowledge of the operation of the court system, including procedures and security.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Skill in administration, organization, public relations, oral and written communication.
- Skill in communicating with citizens in difficult situations.

**Problem Solving:** Limited problem solving is involved in this position. This employee encounters problems with errors in entering computer data, citizen concerns and complaints.

**Decision Making:** Limited decision making is involved in the position. This employee makes decisions about correcting errors, providing citizen assistance, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

**Supervision:** This employee works with the administrative assistant, who has charge of the daily operation of the office, and supervision from the Police Chief.

**Financial Accountability:** This employee is responsible for City resources. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, co-workers, and supervisory personnel, and occasional contact with the Administrative Assistant and Police Chief.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position.

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

Physical activity associated with working in an office setting is required to perform the daily duties of this position. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Seasonal – Public Works

Department: Public Works  
Reports To: Director of Public Works  
FLSA Status: Non-exempt (eligible for overtime pay)  
Retirement: Seasonal/Temporary Employees are not eligible for benefits

### POSITION SUMMARY

Under the supervision of the Director of Public Works or designee, the Seasonal position is non-exempt under FLSA. This position provides custodial and light maintenance services for buildings, grounds, and facilities. This employee should possess a strong mechanical aptitude, as well as effective communication and public relations skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cleans and sanitizes assigned buildings and facilities;
- Replenishes supplies and materials;
- Collects recyclable materials;
- Empties trash and garbage receptacles;
- Performs security checks of buildings, grounds, and facilities;
- Observes and reports unauthorized persons in buildings or on grounds;
- Performs work in the maintenance, repair, and replacement of mechanical and electrical equipment related to water and wastewater facilities, fountains, and swimming pools;
- Performs preventive maintenance and assists with breakdown and predictive maintenance on pumps, mixers, motors, valves, meters, water and sewer lines, instrumentation, and other related devices;
- Completes general maintenance and labor duties including cleaning tanks, buildings, vehicles, painting, mowing, cutting trees and cleaning;
- Operates a variety of equipment including but not limited to dump trucks, snowplows, street sanders, hand tools, power tools and lawn equipment;
- Other duties as assigned.

### MARGINAL FUNCTIONS

- Obeys and complies with all State statutes, City ordinances and policies;
- Assists and/or performs other duties as assigned.

### CERTIFICATIONS, LICENSES, REGISTRATIONS

- Valid driver's license.
- 18 years of age.
- HVAC licensure preferred.
- Must be insurable by City's insurance carrier.
- Commercial driver's license preferred.

### POSITION REQUIREMENTS

**Minimum Required Experience:** No prior experience or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within three months of employment.

**Minimum Required Education:** No high school education.

### POSITION PREFERENCES

**Preferred Experience:** One month related experience and/or training. Experience in a related field such as HVAC technician, plumber, electrician, mechanical or maintenance.

**Preferred Education:** High school diploma or General Education Development (G.E.D.).

**Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure.
- Ability to carry out duties reliably and predictably.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve practical problems.
- Ability to work and get along with others.
- Knowledge of general, basic cleaning requirements.

**Problem Solving:** Some responsibility for independent problem-solving exists in this position. This position encounters problems with water leaks, and safe and proper equipment use around utility lines.

**Decision Making:** Some responsibility for independent decision-making exists in this position. This employee makes decisions about performing necessary repairs and performing daily duties in the safest and most efficient manner.

**Supervision:** Supervision is provided and job-related decisions are normally reviewed by this position's supervisor. Employee has no supervisory responsibility over other personnel.

**Financial Accountability:** This employee is responsible for safe operation of department equipment. Employee is not responsible for budgetary control of the department and will not participate in the annual department budget process.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some adverse working conditions exist within this position. Exposure to blood-borne pathogens, hazardous chemicals, heavy machinery, excessive noise, and work in confined spaces, heights and all types of weather conditions is expected. Exposure to adverse weather conditions and caustic chemicals is possible. This position is subject to being on call or called out during emergency situations. This position may work nights, graveyard shifts, or weekends. Position wears personal protective equipment such as traffic vest, hearing protection, steel-toed boots, and prescribed uniform.

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

While performing the duties of this job, the employee is regularly required to stand, walk, hear, stoop, bend, kneel, crouch, climb ladders or stairs, work in small and confined spaces, and communicate by phone and radio. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up, push, pull up to 100 pounds with assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to*

*change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Utility Billing Clerk

Department: Administrative Services  
Reports To: Finance Director  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Finance Director, the Utility Billing Clerk is a non-exempt position under FLSA. This employee is responsible for maintaining customer utility account data, preparing and mailing utility bills, entering utility payment data into the City's computer system, preparing reports and assisting with citizen inquiries regarding utilities or other City services. This employee should possess excellent organizational, public relations, and communication skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages utility consumption and use data provided from field collection;
- Prepares, prints and mails utility bills;
- Enters utility billing transfers in the City's computer system;
- Prepares and prints final utility notices and shut-off directives; works with field staff to notify customers of shut-off deadlines and procedures for turning service back on;
- Posts utility payments into the City's computer system;
- Assists with citizen inquiries and concerns regarding utilities or other City services;
- Facilitates and maintains records for payment agreements;
- Advises customers of necessary actions and strategies for debt repayment;
- Answers customer questions regarding problems with their accounts;
- Markets, facilitates and maintains records for budget billing and automatic draft programs;
- Prepares various reports as directed;
- Requests and proofs consumption re-reads for utilities;
- Posts bad debt write-offs;
- Coordinates with setoff programs or collection agencies to pursue payment of bad debt; oversees delinquent utility accounts billing and disconnection process; arranges for debt repayment or establishes repayment schedules, based on City policies.;
- Coordinates with local, county, state, federal or other agencies to provide utility assistance to customers who inquire for such services;
- Posts, processes and distributes deposit refunds;
- Calculates and processes penalties, deposits, and late fees for utility billings;
- Posts utility billing adjustments;
- Prepares utility shut-off lists and distributes to field staff;
- Prepares corrective billings;
- Provides backup for the Customer Service Clerk, which includes answering telephones and fielding questions, concerns, and complaints from the general public about any City service;
- Calculates and enters annual Sewer Average amounts;
- Calculates and maintains the annual Level Pay program;
- Assists with meter reading proofs for accurate account of usage; evaluates usage for possible leaks;
- Balances cash drawer each day for deposit;
- Operates office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and computers.
- Responsible for monitoring automated meter reads, correction of errors and manual inputs when necessary;
- Follows department policies and procedures.

## **MARGINAL FUNCTIONS**

- Assists other departments as needed;
- Performs other duties as necessary or assigned;

## **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Bondable
- Must be insurable by City's insurance carrier.

## **POSITION REQUIREMENTS**

**Minimum Required Experience:** Two to three years related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.

**Minimum Required Education:** High school diploma or General Education Development (G.E.D.).

## **POSITION PREFERENCES**

**Preferred Experience:** Four to five years related experience and/or training. Experience with computers and databases, filing, and customer service.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience. Accounting, bookkeeping, and computer coursework is preferred.

## **Knowledge, Skills and Abilities:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to carry out duties reliably and predictably.
- Ability to operate computers and software necessary to complete assignments, which may include accounting software, word processing, spreadsheets and databases.
- Ability to read and interpret documents such as ordinances, agendas, operating and maintenance instructions, and procedure manuals.
- Ability to work and get along with others.
- Ability to work with minimal supervision.
- Ability to follow department policies and procedures, concentrate on tasks in the presence of distractions, prepare reports, type with speed and accuracy, count change correctly, and interpret written instructions and other documents
- Ability to operate telephones, computers, printers, calculators, photocopiers, fax machines, and other office equipment.
- Knowledge of office procedures, computers, accounting, bookkeeping, and mathematics.
- Skill in organization, public relations, and oral and written communication.
- Skill in customer service and handling upset customers.

**Problem Solving:** This position requires frequent independent problem solving. This employee encounters problems with errors in utility bills, errors in transaction balances, and citizen concerns and complaints.

**Decision Making:** This position requires frequent independent decision-making. The employee makes decisions about correcting errors, prioritizing daily work assignments, resolving citizen concerns and complaints, and performing daily duties in the most efficient manner.

**Supervision:** This position is under the direct supervision of the City Clerk. This employee does not exercise any supervisory responsibilities over subordinate personnel.

**Financial Accountability:** This employee is responsible for department resources and equipment. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, co-workers, and supervisory personnel is expected, as well as frequent contact with the organization's chief administrator.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No adverse working conditions exist with this position. Working in an office setting with a computer and telephone is the primary aspect of this position.

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

Physical activity associated with working in an office setting is required to perform the daily duties of this position. The ability to express or exchange ideas by means of communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer.*

*Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Wastewater Treatment Plant Operator I

Department: Wastewater (Treatment Plant & Collection)  
Reports To: Director of Public Works  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Director of Public Works, the Wastewater Treatment Plant Operator I position is non-exempt under FLSA. This position monitors and maintains treatment units and equipment in and ancillary to the Wastewater Treatment Plant and the sewage lift stations located throughout the City. Maintaining safety is required. This employee should possess a strong mechanical and technical aptitude, as well as effective communication and public relations skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Loads and hauls sludge;
- Operates and monitors belt press, and sludge storage and disposal;
- Monitors and repairs pumps and aerators;
- Cleans plugged valves, clarifiers, wet wells, bar screens, flume, and pump house;
- Repairs leaking pipes and pumps;
- Changes oil in pumps;
- Lubricates gears and chains;
- Checks lift stations;
- Cleans and maintains plant facilities;
- Performs carpentry and cement duties;
- Follows department policies and procedures;
- Follows safety procedures and practices;
- Participates in the City's on-call program for emergency and after-hours response.

### MARGINAL FUNCTIONS

- Obeys and complies with all City ordinances and policies;
- Assists and/or performs other duties as necessary or assigned.

### CERTIFICATIONS, LICENSES, REGISTRATIONS

- Confined Space training.
- Class I Wastewater Certification.
- Class II Wastewater Certification preferred.
- Class I Water Certification preferred.
- Valid commercial driver's license.
- Commercial driver's license preferred.
- Must be insurable by the City's insurance carrier.

### POSITION REQUIREMENTS

**Minimum Required Experience:** One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**Minimum Required Education:** High School Diploma or GED required.

### POSITION PREFERENCES

**Preferred Experience:** Four to five years of similar or related experience is required.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience.

**Knowledge, Skills and Abilities:**

- Ability to operate trucks, loaders, tractors, hand tools, pumps, generators, and other department equipment.
- Ability to understand and anticipate problems, follow department safety policies and procedures, and interpret written instructions, blueprints, schematics, and manuals.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to carry out duties reliably and predictably.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve practical problems.
- Ability to understand computer systems for collecting, reporting, analyzing, and transmitting data as well as general office operations.
- Ability to work and get along with others.
- Knowledge in mechanical and technical aptitude.
- Knowledge of mechanics, equipment maintenance, electrical processes, and mathematics.
- Skill in public relations, computer, oral and written communication.

**Problem Solving:** Some independent problem-solving exists in this position. This position encounters problems with equipment malfunctions, water and gas leaks, weather-related problems and power failures. Serious problems are reported to the Director of Public Works.

**Decision Making:** Some independent decision-making exists in this position. This employee makes decisions about performing necessary repairs, maintaining department equipment, and performing daily duties in the safest and most efficient manner.

**Supervision:** This employee works with occasional supervision from the Director of Public Works. Job-related decisions are normally reviewed by this position's supervisor. Employee has no supervisory responsibility over other personnel.

**Financial Accountability:** This employee is responsible for safe operation of department equipment. Employee is not responsible for budgetary control of the department and does not participate in the annual department budget process.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some adverse working conditions exist within this position. Exposure to blood-borne pathogens, hazardous chemicals, hazardous atmospheres, heavy machinery, excessive noise, and work in confined spaces, high voltage areas, heights and all types of weather conditions is expected. Exposure to adverse weather conditions and caustic chemicals is possible. This position is subject to being on call or called out during emergency situations. This position may work nights, graveyard shifts, or weekends. Position wears personal protective equipment such as traffic vest, hearing protection, steel-toed boots, or prescribed uniform.

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

While performing the duties of this job, the employee is regularly engage in manual labor including lifting and carrying heavy objects, required to stand, walk, hear, stoop, bend, kneel, crouch, climb ladders or stairs, work in small and confined spaces, and communicate by phone and radio. The employee is frequently required to use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up, push, and pull up to 75 pounds with assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Baldwin City, Kansas – JOB DESCRIPTION

# Wastewater Treatment Plant Operator II - Lead

Department: Wastewater (Treatment Plant & Collection)  
Reports To: Director of Public Works  
FLSA Status: Non-exempt (eligible for overtime pay)

### POSITION SUMMARY

Under the supervision of the Director of Public Works, the Wastewater Treatment Plant Operator II - Lead position is non-exempt under FLSA. This position monitors and maintains treatment units and equipment in and ancillary to the Wastewater Treatment Plant and the sewage lift stations located throughout the City. This employee performs laboratory analysis. Maintaining safety is required. This employee should possess a strong mechanical and technical aptitude, as well as effective communication and public relations skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Does process control, including laboratory analysis and process adjustments;
- Monitors and maintains plant and lift station equipment;
- Inspects Wastewater Treatment Plant equipment for malfunctions;
- Inspects the liquid/solid level in the plant processing units;
- Collects samples for laboratory analysis;
- Performs laboratory analysis and prepares reports;
- Loads and hauls sludge;
- Operates and monitors belt press, sludge storage and disposal;
- Monitors and repairs pumps and aerators;
- Cleans plugged valves, clarifiers, wet wells, bar screens, flume, and pump house;
- Repairs leaking pipes and pumps;
- Changes oil in pumps;
- Lubricates gears and chains;
- Checks lift stations;
- Cleans and maintains plant facilities;
- Performs carpentry and cement duties;
- Follows department policies and procedures;
- Follows safety procedures and practices;
- Is subject to participation in the City's on-call program for emergency and after-hours response.

### MARGINAL FUNCTIONS

- Collects drinking water samples and prepares paperwork;
- Performs sludge and soil sampling and testing;
- Performs lead and copper sampling and prepares paperwork;
- Obeys and complies with all City ordinances and policies
- Assists and/or performs other duties as deemed necessary or assigned.

### CERTIFICATIONS, LICENSES, REGISTRATIONS

- Confined Space training.
- Class II Wastewater Certification.
- Class III Wastewater Certification preferred.
- Class I Water Certification.
- Class II Water Certification preferred.
- Valid commercial Driver's License.
- Must be insurable by the City's insurance carrier.

## **POSITION REQUIREMENTS**

**Minimum Required Experience:** Five years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**Minimum Required Education:**

**Preferred Education:** High School Diploma or GED required.

## **POSITION PREFERENCES**

**Preferred Experience:** Five years of similar or related experience is required.

**Preferred Education:** Associate's degree from a college or technical school; or equivalent combination of education and experience.

### **Knowledge, Skills and Abilities:**

- Ability to accurately perform laboratory analysis where results will be used for process control and state permit reporting.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to carry out duties reliably and predictably.
- Ability to operate trucks, loaders, tractors, hand tools, pumps, generators, and other department equipment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to solve practical problems.
- Ability to understand and anticipate problems, follow department safety policies and procedures, and interpret written instructions, blueprints, schematics, and manuals.
- Ability to understand computer systems for collecting, reporting, analyzing, and transmitting data as well as general office operations.
- Ability to work and get along with others.
- Knowledge of mechanical, electrical and technical aptitude.
- Knowledge of mechanics, equipment maintenance, and electrical processes.
- Skill in public relations, computer, oral and written communication.

**Problem Solving:** Some independent problem-solving exists in this position. This position encounters problems with equipment malfunctions, water and gas leaks, weather-related problems and power failures. Serious problems are reported to the Director of Public Works.

**Decision Making:** Some independent decision-making exists in this position. This employee makes decisions about performing necessary repairs, maintaining department equipment, and performing daily duties in the safest and most efficient manner.

**Supervision:** This employee works with limited supervision from the Director of Public Works. Job-related decisions are normally reviewed by this position's supervisor. Employee has no supervisory responsibility over other personnel.

**Financial Accountability:** This employee is responsible for safe operation of department equipment. Employee is not responsible for budgetary control of the department and does not participate in the annual department budget process.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel is expected.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some adverse working conditions exist within this position. Exposure to blood-borne pathogens, hazardous chemicals, hazardous atmospheres, heavy machinery, excessive noise, and work in confined spaces, high voltage areas, heights and all types of weather conditions is expected. Exposure to adverse weather conditions and caustic chemicals is possible. This position is subject to being on call or called out during emergency situations. This position may work nights, graveyard shifts, or weekends. Position wears personal protective equipment such as traffic vest, hearing protection, steel-toed boots, or prescribed uniform.

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

While performing the duties of this job, the employee is regularly engage in manual labor including lifting and carrying heavy objects, required to stand, walk, hear, stoop, bend, kneel, crouch, climb ladders or stairs, work in small and confined spaces, and communicate by phone and radio. The employee is frequently required to use hands to finger, eye and hand coordination, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up, push, and pull up to 75 pounds with assistance. Specific vision abilities required by this job include close vision to read small gauges and meters, distance vision, color vision, depth perception and ability to adjust focus.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Baldwin City are at-will employment jurisdictions. The City is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act as Amended may request accommodation to perform the position's functions. Requests should be directed to the City Administrator.*

**SIGNATURE AND APPROVAL:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_