
CITY OF HAYS
JOB DESCRIPTION INDEX

CITY MANAGER'S OFFICE

[Assistant City Manager](#)
[Executive Assistant](#)

COMMUNICATIONS CENTER

[Director of Communications Center](#)
[Lead Dispatcher](#)
[Dispatcher/Sr Dispatcher](#)

CONVENTION & VISITORS BUREAU

[Director of the Convention & Visitors Bureau](#)
[Convention Sales Manager](#)
[Marketing Manager](#)
[Administrative Assistant](#)
[CVB Part-time Receptionist](#)

FINANCE/CITY CLERK DEPARTMENT

[Director of Finance](#)
[City Clerk](#)
[Accounting Specialist](#)
[Deputy City Clerk](#)
[Account Payable Clerk](#)
[Account Clerk](#)

HUMAN RESOURCES

[Director of Human Resources](#)
[Administrative Assistant](#)

INFORMATION TECHNOLOGY

[Director of Information Technology](#)
[Geographic Information Systems Specialist](#)
[Information Technology Technician \(GIS\)](#)
[Information Technology Technician](#)
[Information Technology Technician PD](#)

FIRE DEPARTMENT

[Fire Chief](#)
[Deputy Fire Chief](#)
[Fire Captain](#)
[Fire Lieutenant](#)
[Firefighter/Sr Firefighter](#)
[Administrative Assistant](#)

OFFICE OF PROJECT MANAGEMENT

[Project Manager](#)
[Project Inspector](#)

PARKS DEPARTMENT

[Director of Parks](#)
[Parks Superintendent](#)
[Parks Supervisor](#)
[Athletic Facilities Foreman](#)
[Maintenance Worker I/II/Technician](#)
[Administrative Assistant](#)
[Seasonal Maintenance Worker](#)

Golf Course

[Golf Course Superintendent](#)
[Golf Course Foreman](#)
[Maintenance Worker I/II/Technician](#)

Sports Complex

[Maintenance Worker I/II/Technician](#)

POLICE DEPARTMENT

[Chief of Police](#)
[Deputy Chief of Police](#)
[Police Lieutenant](#)
[Police Sergeant](#)
[Police Corporal](#)
[Police Officer/Master Police Officer](#)
[Part-time Police Officer](#)

[Police Detective Sergeant](#)
[Police Detective](#)
[Animal Control Officer](#)
[Office Manager](#)
[Records Clerk](#)
[Administrative Assistant](#)

PUBLIC WORKS DEPARTMENT

[Director of Public Works](#)
[Administrative Assistant](#)
[Part-time Receptionist](#)

Airport

[Airport Manager](#)
[Airport Operations Foreman](#)
[Maintenance Worker I/II/Sr](#)
[PT Airport Worker](#)

**Planning, Inspection, Enforcement (P.I.E.)
Division**

[Planning, Inspection, Enforcement
Superintendent](#)
[Lead Inspector](#)
[Inspector](#)
[Part-time Code Enforcement Officer](#)
[Administrative Assistant](#)

Service Division

[Service Division Superintendent](#)
[Service Division Foreman](#)
[Fleet Foreman](#)
[Mechanic/Sr](#)
[Maintenance Worker I/II/Sr](#)
[Part-time Maintenance Worker](#)

Solid Waste Division

[Solid Waste Superintendent](#)
[Solid Waste Foreman](#)
[Maintenance Worker I/II/Sr](#)

WATER RESOURCES DEPARTMENT

[Director of Water Resources](#)
[Water Production & Distribution
Superintendent](#)
[Water Reclamation & Reuse Superintendent](#)
[Water Resources Maintenance Supervisor](#)
[Plant Operator I/II/Sr](#)
[Maintenance Worker I/II/Sr](#)
[Administrative Assistant](#)
[Part-time Maintenance Worker](#)

Water Conservation Division

[Water Conservation Specialist](#)

ASSISTANT CITY MANAGER

City of Hays

Administration

POSITION SUMMARY

Under the supervision of the City Manager, the Assistant City Manager is an exempt position under FLSA. The Assistant City Manager is the Assistant Chief Administrative Officer and works with the City Manager, City Commission and Department Heads on a wide range of City-related issues, participates in the development of long-range plans, strategic initiatives, and the annual budget; provides advice, fields complaints and assists with the general administration of the City of Hays; represents the City Manager and the City at public meetings, forums, and events, and serves as a key member of the senior leadership team. This employee should possess excellent supervisory and organizational skills as well as strong communication and public relation skills.

ESSENTIAL FUNCTIONS

- Assists in the development and management of the annual City budget;
- Assists with the long-range planning for the community and organization;
- Responds to citizen requests and complaints;
- Prepares ordinances, resolutions, contracts and request for proposals;
- Assists in the preparation of the Commission agenda and developing water and sewer rate structures;
- Conducts research and performs special projects;
- Assists with the bid selection process for various contracted services and approves purchase orders within City administration authority;
- Assumes responsibility for the writing of policies and maintaining the City policy manual;
- Monitors the activities of the State Legislature and communicates City positions to the legislators;
- Assists with grant preparation and monitoring;
- Interacts with the news media and makes public presentations;
- Participates in the hiring process for senior administrative positions;
- Supervises the City management intern positions;
- Approves training and travel requests and reimbursements;
- Participates in franchise agreement negotiations.

MARGINAL FUNCTIONS

- Assumes responsibility for the organization during the absence of the City Manager;
- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ASSISTANT CITY MANAGER
POSITION REQUIREMENTS**

Experience: One to three years of similar or related experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A college degree is required. This employee must possess a valid Driver's License.

Technical Skills: A working knowledge of computers, office procedures, mathematics, accounting techniques, budgetary techniques, municipal financing and urban planning is required. This employee must be able to efficiently operate computers, printers, photocopiers and other office equipment. The ability to read and interpret written instructions, reports, records and forms is required. This employee must possess excellent organizational, written and verbal communication, and public relation skills.

Problem Solving: Problem solving is an important factor in this position. This employee encounters problems with resolving citizen complaints, investigating city issues and performing necessary research.

Decision Making: Decision making is a factor in this position. This employee makes decisions about establishing financial priorities for the organization, providing citizen assistance, working with the news media and prioritizing work assignments.

Supervision: This employee is subject to occasional supervision from the City Manager and does exercise supervision over subordinate personnel.

Financial Accountability: This employee is responsible for departmental resources and manages the annual budget process.

Personal Relations: Daily contact with other City departments and frequent contact with the organization's governing body and the general public is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

EXECUTIVE ASSISTANT

City of Hays

Administration

POSITION SUMMARY

Under the supervision of the City Manager and the Assistant City Manager, the Executive Assistant is a non-exempt position under FLSA. This position performs responsible and complex secretarial and administrative support duties, handles confidential matters and is expected to use good judgment and discretion. This employee should possess excellent organizational skills as well as strong communication and public relation skills.

ESSENTIAL FUNCTIONS

- Serves as office manager;
- Key clerical staff person in the City Manager's Office involved in preparation of the City budget, which includes assisting in the analysis and preparation of individual budgets for the City Attorney, City Commission and City Manager;
- Coordinates and produces City Newsletter, including preparation of bid process for printing;
- Prepares and coordinates weekly packets of information for City Commission meetings and work sessions;
- Prepares and coordinates yearly City Commission work session and meeting agendas/materials and agenda item submittal schedules for staff;
- Prepares and coordinates weekly press briefing information;
- Performs data entry, and creates complex graphs, spreadsheets and electronic presentations for the City Manager;
- Plans for and coordinates City Commission receptions and activities/tasks involved with City Commission changeovers and new City Commissioners assuming their positions;
- Plans for conferences and coordinates travel arrangements for the City Commission, City Manager and Assistant City Manager;
- Prepares weekly packets for the department head staff meeting and attends meetings;
- Researches data for various projects and reports;
- Composes correspondence and transcribes dictation;
- Reconciles Visa accounts for the City Manager, Assistant City Manager and Executive Assistant and processes the payment of all invoices for the City Manager's Office;
- Assists the Mayor and City Commission with the committee appointment process, proclamation preparation, public relations and various other tasks;
- Works with liaisons of the 13 Mayoral-appointed boards and committees to obtain meeting schedules, agendas, and minutes to provide to the City Commission;
- Prepares monthly calendar and training/conference information for the City Commission;
- Works with and responds to inquiries from various departments;
- Schedules appointments for the City Manager and Assistant City Manager;
- Schedules meetings for use of the Commission Chambers and Conference Room;
- Assists with the purchasing of major office equipment and the composition of bid specifications and the purchasing of routine office supplies/organizational materials;
- Maintains records, files and types a wide variety of documents including general correspondence, reports, contracts, agreements and resolutions for various departments;
- Answers and directs incoming telephone calls, and provides citizen assistance by fielding questions, concerns and complaints from the general public;
- Opens mail and responds to inquiries for the City Manager and Assistant City Manager;
- Handles confidential matters concerning policy and personnel.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Runs errands and performs other duties as deemed necessary or assigned.

Classification QuickView

<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	
<u>WORKING CONDITIONS:</u>	

***EXECUTIVE ASSISTANT
POSITION REQUIREMENTS***

Experience: Three to five years of similar or related experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred.

Technical Skills: A thorough knowledge of computers, office procedures, clerical skills and a working knowledge of mathematics is required. This employee must be able to efficiently operate computers, printers, photocopiers and other office machinery. The ability to read and interpret written instructions, reports, records and forms is required. This employee must possess excellent organizational, verbal and written communication, and public relation skills.

Problem Solving: Limited problem solving is a factor in this position. This employee encounters problems with citizen complaints, work schedules and scheduling conflicts.

Decision Making: Decision making is a factor in this position. This employee makes decisions about maintaining confidentiality, providing citizen assistance and prioritizing work assignments.

Supervision: This employee works with limited supervision from the City Manager and Assistant City Manager and exercises supervision over subordinate personnel.

Financial Accountability: This employee is not responsible for departmental resources, but does participate in the annual budget process by compiling information and data.

Personal Relations: Daily contact with other City departments and frequent contact with the general public is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

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DIRECTOR OF COMMUNICATIONS CENTER

City of Hays

Communications Center

POSITION SUMMARY

Under the supervision of the City Manager, the Director of Communications Center is an exempt position under FLSA. This position is responsible for the administration and supervision of the Communications Center. This employee directs and monitors all technical, personnel and fiscal management of the programs and operations of the Communications Center and should possess excellent leadership and public relation skills as well as strong organizational and supervisory skills. This employee must also possess an above average knowledge of computers and electronics.

ESSENTIAL FUNCTIONS

- Plans, organizes, coordinates, manages and directs all activities of the Communications Center;
- Assigns, maintains and schedules repairs and replacements of all communications equipment;
- Prepares and administers the Communications Center budget;
- Supervises and evaluates subordinate personnel;
- Directs internal training and development;
- Evaluates the efficiency and effectiveness of operations and equipment and initiates enhancements;
- Establishes standard operating procedures, policies and regulations for the Communication Center;
- Coordinates work with vendors and systems users;
- Performs dispatch duties as needed;
- Directs and maintains operating records and submits periodic reports;
- Assists in developing and writing departmental policies and procedures;
- Administers the purchase, requisition, and maintenance of all department's supplies, equipment and facilities;
- Acts as the primary liaison with public safety agencies, elected officials, media, vendors and the general public in regards to emergency communications matters, subject to guidance and boundaries set by the City Manager;
- Develops and maintains effective relationship with the 911 Advisory Board;
- Troubleshoots problems with system and computers.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

***DIRECTOR OF COMMUNICATIONS CENTER
POSITION REQUIREMENTS***

Experience: Three to 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 one year of employment.

Education: A bachelor's degree in business, public administration, emergency communications, administration of justice, or related field is required or any equivalent combination of training and experience in a related field which provides the required knowledge, skills and abilities. This employee is required to be certified with the Emergency Medical Dispatch and the National Crime Information Center.

Technical Skills: A thorough knowledge of law enforcement, fire, emergency medical services and disaster management communications procedures and protocols, federal, state and local regulations concerning radio communications and E-911 systems and issues is required. Have or be able to obtain a working knowledge of the statewide 800 MHz radio system. The ability to communicate clearly and effectively, both orally and in writing is required. This employee must be able to operate computers, two-way radios, telephones and other office equipment with a high degree of accuracy. This employee should possess excellent listening and public relations skills and have the ability to write grants as well as demonstrate strong supervisory and organizational skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with equipment malfunctions, crisis situations, office management and personnel issues. This employee also encounters problems with citizen complaints.

Decision Making: Decision making is a factor in this position. This employee makes decisions about personnel issues, equipment repairs and prioritizing emergency calls as well as being able to formulate and execute strategic and long-range plans.

Supervision: This employee works under the direct supervision of the City Manager. This position provides motivational leadership and exercises supervision over subordinate personnel.

Financial Accountability: This employee is responsible for the annual budget in regards to the Communications Center as well as the administration of the purchasing of department's supplies and equipment.

Personal Relations: Developing and maintaining effective working relationships with a variety of constituents including City/County officials is a must. Courteous interactions with the general public is expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer and excessive noise is the primary aspect of this position.

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

LEAD DISPATCHER

City of Hays

Communications Center

POSITION SUMMARY

Under the supervision of the Director of Communications Center, the Lead Dispatcher is a non-exempt position under FLSA. This position is responsible for answering requests for assistance from the public including all emergency calls and dispatching appropriate emergency personnel as well as being responsible for supervising, scheduling, and training their shift's subordinate personnel. This employee should possess excellent public relation and strong supervisory, computer and communication skills in addition to the ability to remain calm under stress. This position is required to work rotating shifts which may include days, nights, or a mixture of both as well as holidays and weekends.

ESSENTIAL FUNCTIONS

- Answers 911 and administrative calls for assistance and information;
- Prioritizes requests for assistance and dispatches appropriate personnel including county-wide law enforcement, fire, ambulance, animal control and public works department;
- Coordinates response of personnel via radio communications;
- Supervises and evaluates shift's subordinate personnel;
- Prepares schedules and resolves scheduling conflicts;
- Trains new Dispatchers and assists with continued training of experienced personnel;
- Assigns appropriate personnel to various emergency calls;
- Checks data entry;
- Maintains status and checks welfare of responders;
- Monitors building alarms and alarm systems through alarm companies for all Ellis County;
- Monitors National Warning System communications;
- Operates and understands the computer system and multiple computer applications and abilities;
- Maintains detailed and accurate records of all requests, responses and resource information;
- Gathers and provides road and weather information through various forms of computer connectivity;
- Activates winter and severe weather alerts and notifies Emergency Operations Center personnel;
- Maintains radio and telephone logs;
- Relays necessary information to other agencies;
- Maintains information on county-wide entry data to the National Crime Information Center;
- Maintains access with the National Center for Missing and Exploited Children;
- Checks equipment for operating defects, trouble-shoots problems, and reports malfunctions;
- Maintains and updates pertinent databases and information sources for performing required tasks.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned;
- Sends reports via fax.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

***LEAD DISPATCHER
POSITION REQUIREMENTS***

Experience: Three years of similar or related experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. A technical degree or some college credit is preferred. This position requires Emergency Medical Dispatch Certification and National Crime Information Center Certification.

Technical Skills: Knowledge of federal, state and local laws and ordinances, computer, emergency procedures and departmental policies is required. The ability to communicate clearly and effectively, both orally and in writing is required. This employee must be able to operate computers, two-way radios, telephone systems, paging systems, and other office equipment with a high degree of accuracy. The ability to read and interpret written instructions, reports and maps is required. This employee must be able to multi-task and should possess excellent organizational and public relation skills as well as strong leadership skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters computer problems, equipment malfunctions, citizen complaints and scheduling.

Decision Making: Decision making is a factor in this position. Ongoing critical decisions are made when answering 911 calls covering a myriad of life threatening situations. Prioritizing emergency calls, determining instructions to give the caller, deciding which responders to dispatch and providing the responders with the necessary information needed to respond safely and effectively are decisions that must be made quickly.

Supervision: This position works with limited supervision of the Director of Communications Center and has supervisory duties over shift's subordinate personnel.

Financial Accountability: This employee is responsible for the safe and proper operation of the communications equipment, but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public and frequent contact with other City departments is expected. Employee must maintain a professional demeanor.

Working Conditions: This position requires the ability to remain calm and exercise good judgment in emergency situations while completing multi-task operations and must be able to work in a confined area and remain in a sitting position for extended periods of time in front of a computer terminal with exposure to noise. Shift work is a requirement of this position.

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

DISPATCHER/SENIOR DISPATCHER

City of Hays

Communications Center

POSITION SUMMARY

Under the supervision of the Lead Dispatcher, the Dispatcher/Senior Dispatcher is a non-exempt position under FLSA. Answering requests for assistance from the public including all emergency calls and dispatching appropriate emergency personnel are the primary responsibilities of this position. This position maintains records and prioritizes emergency calls. This employee should possess excellent public relation and communication skills and computer skills as well as the ability to remain calm under stress. This position is required to work rotating shifts which may include days, nights, or a mixture of both as well as holidays and weekends.

ESSENTIAL FUNCTIONS

- Answers 911 and administrative calls for assistance and information;
- Prioritizes requests for assistance and dispatches appropriate personnel including county-wide law enforcement, fire, ambulance, animal control and public works department;
- Coordinates response of personnel via radio communications;
- Maintains status and checks welfare of responders;
- Monitors building alarms and alarm systems through alarm companies for all Ellis County institutions;
- Monitors National Warning System communications;
- Operates and understands the computer system and multiple computer applications and abilities;
- Maintains detailed and accurate records of all requests, responses and resource information;
- Gathers and provides road and weather information through various forms of computer connectivity;
- Activates winter and severe weather alerts and notifies Emergency Operations Center personnel;
- Maintains radio and telephone logs;
- Relays necessary information to other agencies;
- Maintains information on county-wide entry data to the National Crime Information Center;
- Maintains access with the National Center for Missing and Exploited Children;
- Checks equipment for operating defects and reports malfunctions;
- Maintains and updates pertinent databases and information sources for performing required tasks.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned;
- Sends reports via fax.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**DISPATCHER/SENIOR DISPATCHER
POSITION REQUIREMENTS**

Experience: One to three years of similar or related experience is preferred. The Senior Dispatcher position is skill based and to be promoted, employees must be qualified based on the Senior Dispatcher Promotion Worksheet. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred. This position requires Emergency Medical Dispatch certification within one year of employment and National Crime Information Center certification within six months of employment.

Technical Skills: Knowledge of federal, state and local laws and ordinances, computer, emergency procedures and departmental policies is required. The ability to communicate clearly and effectively, both orally and in writing is required. This employee must be able to operate computers, two-way radios, telephone systems, paging systems, and other office equipment with a high degree of accuracy. The ability to read and interpret written instructions, reports and maps is required. This employee must be able to multi-task and should possess excellent organizational and public relation skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters computer problems, equipment malfunctions, citizen complaints and a lack of available resources.

Decision Making: Decision making is a factor in this position. Ongoing critical decisions are made when answering 911 calls covering a myriad of life threatening situations. Prioritizing emergency calls, determining instructions to give the caller, deciding which responders to dispatch and providing the responders with the necessary information needed to respond safely and effectively are decisions that must be made quickly.

Supervision: This position is subject to limited supervision by the Lead Dispatcher and has no supervisory duties.

Financial Accountability: This employee is responsible for the safe and proper operation of the communications equipment, but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public and frequent contact with other City departments is expected. Employee must maintain a professional demeanor.

Working Conditions: This position requires the ability to remain calm and exercise good judgment in emergency situations while completing multi-task operations and must be able to work in a confined area and remain in a sitting position for extended periods of time in front of a computer terminal with exposure to noise. Shift work is a requirement of this position.

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

DIRECTOR OF THE CONVENTION AND VISITORS BUREAU

City of Hays

Convention & Visitors Bureau

POSITION SUMMARY

Under the supervision of the City Manager, the Director of the Convention and Visitors Bureau is an exempt position under FLSA. This employee is responsible for the management of the Convention and Visitors Bureau operations and budget. Developing advertising and promotional materials is required. This employee should possess excellent communication skills and strong supervisory and organizational skills.

ESSENTIAL FUNCTIONS

- Oversees all departmental activities;
- Promotes dining, shopping, leisure, recreation, lodging and attractions to current community and visitors;
- Makes recommendations to the City Manager regarding all departmental personnel actions;
- Serves as a marketing agent for the City of Hays;
- Acts as a liaison between conventions, athletic events, tour groups, individual travelers and local motel owners and managers;
- Develops, plans and manages advertising and marketing opportunities for the City of Hays, including the Hays Regional Airport;
- Supervises and assists subordinate personnel;
- Fields questions, concerns and complaints from the general public and motel owners and managers;
- Designs and updates local community and state-wide signage program;
- Develops, prepares and monitors departmental budget;
- Performs convention and group sales duties;
- Oversees monthly Advisory Board meetings;
- Participates in State and Regional Tourism groups;
- Monitors financial statements and prepares yearly reports and programs;
- Consults with the City Manager regarding department policies and procedures;
- Responsible for long-range planning for the department;
- Oversees the Departments maintenance of the CVB website;
- Maintains stakeholder relationships within community, regional and State;
- Creates and/or coordinates marketing incentives for shopping, dining and lodging;
- Guides and directs marketing of Hays attractions, events, and amenities regionally and statewide;
- Plans, directs, and coordinates subordinate level staff with clear direction and communication to attain most effective and efficient CVB program.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Distributes brochures and other promotional materials as needed;
- Performs other duties as deemed necessary or assigned.
- Implements plans and strategies to solicit groups, organizations and individuals to dining, shopping, recreation, lodging and attractions.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

ADVERSE WEATHER

***DIRECTOR OF CONVENTION AND VISITORS BUREAU
POSITION REQUIREMENTS***

Experience: Three to 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.

Education: A college degree or equivalent training and experience in a related field are required. This employee must possess a valid Driver's License.

Technical Skills: A thorough knowledge of advertising, a working knowledge of computers, statistics and mathematics and the ability to read and understand financial records, drafting proposals, charts, graphs and written instructions are required. This employee must possess strong supervisory, verbal and written communication, and organizational skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with acting as a mediator between visitors and hotel owners and managers and solving last minute changes in scheduled events.

Decision Making: Decision making is a factor in this position. This employee makes decisions about prioritizing daily assignments, preparing and implementing the departmental budget and resolving personnel issues.

Supervision: This employee works independently with little to no direct supervision from the City Manager and exercises supervision over subordinate personnel.

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

Personal Relations: Frequent contact with other City departments and daily contact with the general public is expected.

Working Conditions: Some adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position, but exposure to adverse weather while traveling can be expected.

Physical Requirements: Occasional maximum lift of 25 lbs from floor to waist; occasional maximum carry of 25 lbs, 50 feet; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; occasional climb; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

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CONVENTION SALES MANAGER

City of Hays

Convention & Visitors Bureau

POSITION SUMMARY

Under the supervision of the Director of the Convention and Visitors Bureau, the Convention Sales Manager is a non-exempt position under FLSA. This employee manages and leads convention and trade show sales and services. Responsibilities of this position are to identify marketing opportunities, develop long and short term marketing and sales strategies and develop training and sales programs with area lodging sales managers with the objective of attracting convention and trade show overnight business. This employee must possess excellent communication, promotional, organizational and cooperative skills.

ESSENTIAL FUNCTIONS

- Promotes convention and group activities in the City of Hays;
- Plans and implements marketing programs and promotions to attract groups;
- Assists with the development of promotional items including brochures and signage;
- Provides assistance to local sales managers by helping with leads, follow-up and expedition of bids, presentations, proposals and bookings;
- Promotes Hays to members of the motorcoach industry and builds relationships with motorcoach operators;
- Promotes Hays to members of the sports industry and builds relationships with sports planners;
- Monitors leads, produces performance reports, maintains a convention calendar and works with sales managers to develop familiarization tours, site visits, trade show promotions and sales calls;
- Responsible for organizing, coordinating and directing all operations, programs and personnel required for servicing requirements and other support needed by organizations and attendees to produce a successful event;
- Fields questions, concerns and complaints from the general public;
- Assists at travel shows by working in the City of Hays booth;
- Prepares and provides services for local conventions, meetings, seminars, and motorcoach tours;
- Performs general clerical duties including correspondence, typing, filing and copying;
- Arranges local tours as needed;
- Answers and directs incoming phone calls;
- Assists with annual report preparations;
- Maintains CVB website updates.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Distributes brochures or other promotional materials;
- Performs other duties as deemed necessary or assigned.

Classification Quick View

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

ADVERSE WEATHER

CONVENTION SALES MANAGER
POSITION REQUIREMENTS

Experience: Three to 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.

Education: A college degree or equivalent training and experience in a related field are required. This employee must possess a valid Driver's License.

Technical Skills: A thorough knowledge of computers, advertising and promotional skills as well as a working knowledge of mathematics is required. This employee must be able to operate computers, printers, telephones, photocopiers and fax machines with a high degree of efficiency. The ability to read and understand maps, reports, computer manuals, graphs, statistics and written instructions and strong verbal and written communication and organizational skills are required.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with changes in scheduled events and conflicts between convention planners and local motel staff.

Decision Making: Decision making is a factor in this position. This employee makes decisions about resolving conflicts, preparing bid presentations and resolving complaints from convention planners and motel staff.

Supervision: This employee works independently with limited supervision from the Director of the Convention and Visitors Bureau and has no supervisory duties.

Financial Accountability: This employee has limited responsibility for departmental resources and participates in collecting data for the annual budget process.

Personal Relations: Occasional contact with other City departments and daily contact with the general public is expected.

Working Conditions: Working in an office setting with a computer is the primary aspect of this position, but may have some exposure to adverse weather while traveling.

Physical Requirements: Occasional maximum lift of 25 lbs from floor to waist; occasional maximum carry of 25 lbs, 50 feet; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; occasional climb; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

MARKETING MANAGER

City of Hays

Convention & Visitors Bureau

POSITION SUMMARY

Under the supervision of the Director of the Convention and Visitors Bureau, the Marketing Manager is a non-exempt position under FLSA. This position manages the marketing of tourism and leisure in our community. Responsibilities include identifying market opportunities, developing long- and short-term marketing strategies as well as working with frontline hotel and attraction staff with the objective of attracting overnight tourism and leisure business. This position must possess excellent organizational, promotional, communication and cooperative skills.

ESSENTIAL FUNCTIONS

- Markets Hays to visitors as a destination for shopping, dining, events, and leisure with the goal of maximum return on investment;
- Designs promotional materials for print and web, including ads, brochures, and signage;
- Maintains contact with event planners and attraction staff to support their marketing efforts;
- Oversees maintenance and updates to CVB website;
- Manages updates to Hays Regional Airport website;
- Update and manage CVB photography collection;
- Manages CVB social media accounts, including, but not limited to, Facebook, Twitter, and Instagram;
- Manages email marketing campaigns and databases;
- Assists with marketing of Hays Regional Airport, as well as Sports and Recreation facilities;
- Responsible for development of special marketing projects and/or activities including merchandising and special event promotion;
- Drives communication efforts to create awareness of community events, both locally and regionally;
- Represents the City of Hays at various events as needed;
- Assists in local distribution of brochures and other promotional materials;
- Maintains and updates Hays listings on various other tourism websites.

MARGINAL FUNCTIONS

- Assists with grant applications as needed;
- Assists in trade shows and events as needed;
- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:
ADVERSE WEATHER

MARKETING MANAGER
POSITION REQUIREMENTS

Experience: Three to five years of similar or related experience is required. Experience in graphic design is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A thorough knowledge of marketing and advertising is required. A college degree or equivalent training and experience in a related field are required. This employee must possess a valid Driver's License.

Technical Skills: This employee must be able to operate computers, printers, telephones, and photocopiers with a high degree of efficiency. Strong verbal and written communication and organizational skills are required. Knowledge and ability to use graphic design and photo editing software is preferred.

Problem Solving: Problem solving is a factor in this position. This employee may encounter problems with event scheduling, advertising companies, print vendors, hotel managers, visitors, and/or the general public.

Decision Making: Decision making is a factor in this position. This employee makes decisions about marketing strategy, prioritizing daily assignments, and time management.

Supervision: This employee works independently with limited supervision from the Director of the Convention and Visitors Bureau and has no supervisory duties.

Financial Accountability: This employee has limited responsibility for departmental resources and does not participate in the annual budget process.

Public Relations: Regular and frequent contact with local tourism partners, local media, and the general public is expected in order to nurture those relationships. This employee will stay abreast of local and regional advertising opportunities in order to secure greatest return on investment of advertising dollars.

Working Conditions: Working in an office setting with a computer is the primary aspect of this position, but may have some exposure to adverse weather while traveling or making deliveries.

Physical Requirements: Occasional maximum lift of 25 lbs from floor to waist; occasional maximum carry of 25 lbs, 50 feet; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; occasional climb; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ADMINISTRATIVE ASSISTANT

City of Hays

Convention and Visitors Bureau

POSITION SUMMARY

Under the direction of the Director of Convention and Visitors Bureau, the Administrative Assistant is a non-exempt position under FLSA. This position is responsible for performing secretarial, clerical and record keeping duties. This employee answers incoming telephone calls, acts as a general information center, takes and relays messages and assists with facilitating the smooth operation of the Department. This employee should possess excellent organizational, oral and written communication skills and the ability to maintain confidentiality.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls;
- Provides citizen assistance by fielding questions, concerns and requests from the general public;
- Performs general clerical duties including typing, filing and photocopying;
- Writes correspondence and answers mail;
- Completes and maintains records relating to purchase orders and receiving reports;
- Oversee scheduling of part-time Welcome Center workers;
- Performs data entry duties and prepares reports;
- Schedules appointments, meetings and various departmental activities;
- Assists with departmental travel requests, department car schedule and maintains relevant records;
- Maintains PTO schedule and other out-of-office calendars;
- Maintains confidential records and files;
- Communicates with the media as required;
- Attends committee meetings as needed and prepares agendas and minutes;
- Oversees and manages all Hospitality functions – preparing bids, ordering supplies and arranging Adopt-A-Team and Host Coaches;
- Oversees and maintains calendar of events;
- Maintains CVB website updates.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Runs errands;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ADMINISTRATIVE ASSISTANT
POSITION REQUIREMENTS**

Experience: One to three years of clerical and computer 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: A high school diploma or GED is required and a technical degree or some college credit is preferred. This employee must have a valid Driver's License.

Technical Skills: A thorough knowledge of computers, business correspondence, clerical duties and a working knowledge of mathematics is required. This employee must be able to accurately and efficiently operate telephones, computers, printers, photocopiers, calculators and other office machinery. This position requires the ability to read and interpret written instructions and reports as well as follow oral directives. This employee must possess excellent public relations and verbal and written communication skills as well as strong organizational skills.

Problem Solving: Limited problem solving is a factor in this position. This employee encounters problems with locating records and reports and providing citizen and employee assistance.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the most efficient manner and providing citizen assistance. The ability to prioritize the workload is required.

Supervision: This employee works with limited supervision and has no supervisory duties.

Financial Accountability: This employee has limited responsibility for departmental resources and does assist with the departmental budget preparation process by compiling and typing data.

Personal Relations: Daily contact with the general public, departmental personnel and other City departments is expected.

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

Physical Requirements: Occasional maximum lift of 25 lbs from floor to waist; occasional maximum carry of 25 lbs, 50 feet; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; occasional climb; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PART-TIME RECEPTIONIST

City of Hays

Convention & Visitors Bureau

POSITION SUMMARY

Under the supervision of the Director of the Convention and Visitors Bureau, the Receptionist is a non-exempt position under FLSA. This employee serves as the part-time receptionist for the Hays Welcome Center and is responsible for greeting and providing community information to visitors. The ability to work with the public in a professional manner, excellent communication, public relations, and organizational skills are required.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls;
- Supplies information to the general public about Hays and the surrounding areas;
- Mails visitor information as requested;
- Provides assistance to tour groups and tour operators;
- Provides assistance with conventions, meetings, and seminars;
- Performs general clerical duties including typing, filing and photocopying;
- Performs data entry duties;
- Schedules appointments, meetings, and various departmental activities;
- Assists with hospitality and hosting duties for various athletic and community events;
- Plans, makes arrangements, and assists with preparations for luncheons, meetings, or conferences as requested at the Welcome Center;
- Maintains work station, reception area, and meeting rooms in an attractive and orderly manner;
- Assists with maintaining the calendar of events;
- Responsible for maintaining and distributing brochures in the Welcome Center;
- Manages CVB website's community events calendar;
- Assists in functions of the Welcome Center gift shop;
- Manages digital outdoor marquis sign;
- Works flexible hours depending on the needs of the CVB staff.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Runs errands;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

***PART TIME RECEPTIONIST
POSITION REQUIREMENTS***

Experience: Less than six months 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: A high school diploma or GED is required.

Technical Skills: A thorough knowledge of computers, business correspondence, and clerical duties is required. This employee must be able to operate telephones, computers, printers, photocopiers, calculators, and other office machinery. This position requires the ability to read and interpret written instructions and reports as well as follow oral directives. This employee must possess excellent public relations and verbal and written communication skills as well as strong organizational skills.

Problem Solving: Limited problem solving is a factor in this position.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the most efficient manner and providing citizen assistance.

Supervision: This employee works under the supervision of the Convention and Visitors Bureau staff and has no supervisory duties.

Financial Accountability: This employee is responsible for the operation of departmental equipment, but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public and frequent contact with supervisory personnel and other City departmental personnel is expected.

Working Conditions: Working in an office setting is the primary aspect of this position although some exposure to adverse weather may occur while making deliveries.

Physical Requirements: Occasional maximum lift of 25 lbs from floor to waist; occasional maximum carry of 25 lbs, 50 feet; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; occasional climb; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

DIRECTOR OF FINANCE

City of Hays

Finance/City Clerk

POSITION SUMMARY

Under the supervision of the City Manager, the Director of Finance is an exempt position under FLSA. This position supervises subordinate personnel and manages the finances of the City of Hays. Maintaining records, documents and purchasing services is also required. The Director of Finance serves as the City's budget director by managing the preparation and administration of the annual budget. This employee should possess excellent organizational skills as well as strong supervisory, communication and public relation skills.

ESSENTIAL FUNCTIONS

- Oversees all Finance and City Clerk activities;
- Serves as budget director of the annual budget for the City of Hays;
- Makes recommendations to the City Manager regarding all departmental personnel actions;
- Supervises and evaluates subordinate personnel;
- Reviews the financial position and cash flow analysis of the City of Hays on a daily basis;
- Approves deviations from pre-established operating procedures;
- Assumes responsibility for short-term and long-term City investments;
- Maintains financial documents;
- Assumes responsibility for all financial, banking and investment reporting;
- Maintains property and liability insurance for the City including claims filing;
- Provides citizen assistance by fielding questions, concerns and complaints from the general public;
- Supervises the maintenance of City accounting records for expenditures and revenues;
- Prepares and implements departmental budget;
- Prepares information and reports for temporary notes, lease purchase agreements, bond sales and special assessments;
- Consults with the City Manager regarding policies and procedures;
- Responsible for long-range planning for the department;
- Serves as the City's Public Information Officer (PIO);
- Assumes responsibility for capital project financing.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

***DIRECTOR OF FINANCE
POSITION REQUIREMENTS***

Experience: Three to 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 one year of employment.

Education: A college degree or equivalent training and experience are required. This employee must have a valid Driver's License.

Technical Skills: A thorough knowledge of office administration, supervisory skills, accounting procedures, investment practices, mathematics and state statutes is required. This employee must have a working knowledge of computers and office equipment. The ability to read and interpret written instructions, financial reports, records, statutes and regulations is required. This employee must also possess excellent organizational, written and verbal communication, supervisory and public relation skills.

Problem Solving: Frequent problem solving is involved in this position. This employee encounters problems with citizen complaints and personnel issues.

Decision Making: Decision making is a factor in this position. This employee makes decisions about providing citizen assistance, investing City finances and establishing financial priorities.

Supervision: This employee is subject to limited supervision from the City Manager, and exercises supervision over subordinate personnel.

Financial Accountability: This employee is responsible for departmental resources, and does participate in the annual budget process. This employee has the authority to purchase necessary departmental equipment.

Personal Relations: Daily contact with other City departments and the general public is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

CITY CLERK

City of Hays

Finance/City Clerk

POSITION SUMMARY

Under the supervision of the Director of Finance, the City Clerk is an exempt position under FLSA. This employee is responsible for management of water billing activities and payroll duties. Assisting the Director of Finance and assuming responsibility for the department during the absence of the Director of Finance is expected. This employee should possess excellent organizational skills as well as strong supervisory and communication skills.

ESSENTIAL FUNCTIONS

- Supervises the utility billing duties and oversees daily management of the City Clerk staff;
- Supervises and evaluates subordinate personnel;
- Answers and directs incoming telephone calls;
- Fields questions, concerns and complaints from the general public;
- Performs the bi-weekly payroll process, prepares and maintains payroll records and reports;
- Submits payroll taxes, KPERs, garnishments and child support payments;
- Files quarterly 941's and unemployment compensation reports;
- Prepares W-2's and performs year end processes;
- Prepares Utility Billing reports and performs a trial balance of utility accounts on a monthly basis;
- Maintains official documents of the City including ordinances, resolutions, agreements, plats and annexations;
- Prepares minutes of the City Commission and Work Session meetings;
- Prepares special assessment records for street projects;
- Certifies to the County Clerk special assessments, abatements and delinquent accounts to be put on the tax rolls annually;
- Assists and assumes responsibility for the department during the absence of the Director of Finance.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs clerical duties including filing, typing and photocopying;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

***CITY CLERK
POSITION REQUIREMENTS***

Experience: Three to five years of similar or related experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six of employment.

Education: A high school diploma or GED is required and a technical degree, college credit or equivalent experience is preferred. This employee must complete City Clerk's certification school within four years of employment.

Technical Skills: A thorough knowledge of computers and programming as well as a working knowledge of banking, mathematics and payroll procedures is required. This employee must be able to operate computers and office equipment with a high degree of efficiency. The ability to read and understand financial records, reports, computer manuals and written instructions is required. This employee should have strong supervisory, verbal and written communication and organizational skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with citizen complaints and water billing procedures.

Decision Making: Decision making is a factor in this position. This employee makes decisions about prioritizing daily assignments and providing citizen assistance.

Supervision: This employee works with limited supervision from the Director of Finance, and exercises supervision over subordinate personnel.

Financial Accountability: This employee has limited responsibility for departmental resources, and does not participate in the annual budget process.

Personal Relations: Daily contact with other City departments and the general public is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ACCOUNTING SPECIALIST

City of Hays

Finance/City Clerk

POSITION SUMMARY

Under the supervision of the Director of Finance, the Accounting Specialist is a non-exempt position under FLSA. This position performs accounting and bookkeeping duties for City funds. Providing citizen assistance and assisting the Director of Finance is required. This employee should possess strong organizational, accounting and communication skills.

ESSENTIAL FUNCTIONS

- Responsible for accounts receivable, accounts payable and general ledger activities;
- Maintain and update general ledger accounts
- Reconciles monthly bank statements for the operating flexible benefit plan and petty cash bank accounts;
- Balances the general ledger on a monthly and yearly basis;
- Prepares monthly, quarterly and annual accounting records;
- Prepares financial statements for Finance Director review;
- Calculates and pays state sales and compensating use taxes;
- Fields questions, concerns and complaints from the general public;
- Answers and directs incoming telephone calls;
- Administration of City cemetery records for billing, scheduling, and data entry;
- Assists in preparing the annual City budget document;
- Prepares the annual filing system;
- Consults with the Director of Finance regarding financial issues;
- Monitors City investments, accounts and depository coverage;
- Balances and posts transactions for Municipal Court;
- Supervises the annual 1099 processing;
- Supervise and evaluate Account Payable Clerk;
- Prepare and run MUNIS and Crystal reports for month and year end;
- Update daily bank reconciliation;
- Maintain previous year financial records;
- Back up to Accounts Payable Clerk.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned;
- Back-up to the Finance Director duties.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ACCOUNTING SPECIALIST
POSITION REQUIREMENTS**

Experience: Three to 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.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred.

Technical Skills: A thorough knowledge of computers, accounting procedures and techniques and mathematics is required. This employee must be able to efficiently operate calculators, computers, printers, photocopiers and other office machinery. The ability to read and interpret financial statements, records, reports and written instructions as well as strong supervisory, verbal and written communication, organizational and accounting skills are required.

Problem Solving: Problem solving is a factor in this position. This employee often encounters problems with working with citizen complaints, interpreting forms and reconciling bank statements and monthly balancing.

Decision Making: Decision making is a factor in this position. This employee makes decisions about prioritizing work assignments and providing excellent citizen assistance.

Supervision: This employee works with limited supervision from the Director of Finance and has direct supervision of the Accounts Payable Clerk.

Financial Accountability: This employee has limited responsibility over departmental resources and does participate in the collection of data for the annual budget process.

Personal Relations: Daily contact with other City departments and frequent contact with the general public is expected in this position.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

DEPUTY CITY CLERK

City of Hays

Finance/City Clerk

POSITION SUMMARY

Under the supervision of the City Clerk, the Deputy City Clerk is a non-exempt position under FLSA. This position provides citizen assistance and performs utility billing processes. Performing clerical duties and processing water bills is also required. This employee should possess excellent organizational skills as well as strong public relation and communication skills.

ESSENTIAL FUNCTIONS

- Provides citizen assistance;
- Answers and directs incoming telephone calls;
- Posts water bill payments;
- Processes orders for utility services;
- Completes the entire water billing process for 4 cycles per month including creating and exporting the hand held file, monitoring city property water usage, and printing and preparing bills for mailing;
- Calculates and posts interest on meter deposits as well as refunds meter deposits to customers in good standing;
- Prints utility bill reminders and processes disconnects for delinquent bills;
- Changes water rates and charge codes as needed;
- Enters automatic bank draft information and processes EFT accounts;
- Back-up for Account Clerk as needed;
- Performing bi-weekly payroll and other City Clerk functions in absence of City Clerk.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Assumes co-worker duties during his/her absence;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

***DEPUTY CITY CLERK
POSITION REQUIREMENTS***

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.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred.

Technical Skills: A thorough knowledge of computers and a working knowledge of mathematics and accounting principles and procedures are required. This employee must be able to operate computers, printers, photocopiers, telephones and other office machinery with a high degree of accuracy and efficiency. The ability to read and interpret reports, records and written instructions is required. This employee must also have strong verbal and written communication, organization and public relation skills.

Problem Solving: Some independent problem solving is involved in this position. This employee encounters problems with citizen complaints and balancing the cash drawer.

Decision Making: Decision making is a factor in this position. This employee makes decisions about providing citizen assistance and prioritizing work assignments.

Supervision: This employee works with limited supervision from the City Clerk, and has no supervisory duties.

Financial Accountability: This employee is responsible for departmental resources, but does not participate in the annual budget process.

Personal Relations: Daily contact with other City departments and the general public is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ACCOUNTS PAYABLE CLERK

City of Hays

Finance/City Clerk

POSITION SUMMARY

Under the supervision of the Accounting Specialist the Accounts Payable Clerk is a non-exempt position under FLSA. This position performs accounting and bookkeeping duties for City funds. Providing citizen assistance and assisting the Accounting Specialist and Director of Finance is required. This employee should possess strong organizational, accounting and communication skills.

ESSENTIAL FUNCTIONS

- Maintains filing system for cancelled checks and payment vouchers;
- Fields questions, concerns and complaints from the general public;
- Answers and directs incoming telephone calls;
- Prepares the annual filing system;
- Types and proofs vouchers for accounts payable and enters vendor numbers for vouchers;
- Processes power and gas bills, cell phone and internet bills;
- Processes and maintains golf course memberships, daily receipts and credit card accounts;
- Completes the entire purchase order process including requisition conversion and purchase order printing;
- Organize and enter invoices from all departments for weekly accounts payable process;
- Print and mail accounts payable checks and send electronic payment files;
- Reconciles City charge accounts;
- Processes annual 1099 forms;
- Post water bill payments;
- Process orders for utility services;
- Back-up for Account Clerk as needed;
- Balance and post transactions for Municipal Court;
- Reverse returned payments and complete the collection process;
- Add, edit, and maintain vendor data;
- Maintain credit card receipt information for all credit card transactions;
- Review, balance, and reconcile Visa statements.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned;
- Back up for the Accounting Specialist.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ACCOUNT PAYABLE CLERK
POSITION REQUIREMENTS**

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.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred.

Technical Skills: A thorough knowledge of computers, accounting procedures and techniques and mathematics is required. This employee must be able to efficiently operate calculators, computers, printers, photocopiers and other office machinery. The ability to read and interpret financial statements, records, reports and written instructions as well as strong verbal and written communication, organizational and accounting skills are required.

Problem Solving: Problem solving is a factor in this position. This employee often encounters problems with working with citizen complaints, interpreting forms and reconciling bank statements and monthly balancing.

Decision Making: Decision making is a factor in this position. This employee makes decisions about prioritizing work assignments and providing excellent citizen assistance.

Supervision: This employee works with limited supervision from the Accounting Specialist, and has no supervisory duties.

Financial Accountability: This employee has limited responsibility over departmental resources, and does participate in the collection of data for the annual budget process.

Personal Relations: Daily contact with other City departments and frequent contact with the general public is expected in this position.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ACCOUNT CLERK

City of Hays

Finance/City Clerk

POSITION SUMMARY

Under the supervision of the City Clerk, the Account Clerk is a non-exempt position under FLSA. This position provides citizen assistance and performs utility billing functions. Performing clerical duties and processing water bills is also required. This employee should possess excellent organizational skills as well as strong public relation and communication skills.

ESSENTIAL FUNCTIONS

- Balances cash drawer and prepares daily deposits;
- Provides citizen assistance;
- Answers and directs incoming telephone calls;
- Posts water bill payments;
- Prepares various statements and post payments;
- Prepares correspondence, maintains records and collects outstanding utility bills. If unable to collect submits to State Set Off for collection;
- Maintains landlord agreements and delinquent account lists;
- Issues pet licenses and maintains relevant records;
- Processes orders for utility services;
- Assists with record management by scanning all important documents into Laserfiche and maintaining those records;
- Sends Ordinances to Municode Quarterly;
- Prepares CMB license renewals and inspection forms each year;
- Prepares liquor license renewals;
- Performs utility billing processes in the absence of the Deputy City Clerk.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Assumes co-worker duties during his/her absence;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

ACCOUNT CLERK
POSITION REQUIREMENTS

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.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred.

Technical Skills: A thorough knowledge of computers and a working knowledge of mathematics and accounting principles and procedures are required. This employee must be able to operate computers, printers, typewriters, photocopiers, telephones and other office machinery with a high degree of accuracy and efficiency. The ability to read and interpret reports, records and written instructions is required. This employee must also have strong verbal and written communication, organization and public relation skills.

Problem Solving: Some independent problem solving is involved in this position. This employee encounters problems with citizen complaints and balancing the cash drawer.

Decision Making: Decision making is a factor in this position. This employee makes decisions about providing citizen assistance and prioritizing work assignments.

Supervision: This employee works with limited supervision from the City Clerk, and has no supervisory duties.

Financial Accountability: This employee is responsible for departmental resources, but does not participate in the annual budget process.

Personal Relations: Daily contact with other City departments and the general public is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

DIRECTOR OF HUMAN RESOURCES

City of Hays

Human Resources

POSITION SUMMARY

Under the supervision of the City Manager, the Director of Human Resources is an exempt position under FLSA. This position is responsible for the administration of personnel policies, benefits, recruitment and maintaining personnel records, and is involved in the training and development process. This employee should possess excellent organizational skills as well as strong communication and public relation skills.

ESSENTIAL FUNCTIONS

- Annually reviews and makes recommendations for improvement of organizations' s policies, procedures and practices on personnel matters;
- Maintains knowledge of industry trends and employment legislation and ensures organization's compliance;
- Communicates and coordinates the administration of personnel policies, rules, and procedures;
- Work with and responds to inquiries from employees and department heads;
- Reviews and recommends changes and adjustments in salary and benefit structures;
- Assists department heads and supervisors with decisions regarding employee transfers, promotions, terminations, and other personnel issues;
- Coordinates or conducts exit interviews;
- Supervise and evaluate personnel;
- Assists departments in employment recruiting and interviews;
- Oversees the administration, processing, and maintenance of salary programs and records associated with the payroll process;
- Provides counseling for employees with personnel issues as needed;
- Prepares the departmental budget as well as provides salary and benefit projections for the organizations annual budget;
- Processes and conducts research for grievance procedures as needed;
- Reviews employee Health Insurance, Workers' Compensation, and Short-Term Disability claims, and payments;
- Prepares Open Enrollment packets and distribute to employees;
- Makes presentations to the City Commission concerning personnel and benefit issues;
- Oversees the administration of employees benefits programs, random drug/alcohol testing program, and pre-employment physicals;
- Develops employee training programs;
- Prepare Annual Benefit Statement for full time employees;
- Reviews employee newsletter contents prior to distribution;
- Reviews and prepares employee job descriptions;
- Participates on committees and special projects.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

***DIRECTOR OF HUMAN RESOURCES
POSITION REQUIREMENTS***

Experience: Three to five years of similar or related experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A college degree or equivalent training and experience in a related field are required. Valid Driver's License required.

Technical Skills: A thorough knowledge of labor laws, human resource functions, personnel administration, and a working knowledge of mathematics and computers are required. The ability to read and interpret written instructions, reports, records and forms as well as excellent organizational, verbal and written communication and public relation skills are required.

Problem Solving: Problem solving is an important factor in this position. This employee encounters problems with resolving personnel issues and enforcing policies.

Decision Making: Decision making is a factor in this position. This employee makes decisions about making recommendations for hiring new employees, disciplinary actions, and personnel policies.

Supervision: This employee works independently with little to no direct supervision from the City Manager, and exercises supervision over subordinate personnel.

Financial Accountability: This employee is responsible for departmental resources, and does participate in the annual budget process.

Personal Relations: Daily contact with other City departments and the general public is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ADMINISTRATIVE ASSISTANT

City of Hays

Human Resources

POSITION SUMMARY

Under the supervision of the Director of Human Resources, the Administrative Assistant is a non-exempt position under the FLSA. This employee is responsible for processing and maintaining payroll records, providing support for the City's human resources functions and performing administrative and general clerical duties for the Human Resources Department. This employee handles confidential matters and is expected to use good judgment and discretion. This employee should possess excellent organizational skills and strong communication skills.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls, provides employee and citizen assistance, and completes other receptionist duties for Human Resources and the City Manager's Office;
- Performs general clerical duties including typing, filing, faxing and photocopying;
- Creates and maintains complex spreadsheets, graphs, databases, and reports;
- Processes payroll records and transactions;
- Maintains confidential records, files and other confidential information;
- Assists with the employee recruitment process by preparing and posting employment advertisements, administering tests, setting up interviews, completing reference checks, assisting with job offers, and scheduling post offer physicals and drug screenings;
- Enrolls new employees, processes and maintains records for the administration of all employee benefits and programs including various insurance programs, leave benefits, and retirement programs as well as the Flexible Benefit Plan and random drug/alcohol testing program;
- Processes and maintains records relating to monthly invoices and purchase orders associated with the Human Resource budget;
- Reconciles Visa accounts for the Human Resources Department employees;
- Conducts employee orientations;
- Serves as secretary for the organization's Safety Committee and Wage and Benefit Committee;
- Prepares and distributes employee newsletters and informational packets;
- Prepares acknowledgments and coordinates arrangements for various employee functions such as picnics, service award presentations, and holiday celebrations;
- Schedule appointments for the Director of Human Resources;
- Monitors and orders office supplies for CMO/HR Office and breakroom supplies for City Hall;
- Scan documents.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Orders office supplies and runs errands;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	
<u>WORKING CONDITIONS:</u>	

**ADMINISTRATIVE ASSISTANT
POSITION REQUIREMENTS**

Experience: One to three years of clerical and computer experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six of employment.

Education: A high school diploma or GED is required and a bachelor's degree or some college credit is preferred.

Technical Skills: Some knowledge or familiarity with elementary principles and terminology of human resource management is necessary. A thorough knowledge of office procedures, computers, business correspondence and clerical duties as well as a working knowledge of mathematics is required. This employee must be able to operate telephones, computers, dictaphones, fax machines, printers, calculators and other office machinery. The ability to read and interpret reports, records, written instructions and concentrate on tasks in the presence of distractions is required. This employee must have strong oral and written communication, public relation and organizational skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with producing payroll, locating reports, citizen complaints and the processing of applications.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the most efficient manner and providing citizen and employee assistance. The ability to prioritize the workload is required.

Supervision: This employee works with limited supervision from the Director of Human Resources and has no supervisory duties.

Financial Accountability: This employee is responsible for the operation of departmental equipment and has limited authority to purchase necessary office supplies.

Personal Relations: Daily contact with the general public and frequent contact with supervisory personnel and other City department personnel is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

DIRECTOR OF INFORMATION TECHNOLOGY

City of Hays

Information Technology

POSITION SUMMARY

Under the supervision of the City Manager, the Director of Information Technology is an exempt position under FLSA. The employee in this position performs complex administrative and technical work in the development, installation and maintenance of computer systems in a network environment. This employee should possess excellent computer, communication, organizational and public relation skills.

ESSENTIAL FUNCTIONS

- Manages and coordinates data processing operations using the network servers and computers for all City departments;
- Provides leadership and direction in the development of short and long-range plans relating to data processing, acting as project manager for those projects, and assigning goals and performance measures for all staff members involved;
- Oversees troubleshooting and programming for computer network servers;
- Acquires and supervises the installation of new data processing equipment;
- Provides technical training and assistance to City employees;
- Oversees daily support and troubleshooting for the functioning of computer software;
- Develops and maintains vendor and maintenance contracts for all City computer equipment along with the evaluation and maintenance of outsourced I.T. services when applicable;
- Prepares annual budget requests and assures effective and efficient use of budgeted funds for data processing purposes along with pursuing appropriate continuing education for all I.T. staff;
- Establishes and maintains data security, disaster recovery, and business continuity plans for City data;
- Prepares and maintains project schedules and reports for the City Manager;
- Develops I.T. related policy for review and approval of the City Manager;
- Represents the City on a variety of boards/committees and at various conferences;
- Develops and oversees wide area networks between all City departments;
- Manages the Citywide phone systems and voice over internet protocol equipment;
- Supervises, provides direction, and sets priority standards for subordinate personnel;
- Oversees imaging functions within the organization;
- Develops and maintains a Strategic Plan involving long-term technological advances and needed resources;
- Oversees the City's electronic mapping system, websites, and web based content management systems;
- Oversees maintenance of gateway and firewall equipment for City data;
- Creates and maintains documentation for the City data network.

MARGINAL FUNCTIONS

- Assists all departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

***DIRECTOR OF INFORMATION TECHNOLOGY
POSITION REQUIREMENTS***

Experience: Three to 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 one year of employment.

Education: A college degree in computer science or related field or equivalent experience in data processing or information systems management is required. This employee must have a valid Driver's License.

Technical Skills: This position requires a thorough knowledge of modern electronic data processing theory, principles and practices, management information systems, computerized applications, local area networks and GIS systems. This employee must have the ability to prepare and analyze complex reports, and troubleshoot PC network systems. This employee should possess excellent organizational, public relation and oral and written communication skills.

Problem Solving: Problem solving is a major factor in this position. This employee encounters problems with computer malfunctions, software problems and employee concerns and complaints.

Decision Making: Decision making is a major factor in this position. This employee makes decisions about computer maintenance, software installation and performing daily duties in the most efficient manner.

Supervision: This employee works independently with little or no direct supervision from the City Manager, and exercises supervision over subordinate personnel.

Financial Accountability: This employee is responsible for departmental resources and equipment, and does participate in the annual budget process.

Personal Relations: Daily contact with departmental personnel and frequent contact with the general public is expected.

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

Physical Requirements: Frequent Sit; Frequent Walk; Frequent Stand; Frequent Hand Coordination; Occasional Neck Flexion; Occasional Neck Extensions; Frequent Bend/Crouch; Frequent Reach, Forward; Occasional Reach, Overhead; Occasional Climb 12 inches; Occasional maximum Grip of 20 lbs; Occasional maximum Lift of 30 lbs from Floor to Waist; Frequent Crouch / Kneel; Occasional maximum Carry of 30 lbs up to 20 feet; Occasional maximum Lift of 30 lbs from Floor to Overhead; Occasional Trunk Rotation; Occasional maximum Push/Pull Horizontal of 15 lbs at 38 inches up to 200 feet distance; Frequent maximum Lift of 10 lbs from Floor to Waist PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST

City of Hays

Information Technology

POSITION SUMMARY

Under the supervision of the Director of Information Technology, the Geographic Information Systems Specialist is an exempt position under FLSA. This position is responsible for overseeing the operation of both the City of Hays and Ellis County geographic information systems through necessary programming, software evaluation, software installation, system operation and assistance to City and County departments. This position consults with the City and County staff to operate the geographic information functions of the City and County. This employee should possess excellent computer, communication, organizational and public relation skills.

ESSENTIAL FUNCTIONS

- Provide geographic information collaboration services for the various City and County departments;
- Pool various data sources to create City and County geographic information systems;
- Maintain and install hardware and software associated with GIS systems and GIS data retrieval including internal and external web servers with associated geoprocess scripting;
- Recommend hardware and software purchases or upgrades for City and County departments;
- Coordinate short and long term planning and budgeting with City and County I.T. staff for the implementation and installation of new GIS related systems and equipment;
- Act as the City and County GIS representative on various committees and groups;
- Design, provide and oversee training programs for the use of geographic information systems;
- Establish and implement a data input maintenance program for GIS related information;
- Manage relationships with outside GIS support services and vendors;
- Coordinate development and implementation of multi-department GIS improvements;
- Pursue appropriate continuing education and training, both technical and via group conference;
- Pursue GIS specific grant funding opportunities;
- Provide GIS functionality via hardware and software to the Countywide emergency dispatching system;
- Coordinate with the State of KS for data sharing and backup opportunities;
- Assist in GIS data sharing policies for the City and County;
- Use geodatabase analysis to produce new datasets along with the maintenance of GIS databases;
- Responsible for the disaster recovery and business continuity plans relating to GIS.

MARGINAL FUNCTIONS

- Assists all departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST POSITION REQUIREMENTS

Experience: Three to 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 one year of employment.

Education: A college degree with emphasis in GIS or related field or equivalent experience in GIS system management is required. This employee must have a valid Driver's License.

Technical Skills: This position requires a thorough knowledge of GIS systems including extensive experience with ESRI and AutoDesk GIS software products including GIS web publishing software. This position also requires experience in database administration and relational database design and implementation. Knowledge of the Windows server operating system will also be necessary. This employee should possess excellent organizational, public relation and oral and written communication skills.

Problem Solving: Problem solving is a major factor in this position. This employee will encounter issues with data collaboration as well as GIS related hardware and software that will need to be resolved.

Decision Making: Decision making is a factor in this position. This employee makes decisions about GIS system design, maintenance and daily duties in the most efficient manner.

Supervision: This employee works with occasional supervision from the Director of Information Technology, and has no supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for departmental resources and equipment, and does participate in the annual budget process.

Personal Relations: Daily contact with departmental personnel as well as contact with the general public is expected.

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

Physical Requirements: Frequent Sit; Frequent Walk; Frequent Stand; Frequent Hand Coordination; Occasional Neck Flexion; Occasional Neck Extensions; Frequent Bend/Crouch; Frequent Reach, Forward; Occasional Reach, Overhead; Occasional Climb 12 inches; Occasional maximum Grip of 20 lbs; Occasional maximum Lift of 30 lbs from Floor to Waist; Frequent Crouch / Kneel; Occasional maximum Carry of 30 lbs up to 20 feet; Occasional maximum Lift of 30 lbs from Floor to Overhead; Occasional Trunk Rotation; Occasional maximum Push/Pull Horizontal of 15 lbs at 38 inches up to 200 feet distance; Frequent maximum Lift of 10 lbs from Floor to Waist PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN

City of Hays

Information Technology

POSITION SUMMARY

Under the supervision of the Director of Information Technology, the GIS Technician is a non-exempt position under FLSA. This position performs a variety of technical work in the development, installation and maintenance of computer systems. This employee should possess excellent technical, communication, organizational and public relation skills.

ESSENTIAL FUNCTIONS

- Interprets civil engineering plans, plat maps, legal descriptions and deeds; conducts mapping research in the field and office; makes amendments to existing GIS data based on findings;
- Collaborate with Public Works department to maintain infrastructure and planning datasets including street centerlines, water/sewer/storm infrastructure, zoning jurisdictions, subdivisions, future development, and municipal boundaries;
- Develop new GIS datasets through collecting source material, data entry, and digitization;
- Assists in providing GIS support and summarized database reports for all city departments;
- Assists in the preparation and maintenance of project schedules and reports to the Director of Information Technology;
- Assists in maintaining the security of all City data and hardware;
- Assists in database and report programming for City departments;
- Responsible for maintaining the City's electronic mapping system, including ongoing updates, as well as the creation of new mapping and GIS related projects;
- Responsible for the research, installation, and support of City related mapping and street/utilities infrastructure software;
- Operates the City imaging system serving all departments, and organizes scanned files and documents in an effective and efficient manner on the network server;
- Provides assistance in the development of short and long-range plans relating to GIS;
- Assists with installation of new data processing equipment;
- Provides technical training and assistance to City employees;
- Provides daily support and troubleshooting for the functioning of the computer network;
- Assists in the maintenance of backup procedures for GIS and street/utilities infrastructure data.

MARGINAL FUNCTIONS

- Assists all departments as the need arises;
- Performs other duties as deemed necessary or assigned;
- Assists in maintaining the City phone system including training employees on proper use.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

GIS TECHNICIAN
POSITION REQUIREMENTS

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.

Education: A high school diploma or GED is required. College credit or technical degree in computer sciences or related field or equivalent experience in data processing or information systems management is preferred. This employee must have a valid Driver's License.

Technical Skills: Knowledge of modern electronic mapping hardware and software is required along with the ability to interpret developers' maps and plans. This employee must have the ability to prepare and analyze reports, troubleshoot PC systems and assist in the maintenance of the Network Servers. This employee should possess excellent organizational, public relations and oral and written communication skills. A thorough knowledge of the Microsoft operating system as well as a general knowledge of all Microsoft office programs is required. Must be familiar with local government GIS operations including mapping and drafting procedures. Proficiency with ArcGIS and AutoCAD software suites, and a working knowledge of database administration is required.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with computer malfunctions, software problems and employee concerns and complaints.

Decision Making: Limited decision making is a factor in this position. This employee collaborates with the Director of Information Technology and may be required to make decisions about computer maintenance, software installation and performing daily duties in the most efficient manner.

Supervision: This employee works with supervision from the Director of Information Technology, and has no supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for the safe operation of computer equipment, but does not participate in the annual budget process.

Personal Relations: Daily contact with supervisory and departmental personnel and occasional contact with the general public is expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position. This employee may be required to respond to emergency calls during non-office hours.

Physical Requirements: Frequent Sit; Frequent Walk; Frequent Stand; Frequent Hand Coordination; Occasional Neck Flexion; Occasional Neck Extensions; Frequent Bend/Crouch; Frequent Reach, Forward; Occasional Reach, Overhead; Occasional Climb 12 inches; Occasional maximum Grip of 20 lbs; Occasional maximum Lift of 30 lbs from Floor to Waist; Frequent Crouch / Kneel; Occasional maximum Carry of 30 lbs up to 20 feet; Occasional maximum Lift of 30 lbs from Floor to Overhead; Occasional Trunk Rotation; Occasional maximum Push/Pull Horizontal of 15 lbs at 38 inches up to 200 feet distance; Frequent maximum Lift of 10 lbs from Floor to Waist PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

INFORMATION TECHNOLOGY TECHNICIAN

City of Hays

Information Technology

POSITION SUMMARY

Under the supervision of the Director of Information Technology, the Information Technology Technician is a non-exempt position under FLSA. This position performs a variety of technical work in the development, installation and maintenance of computer systems. This employee should possess excellent technical, communication, organizational and public relation skills.

ESSENTIAL FUNCTIONS

- Responsible for maintaining the City website and web based content management systems, including accuracy of content, registering domain names and improving content and usability;
- Provides the maintenance of data processing and maintenance operations using the computer network and microcomputers for all City departments;
- Operates the City imaging system serving all departments and organizes scanned files and documents in an effective and efficient manner on the network server;
- Provides assistance in the development of short and long-range plans relating to data processing;
- Provides troubleshooting and programming of the computer network servers;
- Provides installation of new data processing equipment;
- Provides technical training and assistance to City employees;
- Provides daily support and troubleshooting for the functioning of the computer network;
- Assists in the maintenance of data security and backup procedures;
- Assists in the preparation and maintenance of project schedules and reports to the Director of Information Technology;
- Provides maintenance of wide area networks between all City departments;
- Responsible for maintaining all City workstations and ensuring that all software and service patches are current and up-to-date;
- Assists in maintaining the security of all City data and hardware;
- Provides database and report programming for City departments;
- Responsible for being the primary support person for Citywide software installation, and troubleshooting.

MARGINAL FUNCTIONS

- Assists all departments as the need arises;
- Performs other duties as deemed necessary or assigned;
- Assists in maintaining the City phone system including training employees on proper use.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

**INFORMATION TECHNOLOGY TECHNICIAN
POSITION REQUIREMENTS**

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.

Education: A high school diploma or GED is required. College credit or technical degree in computer sciences or related field or equivalent experience in data processing or information systems management is preferred. This employee must have a valid Driver's License.

Technical Skills: Knowledge of modern electronic data processing principles, information systems management, computerized applications, local area networking and wide area networking is required. This employee must have the ability to prepare and analyze reports, troubleshoot PC systems and assist in the maintenance of the Network Servers. This employee should possess excellent organizational, public relations and oral and written communication skills. A thorough knowledge of the Microsoft operating system as well as a general knowledge of all Microsoft office programs is required. This employee must have the ability to develop and maintain a web page.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with computer malfunctions, software problems and employee concerns and complaints.

Decision Making: Limited decision making is a factor in this position. This employee collaborates with the Director of Information Technology and may be required to make decisions about computer maintenance, software installation and performing daily duties in the most efficient manner.

Supervision: This employee works with supervision from the Director of Information Technology, and has no supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for the safe operation of computer equipment, but does not participate in the annual budget process.

Personal Relations: Daily contact with supervisory and departmental personnel and occasional contact with the general public is expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position. This employee may be required to respond to emergency calls during non-office hours.

Physical Requirements: Frequent Sit; Frequent Walk; Frequent Stand; Frequent Hand Coordination; Occasional Neck Flexion; Occasional Neck Extensions; Frequent Bend/Crouch; Frequent Reach, Forward; Occasional Reach, Overhead; Occasional Climb 12 inches; Occasional maximum Grip of 20 lbs; Occasional maximum Lift of 30 lbs from Floor to Waist; Frequent Crouch / Kneel; Occasional maximum Carry of 30 lbs up to 20 feet; Occasional maximum Lift of 30 lbs from Floor to Overhead; Occasional Trunk Rotation; Occasional maximum Push/Pull Horizontal of 15 lbs at 38 inches up to 200 feet distance; Frequent maximum Lift of 10 lbs from Floor to Waist PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

INFORMATION TECHNOLOGY TECHNICIAN (Police)

City of Hays

Information Technology

POSITION SUMMARY

Under the supervision of the Director of Information Technology, the Information Technology Technician is a non-exempt position under FLSA. This position performs a variety of technical work in the development, installation and maintenance of computer systems. This employee should possess excellent technical, communication, organizational and public relation skills.

ESSENTIAL FUNCTIONS

- Oversee and administer police department specific hardware and software including but not limited to: Computer Aided Dispatch, Records Management Systems, Municipal Court Software, and In Car Mobile Data Terminals and camera systems;
- Provides maintenance of data processing operations using the computer network and microcomputers for the police department;
- Operates the City imaging system serving the police department and organizes scanned files and documents in an effective and efficient manner on the network server;
- Provides assistance in the development of short and long-range plans relating to data processing;
- Provides troubleshooting and programming of the computer network servers;
- Provides installation of new data processing equipment;
- Provides technical training and assistance to City employees;
- Provides daily support and troubleshooting for the functioning of the computer network;
- Assists in the maintenance of data security and backup procedures while also acting as the primary security specialist to the Director of Information Technology for both P.D. and Citywide data security measures;
- Assists in the preparation and maintenance of project schedules and reports to the Information Technology Coordinator along with researching and administering grant funding opportunities for the police department;
- Provides maintenance of wide area networks between all City departments;
- Responsible for maintaining police department workstations and ensuring that all software and service patches are current and up-to-date;
- Assists in maintaining the security of all City data and hardware;
- Provides database and report programming for the police department;
- Assist the GIS Specialist by helping to provide law enforcement specific data to increase accuracy and content for our GIS system.

MARGINAL FUNCTIONS

- Assists all departments as the need arises;
- Performs other duties as deemed necessary or assigned;
- Assists in maintaining the City phone system including training employees on proper use.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

INFORMATION TECHNOLOGY TECHNICIAN (Police)

POSITION REQUIREMENTS

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.

Education: A high school diploma or GED is required. College credit or technical degree in computer sciences or related field or equivalent experience in data processing or information systems management is preferred. This employee must have a valid Driver's License.

Technical Skills: Knowledge of modern electronic data processing principles, information systems management, computerized applications, local area networking and wide area networking is required. This employee must have the ability to prepare and analyze reports, troubleshoot PC systems and assist in the maintenance of the Network Servers. This employee should possess excellent organizational, public relations and oral and written communication skills. A thorough knowledge of the Microsoft operating system, Lotus Notes, as well as a general knowledge of all Microsoft office programs is required.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with computer malfunctions, software problems and employee concerns and complaints.

Decision Making: Limited decision making is a factor in this position. This employee collaborates with the Director of Information Technology and may be required to make decisions about computer maintenance, software installation and performing daily duties in the most efficient manner.

Supervision: This employee works with supervision from the Director of Information Technology, and has no supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for the safe operation of computer equipment, and does aide the Director of Information Technology in the annual budget process.

Personal Relations: Daily contact with supervisory and departmental personnel and occasional contact with the general public is expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position along with troubleshooting and installing equipment inside of patrol vehicles. This employee may be required to respond to service calls during non-office hours.

Physical Requirements: Frequent Sit; Frequent Walk; Frequent Stand; Frequent Hand Coordination; Occasional Neck Flexion; Occasional Neck Extensions; Frequent Bend/Crouch; Frequent Reach, Forward; Occasional Reach, Overhead; Occasional Climb 12 inches; Occasional maximum Grip of 20 lbs; Occasional maximum Lift of 30 lbs from Floor to Waist; Frequent Crouch / Kneel; Occasional maximum Carry of 30 lbs up to 20 feet; Occasional maximum Lift of 30 lbs from Floor to Overhead; Occasional Trunk Rotation; Occasional maximum Push/Pull Horizontal of 15 lbs at 38 inches up to 200 feet distance; Frequent maximum Lift of 10 lbs from Floor to Waist PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

FIRE CHIEF

City of Hays

Fire Department

POSITION SUMMARY

Under the supervision of the City Manager, the Fire Chief is an exempt position under FLSA. This position coordinates the activities of fire services and emergency management activities. Performing administrative duties and supervising subordinate personnel are the primary responsibilities of this position. This employee should possess excellent organizational skills and strong supervisory and communication skills.

ESSENTIAL FUNCTIONS

- Manages and directs department activities;
- Makes recommendations to the City Manager regarding all departmental personnel actions;
- Schedules, supervises and evaluates the work of subordinate personnel;
- Develops the department annual budget and monitors all expenses;
- Monitors the proper training of all fire department personnel;
- Develops departmental policies and procedures in consultation with the City Manager;
- Monitors all fire safety and prevention activities and programs;
- Reviews and proposes revisions to local fire codes and ordinances;
- Directs building inspections for fire code enforcement and hazardous material compliance;
- Serves as the Emergency Management Coordinator for the City of Hays;
- Responsible for long-range planning for this department;
- Monitors vehicle maintenance and repairs;
- Administers personnel policy and procedures and assists with union negotiations;
- Directs emergency operations at fires, accidents, natural disasters and hazardous materials incidents.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Coordinates department activities with other City and County departments;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

<u>FLSA:</u>	EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	HUMAN BLOOD/BODY FLUIDS
<u>WORKING CONDITIONS:</u>	ADVERSE WEATHER HAZARDOUS CHEMICALS MANUAL LABOR

***FIRE CHIEF
POSITION REQUIREMENTS***

Experience: Three to five years of similar or related experience as Deputy Fire Chief or equivalent is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A college degree or equivalent training and experience are required. This employee must possess a valid Driver's License.

Technical Skills: A thorough knowledge of computers, fire fighting and investigation techniques, building and fire code applications and hazardous material management is required. The ability to read and interpret maps, blueprints, plans, reports and written instructions as well as prepare written documents is required. This employee should possess strong supervisory, oral and written communication and organizational skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with code violations, personnel issues and dealing with citizen concerns and complaints.

Decision-Making: Decision-making is a major function in this position. This employee makes decisions about supervising subordinates during emergency situations and enforcing ordinances.

Supervision: This employee works independently with little to no direct supervision from the City Manager and exercises constant supervision over subordinate personnel.

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

Personal Relations: Daily contact with other City departments and the general public is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to human blood and body fluids, heavy machinery, excessive noise, hazardous chemicals, explosives, radiation, confined areas, heights and all types of weather conditions is expected on a limited basis. This position also contains an element of risk to personal safety.

Physical Requirements: Occasional maximum lift of 25 lbs floor to waist; occasional maximum lift of 5 lbs floor to overhead; occasional maximum carry of 5 lbs 100 feet; occasional maximum vertical push/pull force of 25 lb; occasional maximum horizontal push/pull force of 5 lbs; frequent maximum grip force of 15 lbs; occasional stair climb; frequent bend; occasional bend / crouch; occasional kneel / crouch; frequent forward reach; occasional overhead reach; frequent balance; occasional trunk rotation; constant hand coordination; frequent sit; frequent stand and frequent walk. See Job Analysis. PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

DEPUTY FIRE CHIEF

City of Hays

Fire Department

POSITION SUMMARY

Under the supervision of the Fire Chief, the Deputy Fire Chief is an exempt position under FLSA. The position assists with the coordination of activities of fire services and emergency management. Performing administrative duties and supervising subordinate personnel are the primary responsibilities of this position. This employee assists with the operation and management of the Fire Department. Strong supervisory, communication and organizational duties are required.

ESSENTIAL FUNCTIONS

- Assists in directing emergency activities for the protection of human life and property;
- Schedules, supervises and evaluates the work of subordinate personnel;
- Assists with budget preparation and formation of policies and procedures for the department;
- Prepares reports and maintains records;
- Develop and maintains a public education/fire prevention program;
- Develops, maintains and monitors the training program;
- Makes recommendations regarding ordinances, laws and regulations;
- Investigates fires to determine the cause and files reports;
- Reviews plans for fire code compliance;
- Performs inspections for fire code compliance, both new and existing structures;
- Coordinates activities of the department with other City and County departments;
- Responds to emergency calls on a 24-hour basis;
- Enforces standards on hazardous materials;
- Serves as the City's Assistant Emergency Management Coordinator;
- Performs necessary follow-up on inspections made by Fire Department personnel;
- Assists in the preparation and maintenance of standard guidelines for all assigned functions.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Assumes responsibility for the department during the absence of the Fire Chief;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

***DEPUTY FIRE CHIEF
POSITION REQUIREMENTS***

Experience: Three to five years of similar or related experience at the rank of Fire Captain or equivalent is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year in the position.

Education: An A.S. degree in Fire Science or related field or equivalent training and experience is required. This employee should have a valid Driver's License and appropriate certifications at the fire officer level. The Deputy Fire Chief is required to attend advanced training as directed by the Fire Chief.

Technical Skills: A thorough knowledge of fire fighting and investigation techniques as well as a working knowledge of building and fire codes and hazardous material management is required. This employee must be able to accurately operate rescue equipment, pumps, ladders and other firefighting equipment. The ability to read and interpret maps, written instructions, reports and records is required. Must have knowledge of typical office procedures and computer programs. This employee should possess strong verbal and written communication, supervisory and mechanical skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with code violations and dealing with citizen concerns and complaints.

Decision Making: Decision making is a factor in this position. This employee makes decisions about supervising subordinates during emergency situations and interpreting building codes and regulations.

Supervision: This employee works with occasional supervision from the Fire Chief and exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for departmental equipment and resources and does participate in the annual budget process.

Personal Relations: Frequent contact with other City departments and the general public is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to human blood and body fluids, heavy machinery, excessive noise, hazardous chemicals, explosives, radiation, confined areas, heights and all types of weather conditions is expected. This position also contains an element of risk to personal safety.

Physical Requirements: Occasional maximum lift of 25 lbs floor to waist; occasional maximum lift of 5 lbs floor to overhead; occasional maximum carry of 5 lbs 100 feet; occasional maximum vertical push/pull force of 25 lb; occasional maximum horizontal push/pull force of 5 lbs; frequent maximum grip force of 15 lbs; occasional stair climb; frequent bend; occasional bend / crouch; occasional kneel / crouch; frequent forward reach; occasional overhead reach; frequent balance; occasional trunk rotation; constant hand coordination; frequent sit; frequent stand and frequent walk. See Job Analysis. PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

FIRE CAPTAIN

City of Hays

Fire Department

POSITION SUMMARY

Under the supervision of the Deputy Fire Chief, the Fire Captain is an exempt position under FLSA. The Fire Captain commands a company of firefighters in both routine duties and the control of fires, rescues and emergencies with hazardous conditions. This employee is responsible for maintaining discipline, enforcing Fire Department and City policies and rules and enforcing the City fire code. The Fire Captain regularly serves as incident commander at emergency scenes and directs the combined efforts of public safety responders at fire, rescue and emergencies with hazardous conditions. This employee should possess strong communication, supervisory and mechanical skills. This position requires working days, nights, weekends, and holidays.

ESSENTIAL FUNCTIONS

- Commands the on-duty force of the Fire Department and is responsible for the proper order of the fire station, firefighters and all equipment;
- Serves as incident commander at fire, rescue and hazardous condition emergency scenes;
- Supervises, evaluates and trains subordinate personnel;
- Maintains records and files reports;
- Inspects buildings to ensure compliance with fire safety codes;
- Schedules and supervises public fire safety education programs;
- Obeys, supports and enforces the rules, regulations, policies and procedures of the Fire Department and the City of Hays;
- Sets a good example for subordinates and requires subordinates to meet all professionally accepted standards of conduct and performance;
- Meets with the news media and provides relevant and appropriate public information;
- Keeps the Fire Chief informed through the chain-of-command on all matters relating to the morale and good order of the Fire Department;
- Assists in the review and appointment of candidates for employment or promotion;
- Inspects all departmental equipment and property;
- Responds to emergency calls when off-duty.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Drives and operates fire trucks and all associated equipment;
- May command smaller tactical groups of firefighters at emergency scenes;
- May serve as acting Deputy Fire Chief or Fire Chief as required;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

FIRE CAPTAIN POSITION REQUIREMENTS

Experience: Three to five years of similar or related experience as a Fire Lieutenant or equivalent is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred. Fire Captains are required to meet all of the training and certification requirements for Firefighter and Fire Lieutenant and be state certified as a Fire Officer II within twelve months of appointment. Attend advanced managerial training as determined by the Fire Chief. Valid Driver's License required.

Technical Skills: A thorough knowledge of firefighting techniques, construction methods and a working knowledge of hazardous materials are required. This employee must be able to operate radios, computers, ladders, hand tools and firefighting equipment. The ability to read and interpret written instructions, maps, records and reports is also required. This employee should possess strong supervisory, verbal and written communication and mechanical skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with short amounts of time to respond to emergency situations and personnel issues. The Fire Captain must work closely with command officers in the Police Department, Emergency Medical Services and other allied agencies to develop a common action plan to resolve emergency situations.

Decision Making: Decision making is a factor in this position. This employee makes decisions about maintaining safety on the job and providing proper response to emergency situations. The Fire Captain must make decisions of significant consequence that relate to both the safety and survival of firefighters and other public safety workers as well as the victims of fires and related emergencies.

Supervision: This employee works independently with some supervision from the Deputy Fire Chief and exercises frequent supervision over subordinate personnel. The Fire Captain regularly serves as Incident Commander at emergency scenes and provides orders and direction to Fire Department forces working to control an emergency.

Financial Accountability: This employee is directly responsible for the safe operation and protection of departmental equipment. The Fire Captain assists in developing the Fire Department budget and administers projects based on the approved budget. The Fire Captain approves field purchase orders and recommends approval of purchase orders. The Fire Captain develops specifications for equipment purchases and writes requests for proposals.

Personal Relations: Frequent contact with other City departments and the general public is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to human blood and body fluids, heavy machinery, excessive noise, hazardous chemicals, explosives, radiation, confined areas, heights and all types of weather conditions is expected. This position also contains an element of risk to personal safety. Shift work is a requirement of this position.

Physical Requirements: This position requires the ability to climb ladders, work at extreme heights, in confined spaces, with extreme heat and poor or no visibility, climb steps and stand for excessive periods of time. Walking, climbing, crawling, reaching and stooping while wearing fire department protective gear and a self contained breathing apparatus are also required. Determined Work Level: Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and not greater than 10 to 20 pounds of force constantly = Level 4 Heavy Work. Must pass physical requirements set by NFPA each year.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

FIRE LIEUTENANT

City of Hays

Fire Department

POSITION SUMMARY

Under the supervision of the Fire Captain, the Fire Lieutenant is a non-exempt position under FLSA. This position is responsible for responding to and controlling fire and rescue emergencies, conducting inspections and supervising subordinate personnel. The Fire Lieutenant performs the duties of the Fire Captain in his absence. The Fire Lieutenant takes a leadership role in making sure that all daily activities are completed as scheduled. This employee should possess strong communication, leadership and mechanical skills. This position requires working days, nights, weekends, and holidays.

ESSENTIAL FUNCTIONS

- Responds to and controls various emergencies including fires, rescues, medical emergencies and emergencies with hazardous conditions;
- Rescues persons trapped by vehicle crash, machinery entanglement, trench cave-in, building collapse and similar situations;
- Controls hazardous conditions caused by the release of hazardous materials, natural gas leaks, downed electrical power lines and similar situations;
- Provides emergency medical care to the victims of injury or sudden illness;
- Drives and operates fire trucks, pumps, aerial ladders and other vehicles;
- Possesses a thorough knowledge of the streets, fire hydrants and target hazards in the City;
- Uses self-contained breathing apparatus, climbs ladders and operates powered rescue tools and other similar equipment;
- Performs or provides necessary repairs to equipment;
- Develops pre-emergency plans for buildings and special hazards;
- Conducts fire safety inspections;
- Develops and conducts fire safety training for the public, HFD, and other fire departments;
- Inspects all equipment and vehicles on a daily basis;
- Completes appropriate records and reports;
- Maintains the fire station and grounds;
- Completes all necessary training and conducts training as required;
- Inspects fire hydrants for proper operation;
- Supervises Firefighters in the performance of routine and emergency response duties;
- Responds to emergency calls when off-duty.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs the duties of Fire Captain when required;
- Performs other duties as deemed necessary or assigned.

<i>Classification Quick View</i>	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	HUMAN BLOOD/BODY FLUIDS
<u>WORKING CONDITIONS:</u>	
ADVERSE WEATHER HAZARDOUS CHEMICALS MANUAL LABOR	

FIRE LIEUTENANT POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred. This employee must have a valid Driver's License. Fire Lieutenants are to meet all of the training and certification requirements for Senior Firefighter and the following career development requirements:

- State certified as Fire Instructor I, Fire Inspector I and Fire Officer I within twenty-four months of appointment.
- Attend advanced managerial/Fire Officer training as determined by the Fire Chief

Technical Skills: A thorough knowledge of firefighting equipment and techniques, computers and first aid is required. This employee must be able to operate fire trucks, water pumps, power tools, aerial ladders and other firefighting equipment with a high degree of efficiency. The ability to read and interpret maps, written instructions and reports is required. This employee must also have strong verbal and written communication and mechanical skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with adverse weather, planning and organizing work, supervising employees and equipment malfunctions.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the safest and most efficient manner. The Fire Lieutenant regularly makes decisions regarding proper emergency scene operations and firefighter safety and provides direct supervision to Firefighters at work at emergency scenes.

Supervision: This employee works with limited supervision from the Fire Captain and assumes the responsibilities of the Fire Captain during his or her absence.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment and machinery, assists the Fire Captain in developing budget requests, controls field purchase orders, conducts purchasing research and initiates purchase orders. The Fire Lieutenant may develop specifications for equipment or draft requests for proposals for major purchases.

Personal Relations: Regular contact with the general public and other City departments is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to human blood and body fluids, heavy machinery, excessive noise, hazardous chemicals, explosives, radiation, confined areas, heights and all types of weather conditions is expected. This position also contains an element of risk to personal safety. Shift work is a requirement of this position.

Physical Requirements: This position requires the ability to climb ladders, work at extreme heights, in confined spaces, with extreme heat and with poor or no visibility. The ability to climb steps, stand for excessive periods of time, walking, climbing, crawling, reaching and stooping while wearing Fire Department protective gear and self contained breathing apparatus is also required of this position. Determined Work Level: Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and not greater than 10 to 20 pounds of force constantly = Level 4 Heavy Work. Must pass physical requirements set by NFPA each year.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

FIREFIGHTER/SENIOR FIREFIGHTER

City of Hays

Fire Department

POSITION SUMMARY

Under the supervision of the Fire Captain, the Firefighter/Senior Firefighter is a non-exempt position under FLSA. This employee responds to emergency situations by preventing and suppressing fires, rescuing persons from danger or entrapment, controlling hazardous material emergency incidents and providing emergency medical care when necessary. Maintaining the fire station and all equipment as well as conducting fire safety education with the public is also required. This employee should possess strong communication and mechanical skills. This position requires working days, nights, weekends, and holidays.

ESSENTIAL FUNCTIONS

- Responds to and controls fires in buildings, vehicles and other structures and locations;
- Rescues persons trapped by vehicle crash, machinery entanglement, trench cave-in, building collapse and similar situations;
- Controls hazardous conditions caused by the release of hazardous materials, natural gas leaks, downed electrical power lines and similar situations;
- Provides emergency medical care to the victims of injury or sudden illness;
- Drives and operates fire trucks, pumps, aerial ladders and other vehicles;
- Possesses a thorough knowledge of the streets, fire hydrants and target hazards in the City;
- Uses self-contained breathing apparatus, climbs ladders, operates powered rescue tools and other similar equipment;
- Inspects equipment daily and performs necessary repairs;
- Develops pre-emergency plans for buildings and special hazards;
- Completes all necessary training and conducts training as required;
- Completes appropriate records and reports;
- Develops and conducts fire safety training for the public, HFD and other fire departments;
- Maintains the fire station and grounds;
- Inspects fire hydrants for proper operation;
- Responds to emergency calls when off-duty.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs the duties of the Fire Lieutenant on an occasional basis;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

FIREFIGHTER POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required. (Senior Firefighter is skill based and in order to be considered for Senior Firefighter, Firefighters must be qualified based on the Senior Firefighter Skill Based Promotion Worksheet.) This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred. This position requires training as an Emergency Medical Technician B and certification as a Fire Fighter I. This employee must possess a valid Driver's License. Firefighters are to meet the following career development requirements:

- Be state certified as Firefighter I and Emergency Medical Technician and complete the HFD Driver-Operator and Airport Firefighter training courses within twelve months of appointment;
- Be state certified as Pumper/Aerial Driver Operator and Firefighter II within twenty-four months of appointment;
- Complete the HFD Rescue Technician course within thirty-six months of appointment;

Technical Skills: A thorough knowledge of emergency medical care, computers, firefighting equipment maintenance and operation and a working knowledge of mathematics are required. This employee must be able to accurately operate power tools, radio equipment, pumps, ladders and hydraulic rescue tools. The ability to read and interpret written instructions, reports, maps and records is also required. This employee should also possess strong verbal and written communication and mechanical skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with adverse weather, short amounts of time to respond to emergency situations and equipment malfunctions.

Decision Making: Decision making is a factor in this position. This employee makes decisions about the quickest route to emergency sites and performing daily duties in the safest manner. In limited situations, the employee may be in command of emergency operations until relieved by a supervisor. The Firefighter may also be in charge of small tactical groups of firefighters operating at emergency scenes.

Supervision: This position works with limited supervision from the Deputy Fire Chief and the Fire Captain and has no supervisory duties.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment and provides input into the development of the budget. This employee may conduct purchasing research and initiate purchase orders.

Personal Relations: Daily contact with the general public and frequent contact with other City departments is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to human blood and body fluids, heavy machinery, excessive noise, hazardous chemicals, explosives, radiation, confined areas, heights and all types of weather conditions is expected. This position also contains an element of risk to personal safety. Shift work is a requirement of this position.

Physical Requirements: This position requires the ability to climb ladders, work at extreme heights, in confined spaces, with extreme heat and in poor or no visibility. This employee must be able to climb steps and stand for excessive periods of time. This position requires walking, climbing, crawling, reaching and stooping while wearing Fire Department protective gear and self contained breathing apparatus. Determined Work Level: Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and not greater than 10 to 20 pounds of force constantly = Level 4 Heavy Work. Must pass physical requirements set by NFPA each year.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ADMINISTRATIVE ASSISTANT

City of Hays

Fire Department

POSITION SUMMARY

Under the direction of the Fire Chief, the Administrative Assistant is a non-exempt position under FLSA. This position is responsible for performing secretarial, clerical and record keeping duties. This employee answers incoming telephone calls, acts as a general information center, takes and relays messages and assists with facilitating the smooth operation of the Department. This employee should possess excellent organizational, oral and written communication skills and the ability to maintain confidentiality.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls;
- Provides citizen assistance by fielding questions, concerns and requests from the general public;
- Performs general clerical duties including typing, filing and photocopying;
- Writes correspondence and answers mail;
- Completes and maintains records relating to purchase orders and receiving reports;
- Performs data entry duties and prepares reports;
- Assists with budget preparations;
- Purchases supplies;
- Assists in preparation and ordering of safety and training materials and presentations;
- Schedules appointments, meetings and various departmental activities;
- Assists with departmental travel requests and maintains relevant records;
- Maintains confidential records and files;
- Coordinate building maintenance;
- Communicates with the media as required;
- Attends committee meetings as needed and prepares agendas and minutes.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Runs errands;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ADMINISTRATIVE ASSISTANT
POSITION REQUIREMENTS**

Experience: One to three years of clerical and computer 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: A high school diploma or GED is required. A technical degree or some college credit is preferred.

Technical Skills: A thorough knowledge of computers, business correspondence, clerical duties and a working knowledge of mathematics is required. This employee must be able to accurately and efficiently operate telephones, computers, printers, photocopiers, calculators and other office machinery. This position requires the ability to read and interpret written instructions and reports as well as follow oral directives. This employee must possess excellent public relations and verbal and written communication skills as well as strong organizational skills.

Problem Solving: Limited problem solving exists within this position. This employee encounters problems with locating records and reports and providing citizen and employee assistance.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the most efficient manner and providing citizen assistance. The ability to prioritize the workload received from multiple supervisors is required.

Supervision: This employee works with limited supervision and has no supervisory duties.

Financial Accountability: This employee has limited responsibility for departmental resources and does assist with the departmental budget preparation process by compiling and typing data.

Personal Relations: Daily contact with the general public, departmental personnel and other City departments is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Project Manager

City of Hays

CMO - Office of Project Management

POSITION SUMMARY

Under the supervision of the City Manager, the Project Manager is an exempt position under FLSA. This position works with the City Manager, Assistant City Manager, Department Heads, Consultants, Developers and Citizens of Hays in performing a wide variety of technical tasks related primarily to the development of complex infrastructure improvements and community development projects. Work is performed with latitude for interpretation and application of policies, rules, and regulations through the exercising of sound engineering judgement. This employee should possess excellent supervisory, communication and organizational skills.

ESSENTIAL FUNCTIONS

- Acts as project manager for capital improvements as well as privately funded municipal projects with minimal oversight. This may include managing contracts, managing consultants, managing contractors, reviewing and approving pay estimates, reviewing and approving shop drawings, directing assigned city inspection staff, overseeing project schedules and meeting project deadlines, and providing project communication;
- Review site design, grading, utility, stormwater management systems, and other public and private infrastructure associated with projects in Hays to ascertain compliance with applicable City, State, and Federal requirements. Preparation of detailed review comments is ancillary to such review;
- Communicate and coordinate work with engineers, consultants, other agencies, and the public to exchange information, facilitate work processes, and resolve conflicts. This may include attending bid openings, hearings, open houses, and other meetings as necessary for clear communication;
- Oversees, reviews, and/or prepares project scope, cost estimates, and contract documents for both design and construction related work. Develops and reviews design standards;
- Oversees and/or prepares calculations and drawings involved in the acquisition of public rights-of-way and easements;
- Provide technical guidance on complex construction related problems to other city staff as well as contractors, bidders, developers, and the general public as appropriate;
- Conducts long-range planning assignments, conducts research, and prepares reports and records;
- Serves on various committees and attends City Commission Meetings as required;
- Assists with development and/or review of the Capital Improvement Program;
- Facilitates purchasing, bid processing, contract activities and request for proposal preparation;
- Interacts with media, makes public presentations, and responds to citizen concerns;
- Writes applications and administers grant activities;
- Assists other divisions of the City in complying with the requirements of the City's NPDES Stormwater General Permit;
- Ensures that all activities are carried out in a safe manner adhering to all City safety regulations.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS

**PROJECT MANAGER
POSITION REQUIREMENTS**

Experience: Three to 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 one year of employment.

Education: A related college degree is required. A Professional Engineer's License or equivalent training and experience are preferred. This position requires a valid driver's license.

Technical Skills: Extensive knowledge and the ability to apply the principles and practices of organizational management, personnel, and financial administration in the design and implementation of engineering projects is required. Thorough knowledge of civil engineering as applied to storm drainage management, sidewalk and street construction, and water and wastewater operational facilities is required. Must have the ability to develop long-term plans and programs and to make sound decisions on matters of operational policy and administrative problems; the ability to meet and deal tactfully with the general public and to communicate effectively, both orally and in writing. This employee must be able to efficiently operate computers, prepare technical reports and estimates, and operate CADD and GIS systems.

Problem Solving: Problem solving is involved in this position. This employee encounters problems with citizen complaints and inquiries, project planning and development and personnel issues.

Decision Making: Decision making is a factor in this position. This employee makes decisions about the completion of construction projects, resolving conflicts, performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: This position works with limited supervision from the City Manager and may exercise supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for resources of the city, does have authority to purchase necessary equipment and supplies, and does participate in the annual budget process.

Personal Relations: Daily contact with City departments, subordinate personnel, and the general public is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to human blood and body fluids, hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected occasionally. This employee performs daily walking, climbing, reaching, kneeling and stooping tasks and operates equipment occasionally.

Physical Requirements: This position's job demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/ben; continuous bilateral hand coordination; frequent sit; frequent stand; frequent walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PROJECT INSPECTOR

City of Hays

CMO - Office of Project Management

POSITION SUMMARY

Under the supervision of the Project Manager, the Project Inspector is a non-exempt position under FLSA. This employee is responsible for conducting routine and complex inspections of public improvements including earthwork, pavements, pavement restoration, water and sewer lines, manholes, storm drains, curbs, gutters, waterways, etc. This position performs inspection duties on a wide variety and types of construction projects to ensure compliance with legal requirements as well as approved plans and specifications.

ESSENTIAL FUNCTIONS

- Reviews plans and specifications for City projects;
- Performs inspections of public infrastructure improvements;
- Inspects construction sites and materials relating to water mains, sanitary sewers, storm drains, street construction and rehabilitation, and sidewalks;
- Inspects projects for compliance with local and State stormwater regulations and permits;
- Oversee right-of-way permit inspection process; coordinate with contractors to assure compliance with City regulations;
- Inspects City infrastructure and development projects for MS4 permit compliance;
- Investigates and responds to citizen complaints and inquiries; attends pre-construction conference meetings and project meetings to ensure construction methods and materials meet safety and engineering standards and specifications;
- Observes and inspects contractor work and safety practices; requires contractor compliance with approved plans and specifications;
- Coordinates project work with others, prepares detailed daily activity and progress reports, and maintains as-built drawings;
- Operates vehicles and equipment, organizes inspection routes, visits multiple job sites;
- Coordinates with the materials testing consultant for compliance to specifications related to earthwork, aggregates, asphalt, concrete, etc.;
- Reads and interprets plans and determines conformity to standards;
- Compiles information, verifies quantities, checks computations, structure lay-outs, and grades;
- Disseminates and prepares incoming and outgoing correspondence with project engineers, consulting engineers and contractors;
- Provides feedback on construction costs for City and development projects;
- Ensures that all activities are carried out in a safe manner adhering to all City safety regulations;
- Discusses construction problems with contractor and engineer and exercises professional judgment to evaluate scope of problems to determine alternate courses of action;
- Ensures compliance with the Americans with Disabilities Act regulations.

MARGINAL FUNCTIONS

- Obtains and prepares evidence and testifies in court prosecutions;
- Performs filing and maintenance of records;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ADVERSE WEATHER
HAZARDOUS CHEMICALS**

**PROJECT INSPECTOR
POSITION REQUIREMENTS**

Experience: Two to four years of experience in reading and interpreting construction plans, using architectural and engineering scales, interviewing customers to obtain information, and completion of position related training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment. Knowledge of plans, specifications, construction terminology, construction practices, and ordinances and regulations pertaining to the City of Hays is necessary.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred. A valid Driver's License is required.

Technical Skills: A thorough knowledge of the methods, construction materials, practices, codes, and techniques involved in the construction of public works projects is necessary. Knowledge of ADA access requirements as they pertain to public improvements is required. This employee must be able to operate computers and general office equipment including specific Division related software programs. The ability to prepare written documents, understand and interpret reports and written instructions is required. The ability to interpret construction plans, prepare reports, understand and anticipate problems as well as understand written instructions, reports, proposals, and specifications is required.

Problem Solving: Extensive problem solving is a factor in this position. This employee encounters problems with enforcing City standards and specifications and dealing with citizen and contractor concerns and complaints.

Decision Making: Decision making is a factor in this position. This employee determines whether work performed by contractors is built to plans and specifications and meets all City regulations.

Supervision: This employee works independently with limited supervision from the Project Manager and has limited supervisory duties.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily contact with other City departments and the general public is expected. The Project Inspector shall have the ability to establish and maintain effective working relationships with others.

Working Conditions: Some adverse working conditions exist within this position. Exposure to, heights, work in confined spaces, excessive noise, heavy machinery and all types of weather conditions is expected while making property and construction inspections. Limited exposure to human blood and body fluids is possible.

Physical Requirements: This position's job demands include occasional maximum lift of 50 lbs from floor to shoulder; occasional maximum carry 5lbs 100 feet; occasional maximum vertical pull force of 25 lbs; frequent maximum horizontal push/pull force of 20 lbs; frequent maximum grip force 15 lbs; frequent climb up to 18" ht; occasional forward reach; occasional overhead reach; frequent bend; occasional bend/crouch; occasional crouch/kneel; occasional trunk rotation; occasional balance; constant hand coordination; occasional foot coordination; constant sit; frequent stand and frequent walk. See Job Analysis for details. PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

DIRECTOR OF PARKS

City of Hays

Parks Department

POSITION SUMMARY

Under the supervision of the City Manager, the Director of Parks is an exempt position under FLSA. This employee supervises subordinate personnel and is responsible for the maintenance of City parks and departmental equipment and facilities. This employee should possess excellent mechanical skills and strong supervisory and communication skills.

ESSENTIAL FUNCTIONS

- Manages the activities of the department;
- Makes recommendations to the City Manager regarding all department personnel actions;
- Supervises and evaluates subordinate personnel;
- Plans and prepares daily work assignments;
- Prepares and implements the annual departmental budget;
- Assumes responsibility for the maintenance of the public swimming pools, golf course, cemeteries, park grounds, right-of-ways and medians;
- Administers tree-related programs;
- Inspects equipment;
- Schedules equipment for service and repairs;
- Fields questions, concerns and complaints from the general public;
- Assists with park maintenance as needed;
- Consults with the City Manager regarding department policies and procedures;
- Responsible for long-range planning for department;
- Resolves personnel issues;
- Meets with various civic groups, advisory boards, other department heads and the general public on a daily basis.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Assists with the maintenance of flood structures;
- Attends training seminars;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

***DIRECTOR OF PARKS
POSITION REQUIREMENTS***

Experience: Three to 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 one year of employment.

Education: A college degree or equivalent training and experience and valid Driver's License are required.

Technical Skills: A thorough knowledge of computer operations, park maintenance, equipment repairs, mathematics, office management and written communication skills is required. This employee must be able to operate a computer, mowers, trucks, hand tools and other departmental equipment and machinery with a high degree of efficiency. The ability to read and interpret written instructions, maps and reports as well as strong mechanical, supervisory and oral and written communication skills are required.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with adverse weather, personnel issues, citizen complaints and concerns and the diagnosis of pest and diseases in turf and plants.

Decision Making: Decision making is a factor in this position. This employee makes decisions about personnel issues, prioritizing work assignments and performing daily duties in the most efficient manner.

Supervision: This employee works with limited supervision from the City Manager and exercises supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment and participates in the annual budget process. This employee is financially accountable for all departmental budgets.

Personal Relations: Daily contact with the general public and other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to departmental equipment, excessive noise, hazardous chemicals and all types of weather conditions is expected.

Physical Requirements: Occasional maximum lift of 80 lbs from floor to waist; occasional maximum lift of 50 lbs floor to shoulder; occasional maximum lift of 40 lbs waist to overhead; occasional maximum lift of 20 lbs floor to waist; occasional maximum carry 35 lbs 50 feet; occasional maximum push/pull force of 20 lbs; occasional maximum grip force 35 lbs; occasional climb; occasional forward reach; occasional overhead reach; occasional bend; occasional bend/crouch; occasional crouch/kneel; occasional hand coordination; occasional foot coordination; frequent balance; frequent sitting; frequent standing and frequent walking. See Job Analysis for details. PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PARKS SUPERINTENDENT

City of Hays

Parks Department

POSITION SUMMARY

Under the supervision of the Director of Parks, the Parks Superintendent is an exempt position under FLSA. This employee supervises subordinate personnel and is responsible for the upkeep and maintenance of departmental equipment and facilities, City parks and recreational facilities. This employee should possess excellent mechanical skills and strong supervisory and communication skills.

ESSENTIAL FUNCTIONS

- Assists with the management of all activities of the department;
- Makes recommendations to the Director of Parks regarding personnel issues, policies and procedures;
- Supervises and evaluates subordinate personnel;
- Assists with the planning and preparation of daily work assignments;
- Assists with the development and administration of the annual departmental budgets;
- Assists with the maintenance of the public swimming pools, golf course, cemeteries, ball fields, park grounds, right-of-ways and medians;
- Assists in the development and execution of departmental goals, objectives, and priorities;
- Inspects equipment and assists with the scheduling of equipment for service and repairs;
- Fields questions, concerns, and complaints from the general public;
- Assists with both long-range and short-range planning for the department;
- Resolves personnel issues;
- Attends and represents the department at various public functions and meetings;
- Assists in projecting equipment, material, and supply needs, and the preparation of specifications, estimates, bids and proposals.

MARGINAL FUNCTIONS

- Assists with park maintenance as needed;
- Assists other departments as the need arises;
- Attends training seminars;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

***PARKS SUPERINTENDENT
POSITION REQUIREMENTS***

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 one year of employment.

Education: A college degree or equivalent training and experience and valid Driver's License are required.

Technical Skills: A thorough knowledge of computer operations, park maintenance, equipment repairs, mathematics, office management and written communication skills is required. This employee must be able to operate a computer with a high degree of efficiency. This employee must have basic knowledge of mowers, trucks, hand tools and other departmental equipment and machinery. The ability to read and interpret written instructions, maps and reports as well as strong mechanical, supervisory and oral and written communication skills are required.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with adverse weather, personnel issues, and citizen complaints and concerns.

Decision Making: Decision making is a factor in this position. This employee makes decisions about personnel issues, prioritizing work assignments, and performing daily duties in the most efficient manner.

Supervision: This employee works with limited supervision from the Director of Parks and exercises supervision over subordinate personnel.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment and does participate in the annual budget process.

Personal Relations: Daily contact with the general public and other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible.

Physical Requirements: Occasional maximum lift of 80 lbs from floor to waist; occasional maximum lift of 50 lbs floor to shoulder; occasional maximum lift of 40 lbs waist to overhead; occasional maximum lift of 20 lbs floor to waist; occasional maximum carry 35 lbs 50 feet; occasional maximum push/pull force of 20 lbs; occasional maximum grip force 35 lbs; occasional climb; occasional forward reach; occasional overhead reach; occasional bend; occasional bend/crouch; occasional crouch/kneel; occasional hand coordination; occasional foot coordination; frequent balance; frequent sitting; frequent standing and frequent walking. See Job Analysis for details. PDC Level: Heavy.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PARKS SUPERVISOR

City of Hays

Parks Department

POSITION SUMMARY

Under the supervision of the Park Superintendent, the Parks Supervisor is an exempt position under FLSA. This employee supervises subordinate personnel and is responsible for the maintenance of City parks and recreational facilities. Maintaining equipment and facilities is also required. This employee must possess strong supervisory, communication and mechanical skills.

ESSENTIAL FUNCTIONS

- Supervises and evaluates subordinate personnel;
- Assists with scheduling of park maintenance activities;
- Prepares daily work assignments;
- Analyzes needs and obtains quotes and bids;
- Inspects, repairs and operates equipment;
- Schedules equipment for service and repairs;
- Inspects public grounds and facilities;
- Assumes responsibility for the department during the absence of the Park Superintendent;
- Assists in installs and repairs of playground equipment as needed;
- Supervises and assists in pesticides and fertilizers application;
- Assists with park maintenance as needed;
- Assists with the preparation and implementation of the annual budget;
- Organizes and prepares logs, schedules and calendars pertaining to various departmental activities.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

***PARKS SUPERVISOR
POSITION REQUIREMENTS***

Experience: 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 one year of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred. This position requires a valid Commercial Driver's License (CDL-Class B).

Technical Skills: A thorough knowledge of computer skills, concrete construction, park maintenance, equipment repairs, vegetation identification and management and a working knowledge of plumbing is required. This employee must be able to operate a computer, mowers, tractors, hand tools and other departmental equipment and machinery with a high degree of efficiency. The ability to read and interpret written instructions, maps and reports as well as strong mechanical, supervisory and oral and written communication skills are required. This employee should have expertise in pesticide applications.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with adverse weather, personnel issues and general maintenance issues.

Decision Making: Decision making is a factor in this position. This employee makes decisions about prioritizing work assignments, resolving personnel issues and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with limited supervision from the Director of Parks and exercises supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment and participates in the development of the annual budget process.

Personal Relations: Daily contact with subordinate personnel, supervisors, the general public and other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment.

Physical Requirements: Occasional maximum lift of 80 lbs from floor to waist; occasional maximum lift of 50 lbs floor to shoulder; occasional maximum lift of 40 lbs waist to overhead; occasional maximum lift of 20 lbs floor to waist; occasional maximum carry 35 lbs 50 feet; occasional maximum push/pull force of 20 lbs; occasional maximum grip force 35 lbs; occasional climb; occasional forward reach; occasional overhead reach; occasional bend; occasional bend/crouch; occasional crouch/kneel; occasional hand coordination; occasional foot coordination; frequent balance; frequent sitting; frequent standing and frequent walking. See Job Analysis for details. PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ATHLETIC FACILITIES FOREMAN

City of Hays

Parks Department

POSITION SUMMARY

Under the supervision of the Director of Parks and the Parks Superintendent, the Athletic Facilities Foreman is a non-exempt position under FLSA. This employee supervises subordinate personnel and is responsible for the planning, design and maintenance of athletic facilities. This employee should possess strong supervisory, communication and mechanical skills. The expectation of this position is for the employee to perform as a working foreman as well as to act in a supervisory capacity for athletic facilities employees. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Supervises and participates in the operations and maintenance of athletic facilities;
- Keeps complete and accurate records for the athletic facilities including inventory and supplies;
- Assists in the planning, design and landscaping of all athletic facilities;
- Plans and prepares daily assignments and supervises subordinate personnel;
- Operates, maintains and assists with repairs to the departmental equipment and machinery;
- Applies pesticides, fertilizers and other chemicals as required. Maintains accurate application logs;
- Installs and repairs various athletic facilities equipment;
- Repairs and operates irrigation systems;
- Maintains proper certifications as deemed necessary by the Director of Parks;
- Prepares and submits annual budgets for athletic facilities;
- Works directly with the Hays Recreation Commission regarding scheduling needs or special events needs;
- Prepares specifications and obtains quotes/bids for various purchases;
- Prepares/submits payroll for athletic facilities employees;

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
MANUAL LABOR
HAZARDOUS CHEMICALS

***ATHLETIC FACILITIES FOREMAN
POSITION REQUIREMENTS***

Experience: Two or more years of similar or related experience are required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred. This position requires a Commercial Applicator's Certification 3B, a valid Commercial Driver's License CDL (Class B) and the ability to attend periodic training sessions.

Technical Skills: A thorough knowledge of construction and landscape techniques, pesticides and fertilizers, equipment maintenance and a working knowledge of mathematics is required. This employee must be able to operate a variety of equipment including, but not limited to, trucks, tractors, mowers, aerators, spreaders, seeders and other departmental machinery. Basic computer skills, the ability to read and interpret written instructions, maps and service manuals as well as excellent oral and written communications and mechanical skills are required.

Problem Solving: Problem solving is involved in this position. This employee encounters problems such as equipment malfunctions, unsafe athletic facilities, adverse weather and personnel issues.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing necessary repairs and maintenance, resolving personnel issues and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with occasional supervision from Director of Parks and Parks Superintendent and supervises all athletic facilities personnel.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment and prepares annual budgets for the Bickle-Schmidt Sports Complex as well as other city owned athletic facilities.

Personal Relations: Frequent contact with the general public, supervisory personnel and other City departments is expected. This employee works directly with the Hays Recreation Commission regarding scheduling needs and other special event needs at the athletic facilities.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays.

Physical Requirements: Occasional maximum lift of 80 lbs from floor to waist; occasional maximum lift of 50 lbs floor to shoulder; occasional maximum lift of 40 lbs waist to overhead; frequent maximum lift of 20 lbs floor to waist; occasional maximum carry 35 lbs 100 feet; frequent maximum carry of 12 lbs 100 feet; frequent maximum push/pull force of 20 lbs; frequent maximum grip force 35 lbs; occasional climb up to 24" ht; frequent forward reach; occasional overhead reach; frequent bend; frequent bend/crouch; frequent crouch/kneel; frequent hand coordination; frequent foot coordination; frequent balance; frequent sitting; frequent standing and frequent walking. See Job Analysis for details. PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

MAINTENANCE WORKER I, II or PARKS TECHNICIAN

City of Hays

Parks Department

POSITION SUMMARY

Under the direction of various Parks Department supervisors, the Maintenance Worker I, II or Parks Technician is a non-exempt position under FLSA. This employee performs manual labor as required by departmental staff. This employee should possess excellent maintenance, mechanical, construction and communication skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Assists departmental staff with general maintenance duties;
- Operates and maintains machinery including mowers, tractors, trucks and hand tools;
- Ability to safely pull loaded trailers behind trucks;
- Performs necessary repairs and maintenance to departmental equipment and facilities including playground equipment, buildings and roads;
- Provides snow and ice removal during inclement weather;
- Performs grounds keeping duties;
- Performs construction duties;
- Cleans and maintains City facilities and public greenspace and recreation areas;
- Performs painting duties;
- Applies hazardous chemicals as needed;
- Uses mechanical aptitude and interprets written instructions;
- Performs a variety of skilled tasks related to maintenance, construction and mechanical assignments;
- Plants trees and provides long term maintenance and care;
- Repairs, installs and operates plumbing and irrigation systems;
- Inspects playground equipment and other park facilities;
- Forms and pours concrete;
- Applies pesticides, fertilizers and other chemicals;
- Performs turf care including seeding, spraying, fertilization and mowing;
- Constructs landscape projects;
- Performs routine inspections and maintenance of public swimming pools;
- Performs cemetery operations as required;
- Completes and maintains proper certifications as deemed necessary by the Director of Parks.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

**MAINTENANCE WORKER I, II or PARKS TECHNICIAN
POSITION REQUIREMENTS**

Experience: Maintenance Work I: One year of similar or related experience is required. (Maintenance Worker II and Parks Technician is skill based and in order to be promoted, employees must be qualified based on the Parks Skill Based Promotion Form.) Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: This position requires a valid Commercial Driver's License (CDL), Class B Endorsement with air brakes. This employee is expected to acquire the appropriate CDL within six months of employment.

Technical Skills: A thorough knowledge of construction materials and techniques, knowledge of equipment maintenance and repairs, ability to perform irrigation and plumbing repairs, ability to identify issues and solutions related to turf, trees and plants, ability to identify and repair unsafe conditions and the ability to troubleshoot and repair uncommon issues that may arise. This employee must be able to operate trucks, tractors, mowers, hand tools, power tools and other departmental equipment. This employee must have the ability to follow oral directions, read and interpret written instructions, manuals, maps and labels. Strong verbal and written communication and mechanical skills are required.

Problem Solving: Problem solving is a factor in this position. This employee may encounter problems with equipment malfunctions, identification of hazardous or diseased vegetation, unsafe park facilities, irrigation problems and adverse weather.

Decision-Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: This employee is subject to supervision from departmental supervisors and has limited supervisory duties for subordinate employees.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment, and does participate, on a limited basis, in the annual budget process. This employee is expected to understand and follow the purchasing policies of the City of Hays.

Personal Relations: Daily contact with the general public and frequent contact with other City departmental personnel is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside the normal work schedule, including weekends and holidays.

Physical Requirements: Occasional maximum lift of 80 lbs from floor to waist; occasional maximum lift of 50 lbs floor to shoulder; occasional maximum lift of 40 lbs waist to overhead; frequent maximum lift of 20 lbs floor to waist; occasional maximum carry 35 lbs 100 feet; frequent maximum carry of 12 lbs 100 feet; frequent maximum push/pull force of 20 lbs; frequent maximum grip force 35 lbs; occasional climb up to 24" ht; frequent forward reach; occasional overhead reach; frequent bend; frequent bend/crouch; frequent crouch/kneel; frequent hand coordination; frequent foot coordination; frequent balance; frequent sitting; frequent standing and frequent walking. See Job Analysis for details. PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ADMINISTRATIVE ASSISTANT

City of Hays

Parks Department

POSITION SUMMARY

Under the direction of the Director of Parks, the Administrative Assistant is a non-exempt position under FLSA. This position is responsible for performing secretarial, clerical and record keeping duties including maintaining/updating records, preparing reports and assisting all division supervisors. This employee should possess excellent organizational, oral and written communication skills and the ability to maintain confidentiality.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls;
- Provides citizen assistance by fielding questions, concerns and requests from the general public;
- Performs general clerical duties including typing, filing and photocopying;
- Writes correspondence and answers mail;
- Schedules meetings for departmental supervisors;
- Prepares weekly, monthly and annual reports for departmental operations;
- Completes and maintains records relating to purchase orders and receiving reports;
- Performs data entry duties and prepares reports;
- Assists in preparing and compiling departmental budgets;
- Prepares bid specifications and proposals for all divisions and completes bid processes;
- Maintains and updates the Work Order system for all Park divisions;
- Provides updates for the City's web page and Nixel announcements;
- Maintains project files, map files and related database;
- Purchases supplies;
- Prepares departmental presentation materials including power point, brochures, graphs and maps;
- Conducts research and prepares reports;
- Schedules appointments, meetings and various departmental activities;
- Assists with departmental travel requests and maintains relevant records;
- Maintains confidential records and files;
- Communicates with the media as required;
- Attends committee meetings as needed and prepares agendas and minutes.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Runs errands;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ADMINISTRATIVE ASSISTANT
POSITION REQUIREMENTS**

Experience: One to three years of clerical and computer 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: A high school diploma or GED is required. A technical degree or some college credit is preferred.

Technical Skills: A thorough knowledge of computers, business correspondence, clerical duties and a working knowledge of mathematics is required. This employee must be able to accurately and efficiently operate computers, typewriters, printers, photocopiers, calculators and other office machinery. This position requires the ability to read and interpret written instructions and reports as well as follow oral directives. This employee must possess excellent public relations and oral and written communication skills as well as strong organizational skills and must be able to multi-task.

Problem Solving: Problem solving exists within this position. This employee encounters problems with locating records and reports and providing citizen and employee assistance.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the most efficient manner and providing citizen assistance. The ability to prioritize the workload received from multiple supervisors is required.

Supervision: This employee works with limited supervision and has no supervisory duties.

Financial Accountability: This employee has limited responsibility for departmental resources and does assist with the departmental budget preparation process by researching, compiling and typing data. Employee must fully understand the City of Hays Purchasing Policy and prepare requisitions with proper notes, item descriptions and line item coding for all Park divisions.

Personal Relations: Daily contact with the general public, departmental personnel and other City departments is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

SEASONAL MAINTENANCE WORKER

City of Hays

Parks Department

POSITION SUMMARY

Under the direction of various supervisors, the Seasonal Maintenance Worker is a non-exempt position under FLSA. This employee performs manual labor as required by departmental staff. This employee should possess good maintenance, mechanical, construction and communication skills.

ESSENTIAL FUNCTIONS

- Assists departmental staff with general maintenance duties;
- Operates trucks, light equipment, mowers and hand tools;
- Performs necessary repairs and maintenance to departmental equipment and facilities;
- Provides snow and ice removal during inclement weather;
- Performs grounds keeping duties;
- Waters trees, grass and flowers;
- Performs construction duties;
- Cleans and maintains City facilities and fields;
- Performs painting duties;
- Applies hazardous chemicals as needed.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

**SEASONAL MAINTENANCE WORKER
POSITION REQUIREMENTS**

Experience: Previous experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within three months of employment.

Education: This position requires a valid Kansas Driver's License.

Technical Skills: A working knowledge of equipment maintenance and repairs is required. This employee must be able to operate mowers, hand tools, power tools, trucks and tractors. The ability to follow oral directions, read and interpret written instructions, manuals and labels is also required. This employee should possess mechanical and communications skills.

Problem Solving: Limited problem solving is a factor in this position. This employee may encounter a wide variety of unexpected circumstances that will require limited problem solving skills.

Decision-Making: Limited decision making is a factor in this position. This employee makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: This employee works with frequent supervision from departmental supervisors and staff and has no supervisory duties.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment, but does not participate in the annual budget process.

Personal Relations: Occasional contact with other City departmental personnel and continual contact with the general public is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to heavy machinery, excessive noise and all types of weather conditions is expected. Limited exposure to human blood and body fluids is possible.

Physical Requirements: Occasional maximum lift of 80 lbs from floor to waist; occasional maximum lift of 50 lbs floor to shoulder; occasional maximum lift of 40 lbs waist to overhead; frequent maximum lift of 20 lbs floor to waist; occasional maximum carry 35 lbs 100 feet; frequent maximum carry of 12 lbs 100 feet; frequent maximum push/pull force of 20 lbs; frequent maximum grip force 35 lbs; occasional climb up to 24" ht; frequent forward reach; occasional overhead reach; frequent bend; frequent bend/crouch; frequent crouch/kneel; frequent hand coordination; frequent foot coordination; frequent balance; frequent sitting; frequent standing and frequent walking. See Job Analysis for details. PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

GOLF COURSE SUPERINTENDENT

City of Hays

Parks Department –Golf Course

POSITION SUMMARY

Under the supervision of the Director of Parks, the Golf Course Superintendent is an exempt position under FLSA. This employee is responsible for the supervision of golf course personnel and the completion of all maintenance duties at the Fort Hays Municipal Golf Course. This employee should possess excellent supervisory, leadership, communication, organizational and mechanical skills as well as have an advanced knowledge of agronomy and turf grass management practices. This employee provides professional advice, opinions, assistance and services to the Director of Parks as required.

ESSENTIAL FUNCTIONS

- Supervises, trains, evaluates and schedules subordinate personnel;
- Prepares and monitors annual budget for maintenance of the Fort Hays Municipal Golf Course;
- Responsible for preparing and completing purchase requests and ordering necessary supplies and equipment;
- Responds to citizen requests and complaints;
- Reviews, organizes and implements work schedules;
- Makes recommendations and develops data relative to capital improvement projects, course development issues, infrastructure maintenance and long-range planning;
- Supervises the servicing and repair of departmental equipment;
- Coordinates Golf Course projects with the Pro-Shop Manager;
- Responsible for all grounds and landscape maintenance at the golf course, including the Historic Fort Hays property;
- Assists with the interviewing and hiring of Golf Course personnel;
- Controls and monitors inventory and expenditures;
- Maintains accurate records on payroll, inventory, weather data, maintenance procedures and pesticide applications;
- Attends monthly Golf Course Advisory Board meetings.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

GOLF COURSE SUPERINTENDENT POSITION REQUIREMENTS

Experience: Three to five years of similar or related experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A college degree or equivalent experience is required. This position requires a valid Kansas Driver's License and must have or be able to obtain state certification as a Commercial Pesticide Applicator – 3B. This position requires participation in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows.

Technical Skills: This employee must be able to operate hand tools, a wide variety of turf equipment and computers. The ability to comprehend and interpret maps, plans, schematics, written instructions and reports as well as have strong leadership, supervisory, oral and written communication and mechanical skills. Advanced knowledge of agronomy and turf grass management practices are required. This employee must have a working knowledge of golf facility construction principles, practices and methods as well as a thorough understanding of the rules and strategies of the game of golf.

Problem Solving: Problem solving is involved in this position. This employee encounters problems with equipment malfunctions, personnel issues and citizen complaints.

Decision Making: Decision making is a factor in this position. This employee makes decisions about resolving personnel issues, scheduling conflicts, performing daily duties in the safest and most efficient manner and must be able to interpret and implement all City of Hays policies.

Supervision: This position works with limited supervision from the Director of Parks and exercises supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment, has the authority to purchase necessary supplies and participates in the annual budget process.

Personal Relations: Frequent contact with the general public, subordinate personnel and other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible.

Physical Requirements: Occasional maximum lift of 80 lbs from floor to waist; occasional maximum lift of 50 lbs floor to shoulder; occasional maximum lift of 40 lbs waist to overhead; frequent maximum lift of 20 lbs floor to waist; occasional maximum carry 35 lbs 100 feet; frequent maximum carry of 12 lbs 100 feet; frequent maximum push/pull force of 20 lbs; frequent maximum grip force 35 lbs; occasional climb up to 24" ht; frequent forward reach; occasional overhead reach; frequent bend; frequent bend/crouch; frequent crouch/kneel; frequent hand coordination; frequent foot coordination; frequent balance; frequent sitting; frequent standing and frequent walking. See Job Analysis for details. PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

GOLF COURSE FOREMAN

City of Hays

Parks Department – Golf Course

POSITION SUMMARY

Under the supervision of the Golf Course Superintendent, the Golf Course Foreman is a non-exempt position under FLSA. This employee is responsible for the supervision of seasonal personnel and the completion of all maintenance duties at the Fort Hays Municipal Golf Course. This employee should possess excellent supervisory, leadership, communication, organizational and mechanical skills. The employee holding this position will be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Assists with the supervising, training and scheduling of all subordinate personnel;
- Prepares and completes purchase requests and orders necessary supplies and equipment;
- Responds to citizen requests and complaints;
- Assists Golf Course Superintendent with the collection of data relative to capital improvement projects, course development issues, infrastructure maintenance and long-range planning;
- Services and repairs departmental equipment;
- Responsible for and preforms all grounds and landscape maintenance at the golf course including the Historic Fort Hays property, including but not limited to turf maintenance, irrigation, snow removal, and general construction;
- Completes inventory, gathers weather data, implements maintenance procedures and assists with pesticide applications;
- Operates and maintains machinery including mowers, tractors, trucks and hand tools;
- Performs routine inspection of the golf course;
- Attends monthly Golf Course Advisory Board meetings as required.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

***GOLF COURSE FOREMAN
POSITION REQUIREMENTS***

Experience: Three to five years of similar or related experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred. This position requires a valid Commercial Driver's License (Class B) and must have or be able to obtain state certification as a Commercial Pesticide Applicator – 3B within six (6) months of employment. This position requires participation in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows.

Technical Skills: This employee must be able to operate hand tools, a wide variety of turf equipment and computers. The ability to comprehend and interpret maps, plans, schematics, written instructions and reports as well as have strong leadership, supervisory, oral and written communication and mechanical skills. This employee must have a working knowledge of golf facility construction principles, practices and methods as well as a thorough understanding of the rules and strategies of the game of golf.

Problem Solving: Problem solving is involved in this position. This employee encounters problems with equipment malfunctions, personnel issues and citizen complaints.

Decision Making: Decision making is a factor in this position. This employee makes decisions about resolving personnel issues, scheduling conflicts and performing daily duties in the safest and most efficient manner, and must be able to interpret and implement all City of Hays policies.

Supervision: This position works under the supervision of the Golf Course Superintendent and exercises supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment, has the authority to purchase necessary supplies as outlined in the purchasing policy and participates in the collection of data for the annual budget process.

Personal Relations: Frequent contact with the general public, subordinate personnel and other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays.

Physical Requirements: Occasional maximum lift of 80 lbs from floor to waist; occasional maximum lift of 50 lbs floor to shoulder; occasional maximum lift of 40 lbs waist to overhead; frequent maximum lift of 20 lbs floor to waist; occasional maximum carry 35 lbs 100 feet; frequent maximum carry of 12 lbs 100 feet; frequent maximum push/pull force of 20 lbs; frequent maximum grip force 35 lbs; occasional climb up to 24" ht; frequent forward reach; occasional overhead reach; frequent bend; frequent bend/crouch; frequent crouch/kneel; frequent hand coordination; frequent foot coordination; frequent balance; frequent sitting; frequent standing and frequent walking. See Job Analysis for details. PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

MAINTENANCE WORKER I, II or GOLF TECHNICIAN

City of Hays

Parks Department

POSITION SUMMARY

Under the direction of the Golf Course Superintendent and Golf Course Foreman, the Maintenance Worker I, II or Golf Technician is a non-exempt position under FLSA. This employee performs manual labor as required by departmental staff. This employee should possess excellent maintenance, mechanical, construction and communication skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Assists departmental staff with general maintenance duties;
- Operates and maintains machinery including mowers, tractors, trucks and hand tools;
- Ability to safely pull loaded trailers behind trucks;
- Performs necessary repairs and maintenance to all aspects of the Fort Hays Municipal Golf Course;
- Provides snow and ice removal during inclement weather;
- Performs grounds keeping duties;
- Performs construction duties;
- Cleans and maintains City facilities and public greenspace and recreation areas;
- Performs painting duties;
- Uses mechanical aptitude and interprets written instructions;
- Performs a variety of skilled tasks related to maintenance, construction and mechanical assignments;
- Plants trees and provides long term maintenance and care;
- Repairs, installs and operates plumbing and irrigation systems;
- Forms and pours concrete;
- Applies pesticides, fertilizers and other chemicals;
- Performs turf care including seeding, spraying, fertilization, aeration and mowing;
- Constructs landscape projects;
- Performs routine inspections of the golf course;
- Completes and maintains proper certifications as deemed necessary by the Golf Course Superintendent.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

***MAINTENANCE WORKER I, II or GOLF TECHNICIAN
POSITION REQUIREMENTS***

Experience: Maintenance Work I: One year of similar or related experience is required. Maintenance Worker II and Technician is skill based and in order to be promoted, employees must be qualified based on the Golf Skill Based Promotion Form. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: This position requires a valid Commercial Driver's License (CDL), Class B Endorsement with air brakes. This employee is expected to acquire the appropriate CDL within six months of employment.

Technical Skills: A thorough knowledge of construction materials and techniques, knowledge of equipment maintenance and repairs, ability to perform irrigation and plumbing repairs, ability to identify issues and solutions related to turf, trees and plants, ability to identify and repair unsafe conditions and the ability to troubleshoot and repair uncommon issues that may arise. This employee must be able to operate trucks, tractors, mowers, hand tools, power tools and other departmental equipment. This employee must have the ability to follow oral directions, read and interpret written instructions, manuals, maps and labels. Strong verbal and written communication and mechanical skills are required.

Problem Solving: Problem solving is a factor in this position. This employee may encounter problems with equipment malfunctions, identification of hazardous or diseased vegetation, unsafe golf facilities, irrigation problems and adverse weather.

Decision-Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: This employee is subject to supervision from departmental supervisors and has no supervisory duties.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment, and does participate, on a limited basis, in the annual budget process. This employee is expected to understand and follow the purchasing policies of the City of Hays.

Personal Relations: Daily contact with the general public and frequent contact with other City departmental personnel is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside the normal work schedule, including weekends and holidays.

Physical Requirements: Occasional maximum lift of 80 lbs from floor to waist; occasional maximum lift of 50 lbs floor to shoulder; occasional maximum lift of 40 lbs waist to overhead; frequent maximum lift of 20 lbs floor to waist; occasional maximum carry 35 lbs 100 feet; frequent maximum carry of 12 lbs 100 feet; frequent maximum push/pull force of 20 lbs; frequent maximum grip force 35 lbs; occasional climb up to 24" ht; frequent forward reach; occasional overhead reach; frequent bend; frequent bend/crouch; frequent crouch/kneel; frequent hand coordination; frequent foot coordination; frequent balance; frequent sitting; frequent standing and frequent walking. See Job Analysis for details. PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

MAINTENANCE I, II or SPORTS COMPLEX TECHNICIAN

City of Hays

Parks Department

POSITION SUMMARY

Under the direction of the Athletic Facilities Foreman, the Maintenance Worker I, II or Technician is a non-exempt position under FLSA. This employee performs manual labor as required by departmental staff. This employee should possess excellent maintenance, mechanical, construction and communication skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Assists departmental staff with general maintenance duties;
- Operates and maintains machinery including mowers, tractors, trucks and hand tools;
- Ability to safely pull loaded trailers behind trucks;
- Performs necessary repairs and maintenance to departmental equipment and facilities including playground equipment, buildings and roads;
- Provides snow and ice removal during inclement weather;
- Performs grounds keeping duties;
- Performs construction duties;
- Cleans and maintains City facilities and public greenspace and recreation areas;
- Performs painting duties;
- Uses mechanical aptitude and interprets written instructions;
- Performs a variety of skilled tasks related to maintenance, construction and mechanical assignments;
- Plants trees and provides long term maintenance and care;
- Repairs, installs and operates plumbing and irrigation systems;
- Inspects complex and ballfield facilities;
- Forms and pours concrete;
- Applies pesticides, fertilizers and other chemicals;
- Performs turf care including seeding, spraying, fertilization, aeration and mowing;
- Constructs landscape projects;
- Completes and maintains proper certifications as deemed necessary by the Athletic Facilities Foreman.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

**MAINTENANCE WORKER I, II or SPORTS COMPLEX TECHNICIAN
POSITION REQUIREMENTS**

Experience: Maintenance Work I: One year of similar or related experience is required. Maintenance Worker II and Technician is skill based and in order to be promoted, employees must be qualified based on the Complex/Ballfield Skill Based Promotion Worksheet.) Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: This position requires a valid Commercial Driver's License (CDL), Class B Endorsement with air brakes. This employee is expected to acquire the appropriate CDL within six months of employment.

Technical Skills: A thorough knowledge of construction materials and techniques, knowledge of equipment maintenance and repairs, ability to perform irrigation and plumbing repairs, ability to identify issues and solutions related to turf, trees and plants, ability to identify and repair unsafe conditions and the ability to troubleshoot and repair uncommon issues that may arise. This employee must be able to operate trucks, tractors, mowers, hand tools, power tools and other departmental equipment. This employee must have the ability to follow oral directions, read and interpret written instructions, manuals, maps and labels. Strong verbal and written communication and mechanical skills are required.

Problem Solving: Problem solving is a factor in this position. This employee may encounter problems with equipment malfunctions, identification of hazardous or diseased vegetation, unsafe park facilities, irrigation problems and adverse weather.

Decision-Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: This employee is subject to supervision from departmental supervisors and has no supervisory duties.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment, and does participate, on a limited basis, in the annual budget process. This employee is expected to understand and follow the purchasing policies of the City of Hays.

Personal Relations: Daily contact with the general public and frequent contact with other City departmental personnel is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside the normal work schedule, including weekends and holidays.

Physical Requirements: Occasional maximum lift of 80 lbs from floor to waist; occasional maximum lift of 50 lbs floor to shoulder; occasional maximum lift of 40 lbs waist to overhead; frequent maximum lift of 20 lbs floor to waist; occasional maximum carry 35 lbs 100 feet; frequent maximum carry of 12 lbs 100 feet; frequent maximum push/pull force of 20 lbs; frequent maximum grip force 35 lbs; occasional climb up to 24" ht; frequent forward reach; occasional overhead reach; frequent bend; frequent bend/crouch; frequent crouch/kneel; frequent hand coordination; frequent foot coordination; frequent balance; frequent sitting; frequent standing and frequent walking. See Job Analysis for details. PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

CHIEF OF POLICE

City of Hays

Police Department

POSITION SUMMARY

Under the supervision of the City Manager, the Chief of Police is an exempt position under FLSA. This employee is responsible for the protection of life and property within the City of Hays. Performing administrative duties and supervising subordinate personnel is required. This employee should possess excellent leadership, organizational, supervisory and communication skills.

ESSENTIAL FUNCTIONS

- Manages and directs the operations of the Police Department;
- Makes recommendations to the City Manager regarding all departmental personnel actions;
- Supervises and evaluates subordinate personnel;
- Develops and implements departmental rules, regulations, policies and procedures;
- Resolves personnel issues;
- Develops and implements departmental budget;
- Delegates authority for law enforcement, crime investigations, traffic control and crime prevention;
- Manages the budget of the Police Department and Hays Municipal Court;
- Attends City Commission meetings when requested;
- Fields questions, concerns and complaints from the general public;
- Assumes responsibility for the personnel and fiscal management of the Municipal Court;
- Consults with the City Manager regarding department policies and procedures;
- Responsible for long-range planning for the department;
- Attends training and maintains certification.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
ELEMENT OF RISK

***CHIEF OF POLICE
POSITION REQUIREMENTS***

Experience: Three to five years of similar or related experience and five years in a supervisory position is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A college degree or equivalent experience and training are required. This position requires graduation from the Kansas Law Enforcement Training Center and forty hours of in-service training annually. This employee must possess a valid Driver's License.

Technical Skills: A thorough knowledge of firearms, all federal, state and local laws and ordinances and a working knowledge of mathematics, computers and investigative techniques are required. This employee must be able to operate computers, emergency vehicles and all law enforcement equipment with a high degree of accuracy. The ability to read and interpret maps, reports, records and written instructions is required. This employee must have strong organizational, verbal and written communication, supervisory and public relation skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with personnel issues, media relations and citizen complaints.

Decision Making: Decision making is a factor in this position. This employee makes decisions about training personnel, the release of information, resolving personnel issues and must be prepared and capable of making the decision to use deadly force. The Chief makes decisions related to policy, investigation management and emergency incident command.

Supervision: This employee works independently with little to no direct supervision from the City Manager and exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for departmental equipment and resources and does participate in the annual budget process. This employee has the authority to purchase necessary departmental equipment.

Personal Relations: Daily contact with the general public, subordinate personnel and other City departments is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to hazardous chemicals, human blood and body fluids and all types of weather conditions is expected. This position contains an element of risk to personal safety.

Physical Requirements: Occasional maximum lift of 100 lbs floor to waist; occasional maximum carry of 100 lbs 10 ft; occasional maximum horizontal push/pull force of 175 lbs; frequent maximum horizontal push/pull force of 20 lbs; occasional maximum grip force of 60 lbs; frequent maximum grip force of 25 lbs; occasional maximum pinch force of 12 lbs; frequent climb; frequent bend/crouch; occasional kneel /crouch; frequent trunk rotation; frequent forward reach; frequent hand coordination; frequent foot coordination; frequent sit; frequent stand and frequent walk. See Job Analysis. PDC Level: Very Heavy

DEPUTY CHIEF OF POLICE

City of Hays

Police Department

POSITION SUMMARY

Under the supervision of the Chief of Police, the Deputy Chief of Police is an exempt position under FLSA. This employee is responsible for supervising subordinate personnel and managing the department during the absence of the Chief of Police. This employee assists in developing policy and procedure for the Police Department and should possess excellent leadership, management, communication, public and media relations, problem solving, organizational and supervisory skills.

ESSENTIAL FUNCTIONS

- Plans, organizes, coordinates, manages and directs activities of the Police Department Patrol, Bike Patrol, Criminal and Drug Investigations, SSRT, Crime Prevention, SRO, DARE, Firearms and Training units;
- Responsible for the department during the absence of the Chief of Police;
- Supervises and evaluates subordinate personnel;
- Assists in developing and administering the departmental budget;
- Participates in the department hiring process;
- Assists Supervisors with scheduling officers for training;
- Obtains legal and technical advice for the department;
- Investigates complaints made against the department or its personnel;
- Conducts audits and other fact-finding missions;
- Maintains department personnel records;
- Reviews investigations of incidents and motor vehicle accidents involving departmental personnel;
- Reviews reports and analyzes information;
- Make news releases when needed;
- Responds to after-hour emergencies;
- Attends training and maintains certification.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
ELEMENT OF RISK

**DEPUTY CHIEF OF POLICE
POSITION REQUIREMENTS**

Experience: Three to 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 one year of employment.

Education: A college degree or equivalent experience and training are required. This position requires a certification from the Kansas Law Enforcement Training Center and a valid Driver's License. This employee must maintain forty hours of continuing education annually.

Technical Skills: A thorough knowledge of federal, state and local laws and ordinances, firearms, first aid and a working knowledge of mathematics and computers is required. This employee must be able to accurately operate computers, firearms, cameras, audio and video equipment, surveillance equipment, evidence collection and processing equipment, patrol cars and other law enforcement equipment. This employee must have the ability to read and interpret reports, written instructions, manuals and maps. Strong supervisory and excellent oral and written communication and public relation skills are required.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with accident and crime scene investigations, office management, multi-agency coordination, case management, complaints from the general public and personnel issues.

Decision-Making: Decision-making is a factor in this position. This employee makes decisions relating to policy and procedure, personnel issues, arrests, investigating crimes and accidents, managing cases and performing daily duties in the safest and most efficient manner. The Deputy Chief must be prepared and capable of making decisions to use deadly force.

Supervision: This employee works independently with minimal supervision from the Chief of Police and exercises supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment and does participate in the annual budget process.

Personal Relations: Daily contact with the general public and subordinate personnel as well as frequent contact with other City department personnel is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to hazardous chemicals, human blood and body fluids, explosives and all types of weather conditions is expected. This position contains an element of risk to personal safety.

Physical Requirements: Occasional maximum lift of 100 lbs floor to waist; occasional maximum carry of 100 lbs 10 ft; occasional maximum horizontal push/pull force of 175 lbs; frequent maximum horizontal push/pull force of 20 lbs; occasional maximum grip force of 60 lbs; frequent maximum grip force of 25 lbs; occasional maximum pinch force of 12 lbs; frequent climb; frequent bend/crouch; occasional kneel /crouch; frequent trunk rotation; frequent forward reach; frequent hand coordination; frequent foot coordination; frequent sit; frequent stand and frequent walk. See Job Analysis. PDC Level: Very Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

POLICE LIEUTENANT

City of Hays

Police Department

POSITION SUMMARY

Under the supervision of the Deputy Chief of Police, the Police Lieutenant is an exempt position under FLSA. This employee is responsible for the supervision of subordinate personnel and performing middle management duties. Preparing work schedules for subordinate personnel is required. Performing patrol duties and enforcing all federal, state and local laws is required. This employee should possess excellent communication, public relations and supervisory skills. This position is required to work shifts which may include days, nights, or a mixture of both as well as holidays and weekends.

ESSENTIAL FUNCTIONS

- Supervises and evaluates subordinate personnel;
- Supervises police operations including command posts;
- Prepares written reports about employees, supervisory actions and crimes;
- Oversees Investigation Division;
- Schedules officers for training and presentations at schools and businesses;
- Provides ongoing training and instruction for departmental personnel;
- Reviews and ensures that daily shift reports are completed;
- Investigates incidents and motor vehicle accidents involving departmental personnel;
- Participates in the investigation of major crimes;
- Provides presentations to the general public concerning law enforcement issues;
- Fields questions, concerns and complaints from the general public;
- Maintains records and reports;
- Enforces all federal, state and local laws and ordinances;
- Makes arrests and issues traffic citations;
- Intervenes in domestic violence cases and other disturbances;
- Serves court papers including subpoenas and warrants;
- Testifies in court as needed;
- Performs routine patrol duties;
- Represents the Department concerning inquiries from the media;
- Responds to after-hour emergencies when available;
- Assists the Chief in development of policies and procedures;
- Notifies subordinate personnel of policy and procedure violations;
- Attends training and maintains certification.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
ELEMENT OF RISK
HAZARDOUS CHEMICALS

POLICE LIEUTENANT POSITION REQUIREMENTS

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 one year of employment.

Education: A high school diploma or GED is required. A technical or college degree is preferred. This position requires certification from the Kansas Law Enforcement Training Center and a valid Kansas Driver's License. Employee must be able to qualify with various firearms, taser, expandable baton and pepper spray. This employee must maintain certification with at least forty hours of continuing education annually.

Technical Skills: Thorough knowledge of firearms, first aid, federal, state and local laws and ordinances as well as a working knowledge of mathematics and investigative techniques is required. This employee must be able to efficiently write reports, operate radar equipment, computers, firearms, emergency vehicles, video and audio equipment, radios and other police equipment. This employee must have excellent public relation and oral and written communication skills and the ability to read and interpret maps, written and verbal instructions, reports and records.

Problem Solving: Problem solving is a factor in this position. This employee is responsible for determining probable cause to make an arrest or initiate a search and decisions relative to accident investigations, thefts, burglaries, domestic violence, vandalism, drug enforcement and driving under the influence.

Decision-Making: This employee makes frequent decisions regarding use of force, proper procedures at a crime scene, making arrests and issuing citations requiring court appearances. This employee is required to perform hazardous duties in the safest and most efficient manner. This employee must be prepared and capable of making the decision to use deadly force. The Lieutenant makes decisions related to personnel, investigations and policy and procedure interpretation.

Supervision: This employee works independently with occasional supervision from the Deputy Chief and Chief of Police. The Lieutenant is responsible for the technical review of all police reports, the management of all daily operations and ensuring that the work schedule of all subordinate personnel is completed and maintained.

Financial Accountability: This employee is responsible for the safe operation and accountability of departmental equipment by all subordinate personnel. Makes decisions concerning field purchases and emergency repairs but does not participate in the annual budget process.

Personal Relations: Daily interaction and communication with the public is expected. The Police Lieutenant is a key to Public and Media Relations on a daily basis along with answering questions concerning recent incidents, investigations and arrests. The Lieutenant has regular contact with other City departments.

Working Conditions: Adverse working conditions exist within this position. Exposure to hazardous chemicals, human blood and body fluids, explosives and all types of weather conditions is expected. There is a significant element of risk to personal safety. Shift work is a requirement of this position.

Physical Requirements: Occasional maximum lift of 100 lbs floor to waist; occasional maximum carry of 100 lbs 10 ft; occasional maximum horizontal push/pull force of 175 lbs; frequent maximum horizontal push/pull force of 20 lbs; occasional maximum grip force of 60 lbs; frequent maximum grip force of 25 lbs; occasional maximum pinch force of 12 lbs; frequent climb; frequent bend/crouch; occasional kneel /crouch; frequent trunk rotation; frequent forward reach; frequent hand coordination; frequent foot coordination; frequent sit; frequent stand and frequent walk. See Job Analysis. PDC Level: Very Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

POLICE SERGEANT

City of Hays

Police Department

POSITION SUMMARY

Under the supervision of the Police Lieutenant, the Police Sergeant is a non-exempt position under FLSA. This employee is responsible for the protection of life and property within the City of Hays, supervising subordinate personnel and performing patrol duties. Enforcement of federal, state and local laws and ordinances is required. This employee should possess excellent communication, supervisory and public relation skills. This position is required to work shifts which may include days, nights, or a mixture of both as well as holidays and weekends.

ESSENTIAL FUNCTIONS

- Supervises and evaluates subordinate personnel and prepares daily assignments;
- Coordinates responses to calls for Police Officers;
- Performs street patrol duties including making arrests and traffic enforcement;
- Enforces federal, state and local laws and ordinances;
- Investigates accidents and crime scenes;
- Assumes responsibility for preliminary investigations of all calls;
- Notifies subordinate personnel of procedure and policy violations;
- Prepares, completes and types reports as well as reviews reports from subordinate personnel;
- Assumes responsibility as commanding officer during the absence of the Police Lieutenant;
- Serves summons, subpoenas, search warrants and other legal documents;
- Testifies in court as needed;
- Interviews witnesses, victims and suspects;
- Inspects and maintains all law enforcement equipment;
- Gathers, transports and maintains evidence;
- Responds to domestic violence calls and other disturbances;
- Planning and maintaining the work schedule;
- Fields questions, concerns and complaints from the general public;
- Represents the department concerning inquiries from the media;
- Assists other law enforcement agencies as needed;
- Attends training and maintains certification.

MARGINAL FUNCTIONS

- Assists other law enforcement agencies and City departments when necessary;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
ELEMENT OF RISK

***POLICE SERGEANT
POSITION REQUIREMENTS***

Experience: Three years of similar or related experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A technical degree or college credit is preferred. This position requires certification from the Kansas Law Enforcement Training Center and a valid Driver's license. This employee must be able to qualify with various firearms, taser, expandable baton and pepper spray and must maintain certification with at least forty hours of continuing education annually.

Technical Skills: A thorough knowledge of firearms, first aid, federal, state and local laws and ordinances as well as a working knowledge of mathematics and investigative techniques is required. This employee must be able to efficiently write reports, operate radar equipment, computers, firearms, emergency vehicles, video and audio equipment, radios and other police equipment. This position requires excellent public relation and oral and written communication skills and the ability to read and interpret maps, written and verbal instructions, reports and records.

Problem Solving: Problem solving is a critical factor in this position. This employee is responsible for determining probable cause to make an arrest or initiating a search and making decisions relative to accident investigations, thefts, burglaries, domestic violence, vandalism, drug enforcement and driving under the influence.

Decision Making: This employee makes frequent decisions regarding use of force, proper procedures at a crime scene, making arrests and issuing citations requiring court appearances. This employee is required to perform hazardous duties in the safest and most efficient manner and must be prepared and capable of making the decision to use deadly force.

Supervision: This employee works independently with occasional supervision from the Police Lieutenant. On a daily basis, this employee supervises, trains, mentors and evaluates three to eight subordinates while supervising police investigations for the department. This employee is responsible for planning and maintaining the work schedule of all subordinate personnel.

Financial Accountability: This employee is responsible for the safe operation and accountability of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily interaction and communication with the public and City employees is expected.

Working Conditions: Adverse working conditions exist within this position and exposure to hazardous chemicals, human blood and body fluids, explosives and all types of weather conditions is expected. A significant element of risk to personal safety is present with this position. Shift work is a requirement of this position.

Physical Requirements: Occasional maximum lift of 100 lbs floor to waist; occasional maximum carry of 100 lbs 10 ft; occasional maximum horizontal push/pull force of 175 lbs; frequent maximum horizontal push/pull force of 20 lbs; occasional maximum grip force of 60 lbs; frequent maximum grip force of 25 lbs; occasional maximum pinch force of 12 lbs; frequent climb; frequent bend/crouch; occasional kneel /crouch; frequent trunk rotation; frequent forward reach; frequent hand coordination; frequent foot coordination; frequent sit; frequent stand and frequent walk. See Job Analysis. PDC Level: Very Heavy.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

POLICE CORPORAL

City of Hays

Police Department

POSITION SUMMARY

Under the supervision of the Police Sergeant, the Police Corporal is a non-exempt position under FLSA. This employee is responsible for the protection of life and property within the City of Hays, supervising subordinate personnel and performing patrol duties. Enforcement of federal, state and local laws and ordinances is required. This employee should possess excellent communication, supervisory and public relation skills. This position is required to work shifts which may include days, nights, or a mixture of both as well as holidays and weekends.

ESSENTIAL FUNCTIONS

- Supervises subordinate personnel and assists in preparing daily assignments;
- Coordinates responses to calls for Police Officers;
- Performs street patrol duties including making arrests and traffic enforcement;
- Enforces federal, state and local laws and ordinances;
- Investigates accidents and crime scenes;
- Assumes responsibility for preliminary investigations of all calls in absence of the Police Sergeant;
- Notifies subordinate personnel of procedure and policy violations;
- Prepares, completes and types reports as well as reviews reports from subordinate personnel;
- Assumes responsibility as commanding officer during the absence of the Police Sergeant;
- Serves summons, subpoenas, search warrants and other legal documents;
- Testifies in court as needed;
- Interviews witnesses, victims and suspects;
- Inspects and maintains all law enforcement equipment;
- Gathers, transports and maintains evidence;
- Responds to domestic violence calls and other disturbances;
- Fields questions, concerns and complaints from the general public;
- Assists other law enforcement agencies as needed;
- Attends training and maintains certification.

MARGINAL FUNCTIONS

- Assists other law enforcement agencies and City departments when necessary;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
ELEMENT OF RISK

***POLICE CORPORAL
POSITION REQUIREMENTS***

Experience: Three years of similar or related experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A technical degree or college credit is preferred. This position requires certification from the Kansas Law Enforcement Training Center and a valid Driver's license. This employee must be able to qualify with various firearms, taser, expandable baton and pepper spray and must maintain certification with at least forty hours of continuing education annually.

Technical Skills: A thorough knowledge of firearms, first aid, federal, state and local laws and ordinances as well as a working knowledge of mathematics and investigative techniques is required. This employee must be able to efficiently write reports, operate radar equipment, computers, firearms, emergency vehicles, video and audio equipment, radios and other police equipment. This position requires excellent public relation and oral and written communication skills and the ability to read and interpret maps, written and verbal instructions, reports and records.

Problem Solving: Problem solving is a critical factor in this position. This employee is responsible for determining probable cause to make an arrest or initiating a search and making decisions relative to accident investigations, thefts, burglaries, domestic violence, vandalism, drug enforcement and driving under the influence.

Decision Making: This employee makes frequent decisions regarding use of force, proper procedures at a crime scene, making arrests and issuing citations requiring court appearances. This employee is required to perform hazardous duties in the safest and most efficient manner and must be prepared and capable of making the decision to use deadly force.

Supervision: This employee works independently with occasional supervision from the Police Sergeant. On a daily basis, this employee supervises, trains, mentors and evaluates three to eight subordinates while supervising police initial response for the department. This employee is responsible for planning and maintaining the work schedule of all subordinate personnel.

Financial Accountability: This employee is responsible for the safe operation and accountability of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily interaction and communication with the public and City employees is expected.

Working Conditions: Adverse working conditions exist within this position and exposure to hazardous chemicals, human blood and body fluids, explosives and all types of weather conditions is expected. A significant element of risk to personal safety is present with this position. Shift work is a requirement of this position.

Physical Requirements: Occasional maximum lift of 100 lbs floor to waist; occasional maximum carry of 100 lbs 10 ft; occasional maximum horizontal push/pull force of 175 lbs; frequent maximum horizontal push/pull force of 20 lbs; occasional maximum grip force of 60 lbs; frequent maximum grip force of 25 lbs; occasional maximum pinch force of 12 lbs; frequent climb; frequent bend/crouch; occasional kneel /crouch; frequent trunk rotation; frequent forward reach; frequent hand coordination; frequent foot coordination; frequent sit; frequent stand and frequent walk. See Job Analysis. PDC Level: Very Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

POLICE OFFICER/MASTER POLICE OFFICER

City of Hays

Police Department

POSITION SUMMARY

Under the supervision of the Police Sergeant, the Police Officer/Master Police Officer is a non-exempt position under FLSA. Protecting the life and property of the citizens of Hays by performing patrol duties and issuing traffic citations is the primary responsibility of this position. Enforcing federal, state and local laws and ordinances and responding to all citizen calls is required. This employee should possess excellent public relation and communication skills. This position is required to work shifts which may include days, nights, or a mixture of both as well as holidays and weekends.

ESSENTIAL FUNCTIONS

- Performs patrol duties including making arrests and traffic enforcement;
- Enforces federal, state and local laws and ordinances;
- Responds to all calls for assistance;
- Investigates accident and crime scenes;
- Prepares and completes reports and records;
- Inspects law enforcement equipment;
- Interviews victims, witnesses and suspects and gathers evidence;
- Testifies in court as needed;
- Serves warrants, subpoenas and other legal documents;
- Assists other law enforcement agencies as needed;
- Maintains qualifications for department-issued weapons;
- Attends training and maintains certification.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Completes minor maintenance to departmental vehicles;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
**ADVERSE WEATHER
HAZARDOUS CHEMICALS
ELEMENT OF RISK**

POLICE OFFICER/MASTER POLICE OFFICER POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is preferred. (Master Police Officer is skill based and in order to be promoted, employees must be qualified based on the Police Skill Based Promotion Worksheet.) Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A technical or college degree is preferred. This position requires certification of the Kansas Law Enforcement Training Center within one year of employment and a valid Kansas Driver's License. This employee must be able to qualify with various firearms, expandable baton, taser and pepper spray and maintain forty hours of continuing education annually.

Technical Skills: This position requires a thorough knowledge of firearms, first aid, federal, state and local laws and ordinances and a working knowledge of mathematics and investigative techniques is required. This employee must be able to efficiently write reports, operate radar equipment, computers, firearms, emergency vehicles, video and audio equipment, radios and other police equipment. This position requires excellent public relation and oral and written communication skills and the ability to read and interpret maps, written and verbal instructions, reports and records.

Problem Solving: Problem solving is a critical factor in this position. This employee is responsible for determining probable cause to make an arrest or initiate a search as well as making decisions relative to accident investigations, thefts, burglaries, domestic violence, vandalism, drug enforcement and driving under the influence.

Decision Making: This employee makes frequent decisions regarding use of force, proper procedures at a crime scene, making arrests and issuing citations requiring court appearances. This employee is required to perform hazardous duties in the safest and most efficient manner and must be prepared and capable of making the decision to use deadly force.

Supervision: This employee works independently with occasional supervision from the Police Sergeant and Police Lieutenant and has no supervisory duties.

Financial Accountability: This employee is responsible for the safe operation and accountability of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily interaction and communication with the public and City employees is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to hazardous chemicals, human blood and body fluids, explosives and all types of weather conditions is expected. There is a significant element of risk to personal safety. Shift work is a requirement of this position.

Physical Requirements: Occasional maximum lift of 100 lbs floor to waist; occasional maximum carry of 100 lbs 10 ft; occasional maximum horizontal push/pull force of 175 lbs; frequent maximum horizontal push/pull force of 20 lbs; occasional maximum grip force of 60 lbs; frequent maximum grip force of 25 lbs; occasional maximum pinch force of 12 lbs; frequent climb; frequent bend/crouch; occasional kneel /crouch; frequent trunk rotation; frequent forward reach; frequent hand coordination; frequent foot coordination; frequent sit; frequent stand and frequent walk. See Job Analysis. PDC Level: Very Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PART-TIME POLICE OFFICER

City of Hays

Police Department

POSITION SUMMARY

Under the supervision of the Police Sergeant, the Part-time Police Officer is a non-exempt position under FLSA. Protecting the life and property of the citizens of Hays by performing patrol duties and issuing citations is the primary responsibility of this position. Enforcing federal, state and local laws and ordinances and responding to all citizen calls is required. This employee should possess excellent public relation and communication skills. This position is required to work shifts which may include days, nights, or a mixture of both as well as holidays and weekends.

ESSENTIAL FUNCTIONS

- Performs patrol duties including making arrests and traffic enforcement;
- Enforces federal, state and local laws and ordinances;
- Responds to all calls for assistance;
- Investigates accident and crime scenes;
- Prepares and completes reports and records;
- Inspects law enforcement equipment;
- Interviews victims, witnesses and suspects and gathers evidence;
- Testifies in court as needed;
- Serves warrants, subpoenas and other legal documents;
- Assists other law enforcement agencies as needed;
- Maintains qualifications for department-issued weapons;
- Conducts transports and security details;
- Attends training and maintains certification.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Completes minor maintenance to departmental vehicles;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
**ADVERSE WEATHER
HAZARDOUS CHEMICALS
ELEMENT OF RISK**

***PART-TIME POLICE OFFICER
POSITION REQUIREMENTS***

Experience: One to three years of similar or related experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A technical or college degree is preferred. This position requires certification of the Kansas Law Enforcement Training Center within one year of employment and a valid Driver's License. This employee must be able to qualify with various firearms, expandable baton, and pepper spray and attend the continuing education annually.

Technical Skills: This position requires a thorough knowledge of firearms, first aid, federal, state and local laws and ordinances and a working knowledge of mathematics and investigative techniques is required. This employee must be able to efficiently write reports, operate radar equipment, computers, firearms, emergency vehicles, video and audio equipment, radios and other police equipment. This position requires excellent public relation and verbal and written communication skills and the ability to read and interpret maps, written and verbal instructions, reports and records.

Problem Solving: Problem solving is a critical factor in this position. This employee is responsible for determining probable cause to make an arrest or initiate a search as well as making decisions relative to accident investigations, thefts, burglaries, domestic violence, vandalism, drug enforcement and driving under the influence.

Decision Making: This employee makes frequent decisions regarding use of force, proper procedures at a crime scene, making arrests and issuing citations requiring court appearances. This employee is required to perform hazardous duties in the safest and most efficient manner and must be prepared and capable of making the decision to use deadly force.

Supervision: This employee works independently with occasional supervision from the Police Sergeant and Police Lieutenant and has no supervisory duties.

Financial Accountability: This employee is responsible for the safe operation and accountability of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily interaction and communication with the public and City employees is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to hazardous chemicals, human blood and body fluids, explosives and all types of weather conditions is expected. There is a significant element of risk to personal safety. Shift work is a requirement of this position.

Physical Requirements: Occasional maximum lift of 100 lbs floor to waist; occasional maximum carry of 100 lbs 10 ft; occasional maximum horizontal push/pull force of 175 lbs; frequent maximum horizontal push/pull force of 20 lbs; occasional maximum grip force of 60 lbs; frequent maximum grip force of 25 lbs; occasional maximum pinch force of 12 lbs; frequent climb; frequent bend/crouch; occasional kneel /crouch; frequent trunk rotation; frequent forward reach; frequent hand coordination; frequent foot coordination; frequent sit; frequent stand and frequent walk. See Job Analysis. PDC Level: Very Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

DETECTIVE SERGEANT

City of Hays

Police Department

POSITION SUMMARY

Under the supervision of the Police Lieutenant, the Detective Sergeant is a non-exempt position under FLSA. The Detective Sergeant applies specialized knowledge and abilities in the investigation of felony and misdemeanor cases. The Detective Sergeant is responsible for monitoring and supervising all investigations conducted by the Hays Police Department and supervises the Police Detectives. This employee is responsible for the enforcement of laws and ordinances and the protection of life and property in the City of Hays. This employee should possess excellent problem solving and public relation skills as well as strong supervisory skills. This position requires flexible work hours that may include being called out and working nights, weekends, and holidays.

ESSENTIAL FUNCTIONS

- Supervises and evaluates subordinate personnel and monitors work activity;
- Visits crime scenes, searches for and preserves evidence, investigates and follows up on clues and searches for and apprehends alleged criminals;
- Interviews suspects, prisoners, complainants and witnesses to obtain information about crimes;
- Gathers information and secures evidence for the arrest of persons alleged to have committed felonies and misdemeanors;
- Conducts surveillance and coordinates activities with cooperating individuals;
- Photographs and documents crime scenes, accidents and related police matters;
- Prepares written reports of investigations and coordinates officer reports for presentation to the prosecutor;
- Prepares search warrants and other affidavits as necessary;
- Handles and maintains confidential and sensitive criminal information;
- Conducts audits and other fact-finding missions;
- Supervises and coordinates investigations conducted by the Detectives and Officers;
- Accountable for "buy funds";
- Deals with both adult and juvenile offenders;
- Maintains files on possible suspects;
- Assists fellow officers and related local, state and federal law enforcement agencies;
- Testifies in court as needed;
- Assists with the Ellis County Drug Enforcement Unit, Special Situations Response Team and High Technology Crime Unit;
- Coordinates reports for the County Attorney and other prosecutors;
- Enforces federal, state and local laws and ordinances;
- Performs background checks as requested;
- Makes public presentations as requested;
- Secures and/or develops training programs for officers;
- Represents the department concerning inquiries from the media;
- Attends training and maintains certification.

MARGINAL FUNCTIONS

- Assists with patrol duties;
- Assists other departments as the need arises;
- Performs other duties deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
ELEMENT OF RISK

POLICE DETECTIVE SERGEANT POSITION REQUIREMENTS

Experience: Three years of law enforcement experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: A high school diploma or GED is required. A technical degree or some college credit is preferred. This position requires certification from the Kansas Law Enforcement Training Center and a valid Driver's License. Employee must be able to qualify with various firearms, expandable baton, taser and pepper spray and maintain forty hours of continuing education annually.

Technical Skills: This employee must have a thorough knowledge of federal, state and local laws and ordinances, the ability to communicate effectively, both orally and in writing, including the ability to testify in court, to conduct oral presentations and interviews and investigations. This employee must also be able to conduct crime scene searches as well as accurately operate computers, firearms, cameras, audio and video equipment, surveillance equipment, evidence collection and processing equipment, patrol cars and other law enforcement equipment. This employee must have the ability to read and interpret reports, written instructions, manuals and maps. Strong supervisory and excellent verbal and written communication and public relations skills are also required.

Problem Solving: Problem solving is a factor in this position. This employee makes frequent decisions regarding case management, multi-agency coordination, employee supervision and handling complaints from the public. This employee encounters problems with crime scene investigations, controlled buys, search warrants, handling informants and apprehending suspects. Problem solving can also occur in determining probable cause to make an arrest.

Decision Making: Decision making is a factor in this position. This employee makes frequent decisions regarding use of force, the proper procedures at a crime scene, arresting alleged criminals and issuing investigative assignments to officers. Daily duties must be performed in the safest and most efficient manner. The most serious decision this employee may have to make is whether to take the life of another by use of deadly force.

Supervision: This employee works independently with supervision from the Lieutenant and exercises continual supervision of investigators and the investigations conducted by patrol officers.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment and participates in the compilation of data for the annual budget process.

Personal Relations: Daily contact with federal, state and local law enforcement agencies as well as other City departments, subordinate personnel and the general public is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to hazardous chemicals, human blood and body fluids, explosives and all types of weather conditions are expected. This position contains an element of risk to personal safety. Shift work is a requirement of this position.

Physical Requirements: Occasional maximum lift of 100 lbs floor to waist; occasional maximum carry of 100 lbs 10 ft; occasional maximum horizontal push/pull force of 175 lbs; frequent maximum horizontal push/pull force of 20 lbs; occasional maximum grip force of 60 lbs; frequent maximum grip force of 25 lbs; occasional maximum pinch force of 12 lbs; frequent climb; frequent bend/crouch; occasional kneel /crouch; frequent trunk rotation; frequent forward reach; frequent hand coordination; frequent foot coordination; frequent sit; frequent stand and frequent walk. See Job Analysis. PDC Level: Very Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

POLICE DETECTIVE

City of Hays

Police Department

POSITION SUMMARY

Under the supervision of the Detective Sergeant, the Police Detective is a non-exempt position under FLSA. The Detective applies specialized knowledge and abilities in the investigation of felony and misdemeanor cases. This employee is responsible for the enforcement of laws and ordinances and the protection of life and property in the City of Hays. This employee should possess excellent problem solving and public relations skills as well as strong supervisory skills. This position requires flexible work hours that may include being called out and working nights, weekends, and holidays.

ESSENTIAL FUNCTIONS

- Visits crime scenes, searches for and preserves evidence, investigates and follows up on clues and searches for and apprehends alleged criminals;
- Interviews suspects, prisoners, complainants and witnesses to obtain information about crimes;
- Gathers information and secures evidence for the arrest of persons alleged to have committed felonies and misdemeanors;
- Conducts surveillance and coordinates activities with cooperating individuals;
- Photographs and documents crime scenes, accidents and related police matters;
- Prepares written reports of investigations and coordinates officer reports for presentation to the prosecutor;
- Prepares search warrants and other affidavits as necessary;
- Handles and maintains confidential and sensitive criminal information;
- Conducts audits and other fact finding missions;
- Supervises and instructs other officers in investigations;
- Accountable for "buy funds";
- Deals with both adult and juvenile offenders;
- Maintains files on possible suspects;
- Assists fellow officers and related local, state and federal law enforcement agencies;
- Testifies in court as needed;
- Assists with the Ellis County Drug Enforcement Unit, Special Situations Response Team and High Technology Crime Unit;
- Enforces federal, state and local laws and ordinances;
- Coordinates reports for the County Attorney and other prosecutors;
- Performs background checks as requested;
- Secures and/or develops training programs for officers;
- Assists with patrol duties;
- Attends training and maintains certification.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
ELEMENT OF RISK

***POLICE DETECTIVE
POSITION REQUIREMENTS***

Experience: Three years of law enforcement experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: A high school diploma or GED is required. A technical degree or some college credit is preferred. This position requires certification from the Kansas Law Enforcement Training Center and a valid Driver's License. This employee must be able to qualify with various firearms, expandable baton, taser and pepper spray and maintain forty hours of continuing education annually.

Technical Skills: This position requires a thorough knowledge of federal, state and local laws and ordinances, the ability to communicate effectively, both orally and in writing, the ability to testify in court, to conduct oral presentations and interviews and investigations. The employee must also be able to conduct crime scene searches as well as accurately operate computers, firearms, cameras, audio and video equipment, surveillance equipment, evidence collection and processing equipment, patrol cars and other law enforcement equipment. This employee must have the ability to read and interpret reports, written instructions, manuals, and maps. Strong supervisory and excellent oral and written communication and public relations skills are required.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with crime scene investigations, controlled buys, search warrants, handling informants and apprehending suspects. Problem solving can also occur in determining probable cause to make an arrest.

Decision Making: Decision making is a factor in this position. This employee makes frequent decisions regarding use of force, the proper procedures at a crime scene, arresting alleged criminals and issuing investigative assignments to officers. Daily duties must be performed in the safest and most efficient manner. The most serious decision this employee may have to make is whether to take the life of another by use of deadly force.

Supervision: This employee works independently with supervision from the Detective Sergeant. Occasional supervision is exercised over the investigations conducted by Patrol Officers.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment and participates in the compilation of data for the annual budget process.

Personal Relations: Daily contact with federal, state and local law enforcement agencies as well as other City departments, subordinate personnel and the general public is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to hazardous chemicals, human blood and body fluids, explosives and all types of weather conditions is expected. This position contains an element of risk to personal safety. Shift work is a requirement of this position.

Physical Requirements: Occasional maximum lift of 100 lbs floor to waist; occasional maximum carry of 100 lbs 10 ft; occasional maximum horizontal push/pull force of 175 lbs; frequent maximum horizontal push/pull force of 20 lbs; occasional maximum grip force of 60 lbs; frequent maximum grip force of 25 lbs; occasional maximum pinch force of 12 lbs; frequent climb; frequent bend/crouch; occasional kneel /crouch; frequent trunk rotation; frequent forward reach; frequent hand coordination; frequent foot coordination; frequent sit; frequent stand and frequent walk. See Job Analysis. PDC Level: Very Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ANIMAL CONTROL OFFICER

City of Hays

Police Department

POSITION SUMMARY

Under the supervision of the Patrol Sergeant, the Animal Control Officer is a non-exempt position under the FLSA. This employee is responsible for enforcing laws and codes regarding animals, patrolling designated areas, responding to radio calls from Dispatch and apprehending, capturing and transporting stray animals within the City of Hays. This employee investigates reports of animal abuse and animal bite incidents and is required to write incident and investigation reports as well as maintain activity logs and statistics. This employee interacts with the public on a daily basis and should possess excellent public relation and communication skills and have the ability to get along well with most domestic animals. This position requires working flexible hours that may include weekends and holiday.

ESSENTIAL FUNCTIONS

- Enforces city, county and state animal laws and codes;
- Writes detailed incident and investigation reports;
- Maintains accurate logs of daily, monthly and annual activities and statistics;
- Investigates reports of animal abuse or cruelty and takes appropriate legal action;
- Interacts with the public on a daily basis providing educational resources concerning animal regulations, guidelines and services;
- Safely apprehends, captures and transports domestic and wild animals;
- Patrols the city and responds to calls for service;
- Investigates and follows up on animal bite incidents;
- Promotes the health and safety of animals in the community;
- Implements and carries out quarantine procedures.

MARGINAL FUNCTIONS

- Performs minor maintenance to departmental vehicles and equipment;
- Performs other duties as assigned;
- Assists other departments as the need arises.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA: HUMAN BLOOD/
BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
VICIOUS ANIMALS
HAZARDOUS CHEMICALS
ELEMENT OF RISK

**ANIMAL CONTROL OFFICER
POSITION REQUIREMENTS**

Experience: Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred. This position requires successful completion of the National Animal Control Association Training Academies. This employee must possess a valid Driver's License and will be required to maintain continuing education as directed.

Technical Skills: Knowledge of basic behaviors of animals, first aid, local, county, state and federal laws and ordinances, must have the ability to correctly identify breed and approximate age of dogs and cats, ability to assess the general health and physical condition of all animals and be able to identify symptoms of the rabies virus. A working knowledge of mathematics and investigative techniques is required. Employee must be able to efficiently operate computers, firearms, animal control vehicle, radios and all animal capture/apprehension tools and devices and must possess excellent verbal and written communications.

Problem Solving: Problem solving is a factor in this position. This employee may encounter a myriad of situations involving public safety. Incidents will be encountered involving domestic, wild and dangerous animals, destruction of property investigations and animal bite/attack investigations.

Decision Making: Decision making is a factor in this position. This employee makes decisions concerning animal impoundment, animal quarantine, issuing citations and performing daily duties in the safest manner.

Supervision: This employee works with occasional supervision from the Police Sergeant or shift supervisor and has no supervisory duties.

Financial Accountability: This employee is directly responsible for the accountability and safe use of all department vehicles, equipment and uniforms that are assigned and/or used.

Personal Relations: Contact with other City personnel and daily contact with the public is expected.

Working Conditions: Adverse working conditions exist with this position. Exposure to dangerous animals, human and animal blood and body fluids and all types of weather conditions are expected. This position contains an element of risk to personal safety. Shift work is a requirement of this position.

Physical Requirements: The physical job demands require occasional maximum lift of 50 lbs floor to waist; occasional maximum carry of 50 lbs 10 ft; occasional maximum horizontal push/pull force of 40 lbs; frequent maximum horizontal push/pull force of 20 lbs; occasional maximum grip force of 60 lbs; frequent maximum grip force of 25 lbs; frequent climb; frequent bend/crouch; frequent trunk rotation; frequent forward reach; occasional crouch/kneel; frequent hand coordination; frequent foot coordination; occasional prone position is encountered; frequent sit; frequent stand and frequent walk. See Job Analysis. PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

OFFICE MANAGER

City of Hays

Police Department

POSITION SUMMARY

Under the supervision of the Deputy Chief of Police, the Office Manager is a non-exempt position under FLSA. This position is responsible for maintaining and updating records and preparing reports. This employee should possess strong communication, organizational and public relation skills as well as have the ability to maintain confidentiality.

ESSENTIAL FUNCTIONS

- Assumes supervisory responsibilities for Courts and Records;
- Enforces departmental policies and procedures;
- Evaluates subordinate personnel;
- Prepares written reports about supervisory actions;
- Prepares schedules and resolves scheduling conflicts;
- Schedules employees for training;
- Prepares the daily and weekly traffic, trial, and Driving Under the Influence dockets;
- Notifies officers of trial dockets;
- Issues subpoenas to witnesses and victims;
- Schedules trial, sentencing and diversion dates;
- Tracks all continuances, failure to appear, failure to comply and contempt of court cases;
- Issues orders to appear;
- Collects court fees and other fines;
- Prepares bank deposits;
- Maintains data and records and updates files as needed;
- Prepares reports as required by the state;
- Informs police officers, judges and attorneys about facts, circumstances and the status of pending cases;
- Records required information on traffic tickets and mails information to the Motor Vehicle Department;
- Answers and directs incoming telephone calls and provides citizen assistance;
- Prepares all forms used in the Municipal Court;
- Communicates with victims of battery cases and collects restitution for victims;
- Prepares discovery for attorneys;
- Prepares purchase orders for bond refunds and monthly disbursement of collected funds.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

OFFICE MANAGER
POSITION REQUIREMENTS

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 one year of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred.

Technical Skills: A thorough knowledge of state statutes and ordinances, computers, bookkeeping and a working knowledge of mathematics is required. This employee must be able to accurately operate computers, photocopiers, telephone systems and other office machinery. The ability to read and interpret reports, records, ordinances and written instructions as well as strong oral and written communication, organizational, supervisory and public relation skills are required.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with citizen complaints.

Decision Making: Decision making is a factor in this position. This employee makes decisions about resolving citizen complaints, performing daily duties in the most efficient manner and maintaining confidentiality.

Supervision: This employee works with limited supervision from the Municipal Court Judge, City Prosecutor, and the Deputy Chief of Police and exercises supervision over subordinate personnel.

Financial Accountability: This employee is responsible for departmental resources and does participate in the collection of data for the annual budget process.

Personal Relations: Daily contact with the general public and other City departments is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

RECORDS CLERK

City of Hays

Police Department

POSITION SUMMARY

Under the supervision of the Office Manager, the Records Clerk is a non-exempt position under FLSA. This position performs general clerical and accounting duties, provides citizen assistance, collects fines and maintains departmental records and reports. Releasing information to the public and the press is expected. This employee should possess excellent communication, organizational and public relation skills and must have the ability to maintain confidentiality.

ESSENTIAL FUNCTIONS

- Maintains and updates all departmental records;
- Checks arrest records and criminal history for individuals, businesses and other law enforcement agencies;
- Provides copies of all Standard Offense Reports and Arrest Reports to the Kansas Bureau of Investigation;
- Registers bicycles and sells bicycle licenses;
- Prepares monthly Uniform Crime Reports for the Kansas Bureau of Investigation;
- Prepares and completes monthly Accident Reports and Preliminary Breath Test Reports and DUI reports;
- Releases information to the press concerning various incidents;
- Prepares monthly Kansas Law Enforcement Officers Assaulted Supplementary Report;
- Provides copies of Juvenile Reports to Juvenile Intake;
- Provides copies of Criminal Reports to the County Attorney;
- Fields questions, concerns and complaints from the general public;
- Prepares copies of all State Accident Reports and forwards them to the State Motor Vehicle Department;
- Records field inquiries;
- Answers correspondence directed to the Records Department;
- Reviews accident and standard offense reports from officers;
- Enters pleas, collects fines and issues receipts;
- Documents information in the computer system;
- Performs general clerical duties including typing, filing, photocopying, correspondence and answering the telephone;
- Balances cash drawer;
- Issues bench warrants for failures to appear;
- Enters parking violation information into the computer and prints reports and overdue notices;
- Prepares forms for the Motor Vehicle Department, Kansas Bureau of Investigation and attorneys;
- Schedules cases for trial;
- Processes all paperwork for Driving Under the Influence cases after having been through the court process;
- Prepares purchase orders for invoices and bond refunds;
- Copies DUI arrest videos/audio;
- Sends past due accounts to Collections.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**RECORDS CLERK
POSITION REQUIREMENTS**

Experience: One to three years of similar or related experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred.

Technical Skills: A thorough knowledge of computers, records maintenance, clerical skills and a working knowledge of mathematics and bookkeeping is required. This employee must be able to operate computers, printers, calculators, photocopiers and other office machinery. The ability to read and interpret legal documents, state statutes, ordinances, reports, records and written instructions is required. This employee should possess strong verbal and written communication, organization and public relation skills.

Problem Solving: Limited problem solving is involved in this position.

Decision Making: Decision making is a factor in this position. This employee makes decisions about releasing information to the public and the press, performing daily duties in the most efficient manner, maintaining confidentiality and resolving citizen complaints.

Supervision: This employee works with limited supervision from the Office Manager and has no supervisory duties.

Financial Accountability: This employee is responsible for the operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public and supervisory personnel as well as occasional contact with other City departments is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ADMINISTRATIVE ASSISTANT

City of Hays

Police Department

POSITION SUMMARY

Under the direction of the Chief of Police, the Administrative Assistant is a non-exempt position under FLSA. This position is responsible for performing secretarial, clerical and record keeping duties. This employee answers incoming telephone calls, acts as a general information center, takes and relays messages and assists with facilitating the smooth operation of the Department. This employee should possess excellent organizational, oral and written communication skills and the ability to maintain confidentiality.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls;
- Provides citizen assistance by fielding questions, concerns and requests from the general public;
- Performs general clerical duties including typing, filing and photocopying;
- Writes correspondence and answers mail;
- Completes and maintains records relating to purchase orders and receiving reports;
- Enters daily reports for Police Officers and Animal Control Officers, biweekly department events reports, monthly mileage reports, monthly comparison report statistics, monthly activity reports, and other reports as needed;
- Assists with budget preparations and the annual report;
- Purchases supplies and assisting with collecting bids and quotes for larger department's purchases;
- Assists in preparation and ordering of safety and training materials and presentations;
- Schedules appointments, meetings and various departmental activities;
- Logs monthly alcohol diversion fees collected, maintains false alarm reports/payments, enter response to resistance report, logs prisoner medical information and bills, and processes CPOST documents;
- Assists with departmental travel requests and maintains relevant records;
- Maintains confidential records and files;
- Communicates with the media as required;
- Prepares newsletters and maintains Police Department website and social media;
- Creates employee credential cards;
- Maintains contract security invoice information;
- Assists with officer's inventories;
- Assists with patrol vehicle accident process;
- Reconciles Visa accounts for the Police Department;
- Attends staff meetings as needed and prepares agendas and minutes.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Runs errands;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ADMINISTRATIVE ASSISTANT
POSITION REQUIREMENTS**

Experience: One to three years of clerical and computer 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: A high school diploma or GED is required. A technical degree or some college credit is preferred.

Technical Skills: A thorough knowledge of computers, business correspondence, clerical duties and a working knowledge of mathematics is required. This employee must be able to accurately and efficiently operate computers, printers, photocopiers, calculators and other office machinery. This position requires the ability to read and interpret written instructions and reports as well as follow oral directives. This employee must possess excellent public relations and written communication skills as well as strong organizational skills.

Problem Solving: Limited problem solving exists within this position. This employee encounters problems with locating records and reports and providing citizen and employee assistance.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the most efficient manner and providing citizen assistance. The ability to prioritize the workload received from multiple supervisors is required.

Supervision: This employee works with limited supervision and has no supervisory duties.

Financial Accountability: This employee has limited responsibility for departmental resources and does assist with the departmental budget preparation process by compiling and typing data.

Personal Relations: Daily contact with the general public, departmental personnel and other City departments is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

DIRECTOR OF PUBLIC WORKS

City of Hays

Public Works Department

POSITION SUMMARY

Under the supervision of the City Manager, the Director of Public Works is an exempt position under FLSA. This position performs administrative and supervisory duties and is responsible for the planning, organizing, staffing, directing and coordinating of all departmental activities, which includes Service, Solid Waste, Planning, Inspection and Enforcement, Stormwater and Airport Divisions. This employee should possess excellent supervisory, communication, organizational, and mechanical skills.

ESSENTIAL FUNCTIONS

- Assumes responsibility for the planning, organizing, and staffing of the Public Works Department;
- Makes recommendations to the City Manager regarding all departmental personnel actions;
- Performs administrative and supervisory duties over Service, Solid Waste, Planning, Inspection and Enforcement, Stormwater Management and Airport Operations;
- Supervises and evaluates subordinate personnel;
- Coordinates road construction and repairs;
- Prepares and completes reports and records;
- Responsible for long-range planning and development for the department;
- Reviews, prepares, and administers the annual budget;
- Gathers data, reviews, and consults with engineering firms;
- Performs interviewing, hiring, and training of subordinate personnel;
- Assists in preparing a Capital Improvement Program and Airport Improvement Projects;
- Resolves personnel issues;
- Attends City Commission meetings when requested;
- Reviews plans and specifications of construction projects;
- Serves as the Storm Water Superintendent for the City of Hays.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS

***DIRECTOR OF PUBLIC WORKS
POSITION REQUIREMENTS***

Experience: Three to 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 one year of employment.

Education: A college degree or equivalent training and experience are required. This position requires a valid Kansas Driver's License.

Technical Skills: A thorough knowledge of public works administration, Airport operations, drafting, street maintenance and repairs and a working knowledge of mathematics and computers are required. The ability to read and interpret maps, schematics, written instructions and reports is required. This employee must be able to establish sound organizational structures, administrative policies, implement effective goals and should possess excellent supervisory, verbal and written communication, mechanical and organizational skills.

Problem Solving: Problem solving is involved in this position. This employee encounters problems with issues relating to planning and development, citizen complaints, scheduling of projects and personnel issues.

Decision Making: Decision making is a factor in this position. This employee makes decisions about prioritizing projects, resolving personnel conflicts and performing daily duties in the most efficient manner.

Supervision: This position works with little to no direct supervision from the City Manager and exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for departmental equipment and resources, has the authority to purchase necessary equipment and supplies and does participate in the annual budget process.

Personal Relations: Daily contact with the general public, subordinate personnel and other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to human blood and body fluids, hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected occasionally. This employee performs daily walking, reaching, and kneeling and stooping tasks.

Physical Requirements: This position requires occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; frequent sit; frequent stand; frequent walk. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ADMINISTRATIVE ASSISTANT

City of Hays

Public Works Department

POSITION SUMMARY

Under the supervision of the Director of Public Works, the Administrative Assistant is a non-exempt position under FLSA. This position is responsible for maintaining and updating records, preparing reports, assisting division superintendents with scheduling and tracking work and creating and updating data related to infrastructure projects and improvements. This employee handles confidential matters and is expected to use good judgment and discretion. This employee should possess excellent organizational skills and strong communication skills.

ESSENTIAL FUNCTIONS

- Prepares weekly, monthly, and annual reports for review and approval by the department director;
- Maintains and updates Infrastructure Management Software for the department;
- Maintains, updates, and tracks the work order system for the department as well as other departments;
- Maintains and updates the Vehicle Replacement Schedule for the City;
- Enters and tracks purchase requests and visa processing for the entire department;
- Assists in preparing and compiling department budgets;
- Answers and directs incoming telephone calls;
- Provides updates and utilizes the Geographical Information System to produce maps and reports for customers and city employees;
- Conducts research, prepares reports, graphs, and spreadsheets and assists with presentation materials;
- Assists with departmental purchasing, bid processes, contract activities, and proposal preparation;
- Provides department updates for the City's web page;
- Fields questions, concerns, and requests from the general public;
- Coordinates, tracks, and oversees uniform bid and inventory process for Public Works, Parks, and Water Resources Departments and pest control services for all of the city;
- Oversees, tracks, and maintains databases and records for the Automated Refuse Collection system;
- Works with other divisions and departments to coordinate scheduling of pool vehicles;
- Oversees the departments travel requests and assists in preparing travel and training for various employees;
- Oversees and updates all emergency operation procedures for the department.

MARGINAL FUNCTIONS

- Orders office supplies and maintains inventory and runs errands;
- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ADMINISTRATIVE ASSISTANT
POSITION REQUIREMENTS**

Experience: One to three years of clerical and computer 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: A high school diploma or GED is required. A technical degree or some college credit is preferred. This employee must possess a valid Driver's License.

Technical Skills: A thorough knowledge of computers, business correspondence, filing and typing is required. This employee must be able to accurately and efficiently operate computers, telephone systems, two-way radios, printers, photocopiers and other office machinery. The ability to read and interpret oral and written instructions, reports and maps is required. This employee must possess excellent verbal and written communication and organizational skills and be able to multi-task.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with producing and locating reports and files, GIS implementation of resource management and maintaining employee work records.

Decision Making: Decision making is a factor in this position. This employee makes decisions about prioritizing assignments, the proper development of data and resource management and providing citizen assistance.

Supervision: This employee works with limited supervision from the department head and has no supervisory duties.

Financial Accountability: This employee assists with the preparation of the departmental budget by compiling necessary information and data.

Personal Relations: Daily contact with City departments, supervisory personnel and the general public is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PART-TIME RECEPTIONIST

City of Hays

Public Works Administration

POSITION SUMMARY

Under the supervision of the Director of Public Works, the Part-time Receptionist is a non-exempt position under FLSA. This position performs administrative support duties, handles confidential matters, and is expected to use good judgment and discretion. This employee should possess excellent organizational skills, strong communication and public relation skills, and have the ability to maintain a pleasant and professional demeanor toward the general public and all City employees.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls, provides employee and citizen assistance, and completes other receptionist duties;
- Provides assistance to the general public by fielding questions, concerns, and requests;
- Performs general clerical duties including typing, filing, and photocopying;
- Performs data entry as assigned;
- Maintains confidential records, files, and other confidential information;
- Maintains work station, reception area, and meeting rooms in orderly and attractive manner.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Ability to run errands as requested;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:

WORKING CONDITIONS:

***PART-TIME RECEPTIONIST
POSITION REQUIREMENTS***

Experience: Less than six months of similar or related experience is required. Employee is expected to have acquired the necessary ability and skills to perform the job within six months of employment.

Education: A high school diploma or GED is required. This employee must have a valid Kansas Driver's License.

Technical Skills: A thorough knowledge of office procedures, computers, business correspondence and clerical duties as well as a working knowledge of mathematics is required. This employee must be able to operate computers, fax machines, printers, calculators and other office machinery. This position requires the ability to read and interpret written instructions and reports as well as follow oral directives. This employee must possess excellent public relations and verbal and written communication skills as well as strong organizational skills.

Problem Solving: Limited problem solving is a factor in this position.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the most efficient manner and providing citizen assistance.

Supervision: This employee works under the supervision of the Director of Public Works.

Financial Accountability: This employee is responsible for the operation of department equipment but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public and frequent contact with supervisory personnel and other City departmental personnel is expected.

Working Conditions: Working in an office setting is the primary aspect of this position although some exposure to adverse weather may occur while running errands.

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

AIRPORT MANAGER

City of Hays

Public Works Department - Airport

POSITION SUMMARY

Under the supervision of the Director of Public Works, the Airport Manager is an exempt position under FLSA. This position manages and administers the operation of the City Airport. Maintaining the division budget, supervising subordinate personnel, and communicating with various airport affiliated agencies is required. This employee should possess strong organizational, supervisory, and communication skills.

ESSENTIAL FUNCTIONS

- Assumes responsibility for division;
- Interviews and makes recommendations for the hiring of all Airport Division personnel;
- Prepares and implements the annual division budget;
- Administers and enforces airport certification specifications;
- Administers and enforces the airport security program;
- Ensures compliance with all Part 139 activities and inspections;
- Supervises subordinate personnel;
- Supervises the maintenance of airport property and facilities;
- Oversees and approves equipment repairs and maintenance;
- Prepares and completes reports and records;
- Attends meetings and assists the Airport Advisory Committee;
- Communicates with the Federal Aviation Administration regarding grants, airport inspections, and federal regulations;
- Communicates with the Transportation Security Administration regarding security directives, threat conditions and airport security;
- Works with airport tenants;
- Performs runway inspections and issues notices to airmen (NOTAM) as needed;
- Ensures proper snow and ice removal operations during inclement weather;
- Responsible for long-range planning for division;
- Responds to emergency situations and operations;
- Investigates complaints and provides information regarding to operations, policies, and leases;
- Researches and stays informed on current industrial issues to anticipate impact from industrial changes;
- Supervises operation and maintenance of fuel farm;
- Prepares and maintains airport compliance records and reports for federal, state, and local agencies;
- Directs planning and implementation of airport operation procedures and policies to insure compliance;
- Directs and monitors wildlife management program;
- Monitors construction safety and security;
- Monitors airport flight statistics and enplanement data.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

ADVERSE WEATHER
HAZARDOUS CHEMICALS

AIRPORT MANAGER
POSITION REQUIREMENTS

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 one year of employment.

Education: A college degree or equivalent experience and training in a related field are required. This employee must possess a valid Driver's License. This position requires Underground Storage Tank Operator training with AB certification and certification as a weather observer with the National Weather Service within six months of employment.

Technical Skills: A thorough knowledge of equipment maintenance and a working knowledge of computers and mathematics are required. This employee must be able to accurately operate office machines and divisional equipment. The ability to read and understand maps, reports and written instructions as well as strong supervisory, verbal and written communication, mechanical and organizational skills are required.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with equipment malfunctions, scheduling maintenance and complaints from citizens and airport tenants.

Decision Making: Decision making is a factor in this position. This employee makes decisions about closing airport runways and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with limited supervision from the Director of Public Works, and exercises supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for departmental resources and equipment and does participate in the annual budget process. This employee has the authority to purchase necessary divisional supplies.

Personal Relations: Frequent contact with other City departments/divisions and daily contact with the general public is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to all types of weather conditions, hazardous chemicals and electricity is expected.

Physical Requirements: Occasional maximum Lift of 50 lbs from Floor to Shoulder; Occasional maximum Lift of 40 lbs from Waist to Overhead; Occasional maximum Carry of 35 lbs, 100 feet; Occasional maximum Pull Vertical force of 65 lbs; Occasional maximum Push/Pull Horizontal force of 20 lbs; Occasional maximum Grip force of 35 lbs; Occasional Climb to 25 inches; Frequent Reach, Forward; Occasional Reach, Overhead; Occasional Bend; Occasional Bend/Crouch; Occasional Crouch / Kneel; Occasional Balance; Occasional Foot Coordination; Constant Hand Coordination; Constant Sit; Frequent Stand; Occasional Walk
PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

AIRPORT OPERATIONS FOREMAN

City of Hays

Public Works - Airport

POSITION SUMMARY

Under the direction of the Airport Manager, the Airport Operations Foreman is a non-exempt position under FLSA. This employee performs manual labor, inspection duties and skilled tasks as required, and communicates with the public frequently. This employee should possess excellent maintenance, mechanical, construction, and communication skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Directly supervises and assists staff with general maintenance duties, including but not limited to: landscaping, maintenance of the terminal, and housekeeping items;
- Performs a variety of skilled tasks related to maintenance, construction, and mechanical assignments, including but not limited to: plumbing, electrical, concrete repair, and equipment maintenance;
- Assists in the compliance of airfield FAA Regulations Part 139;
- Inspects, repairs, maintains, and calibrates runway lights, navigational aid lights, and reflectors;
- Inspects airport buildings, grounds, and airfield regularly. Recommends repair, replacement, and/or upgrading of facilities;
- Operates trucks, light and heavy equipment, mowers, and hand tools;
- Assists with planning, scheduling, and directing maintenance of buildings, grounds, vehicles, equipment, and airfield operations;
- Provides 24-hour snow and ice removal; assists in managing all aspects of removal operations;
- Assists in airport construction project oversight and inspection;
- Trains and instructs personnel in airport operations, maintenance of buildings, grounds and equipment, equipment operation, radio systems, and self-inspection program;
- Performs vapor testing, sprinkler inspections, and fire extinguisher inspections;
- Performs annual pavement inventory;
- Issues NOTAM's, FICONS, and certification alerts when necessary;
- Is subject to emergency, security, and weather-related callouts. Will assist in planning, organizing, and participating in emergency, security, and weather events;
- Assists in purchasing process and ordering of necessary supplies and equipment;
- Serves as Alternate Security Coordinator and performs duties within the Airport Security Plan;
- Performs duties associated with the Airport Certification Manual and Airport Emergency Plan;
- Applies hazardous chemicals as needed;
- Monitors fuel inventory;
- Performs wildlife management;
- Provides tours of the airport facility;
- Participates in airport events.

MARGINAL FUNCTIONS

- Assumes responsibility for the Airport during the absence of the Airport Manager;
- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODYFLUIDS

WORKING CONDITIONS:

ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

**AIRPORT OPERATIONS FOREMAN
POSITION REQUIREMENTS**

Experience: Three to 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.

Education: A high school diploma or GED is required. This position requires a valid Kansas Commercial Driver's License (CDL) Class B with air brakes is required. This employee is expected to acquire appropriate CDL, Underground Storage Tank Operator training and HAZMAT training within six months of employment.

Technical Skills: A thorough knowledge of airfield operations, construction materials and techniques as well as a working knowledge of equipment maintenance and repairs, electrical wiring and plumbing techniques, and mathematics is required. This employee must be able to operate trucks, tractors, mowers, hand tools, power tools, and other departmental equipment. This employee must have the ability to follow oral directions and read and interpret written instructions, manuals, maps, and labels. Strong verbal and written communication and mechanical skills are required.

Problem Solving: Problem solving is a factor in this position. This employee may encounter problems with equipment malfunctions and adverse weather.

Decision-Making: Decision-making is a factor in this position. This employee makes decisions about repairing facilities and equipment and performs daily duties in the safest and most efficient manner.

Supervision: This employee is subject to occasional supervision from departmental supervisors and does exercise supervision over subordinate personnel.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment and participates in the collection of data for the annual budget process.

Personal Relations: Daily contact with the general public and frequent contact with other City departmental personnel is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise, and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays.

Physical Requirements: Occasional maximum Lift of 50 lbs from Floor to Shoulder; Occasional maximum Lift of 40 lbs from Waist to Overhead; Occasional maximum Carry of 35 lbs, 100 feet; Occasional maximum Pull Vertical force of 65 lbs; Occasional maximum Push/Pull Horizontal force of 20 lbs; Occasional maximum Grip force of 35 lbs; Occasional Climb to 25 inches; Frequent Reach, Forward; Occasional Reach, Overhead; Occasional Bend; Occasional Bend/Crouch; Occasional Crouch / Kneel; Occasional Balance; Occasional Foot Coordination; Frequent Hand Coordination; Occasional Sit; Frequent Stand; Occasional Walk PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

MAINTENANCE WORKER I, II & SENIOR

City of Hays

Public Works - Airport

POSITION SUMMARY

Under the direction of the Airport Manager, the Maintenance I, II & Senior is a non-exempt position under FLSA. This employee performs manual labor, inspection duties and skilled tasks as required, and communicates with the public frequently. This employee should possess excellent maintenance, mechanical, construction, and communication skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Assists departmental staff with general maintenance duties;
- Cleans and maintains Airport facilities, hangars, fields, fuel farm, Aircraft Rescue and Fire Fighting fuel station, and the airport generators;
- Operates trucks, light and heavy equipment, mowers, and hand tools;
- Performs minor plumbing and electrical repairs;
- Performs Part 139 Inspections;
- Performs annual pavement inventory;
- Inspects, repairs, maintains, and calibrates runway lights, navigational aid lights, and reflectors;
- Performs necessary repairs and maintenance to division equipment;
- Provides 24-hour snow and ice removal during inclement weather;
- Provides tours of the airport facility;
- Applies hazardous chemicals as needed;
- Uses mechanical aptitude and interprets written instructions;
- Performs a variety of skilled tasks related to maintenance, construction, and mechanical assignments;
- Assists the public as needed and required;
- Performs vapor testing, runway inspections, sprinkler inspections, and fire extinguisher inspections;
- Posts NOTAM's, FICONS, and certification alerts when needed;
- Communicates with aircraft and KC Center as needed;
- Performs decelerometer test for runway conditions;
- Assists in enforcing airport safety and security;
- Responds to emergency situations and operations;
- Performs bidding process and purchases parts and supplies as needed;
- Performs wildlife management;
- Participates in airport events;
- Monitors fuel inventory;
- Monitors construction safety & security.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODYFLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

**MAINTENANCE WORKER I, II & SENIOR
POSITION REQUIREMENTS**

Experience: One to three years of similar or related experience is required. (Maintenance Worker II and Senior Maintenance Workers are skill based and in order to be promoted, employees must be qualified based on the Skill Based Promotion Worksheet.) Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. This position requires a valid Commercial Driver's License (CDL) B with air brakes is required. This employee is expected to acquire appropriate CDL, Underground Storage Tank Operator training with AB certification, and HAZMAT training within six months of employment.

Technical Skills: A thorough knowledge of construction materials and techniques as well as a working knowledge of equipment maintenance and repairs, electrical wiring and plumbing techniques, and mathematics is required. This employee must be able to operate trucks, tractors, mowers, hand tools, power tools, and other departmental equipment. This employee must have the ability to follow oral directions and read and interpret written instructions, manuals, maps, and labels. Strong verbal and written communication and mechanical skills are required.

Problem Solving: Limited problem solving is a factor in this position. This employee may encounter problems with equipment malfunctions and adverse weather.

Decision-Making: Decision-making is a factor in this position. This employee makes decisions about repairing facilities and equipment and performs daily duties in the safest and most efficient manner.

Supervision: This employee is subject to occasional supervision from departmental supervisors and has no supervisory duties.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public and frequent contact with other City departmental personnel is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise, and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays.

Physical Requirements: Occasional maximum Lift of 50 lbs from Floor to Shoulder; Occasional maximum Lift of 40 lbs from Waist to Overhead; Occasional maximum Carry of 35 lbs, 100 feet; Occasional maximum Pull Vertical force of 65 lbs; Occasional maximum Push/Pull Horizontal force of 20 lbs; Occasional maximum Grip force of 35 lbs; Occasional Climb to 25 inches; Frequent Reach, Forward; Occasional Reach, Overhead; Occasional Bend; Occasional Bend/Crouch; Occasional Crouch / Kneel; Occasional Balance; Occasional Foot Coordination; Frequent Hand Coordination; Occasional Sit; Frequent Stand; Occasional Walk PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PART-TIME AIRPORT MAINTENANCE WORKER

City of Hays

Public Works - Airport

POSITION SUMMARY

Under the direction of the Airport Manager, the Part-Time Airport Maintenance Worker is a non-exempt position under FLSA. This employee performs manual labor, inspection duties and tasks as required, and communicates with the public occasionally. This employee should possess good maintenance, mechanical, construction, and communication skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Assists departmental staff with general maintenance duties;
- Cleans and maintains Airport facilities and equipment;
- Operates trucks, light and heavy equipment, mowers, and hand tools;
- Performs minor construction duties;
- Inspects, repairs, maintains, and calibrates runway lights, navigational aid lights, and reflectors;
- Provides snow and ice removal during inclement weather;
- Applies hazardous chemicals as needed;
- Assists the public as needed and required;
- Posts NOTAM's when needed;
- Assists in enforcing airport safety and security;
- Responds to emergency situations and operations;
- Monitors construction safety & security;
- Completes required Part 139 training;
- Performs duties as related to Part 139.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODYFLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

***PART-TIME AIRPORT MAINTENANCE WORKER
POSITION REQUIREMENTS***

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.

Education: A high school diploma or GED is required.

Technical Skills: A basic knowledge of construction materials and techniques as well as a working knowledge of equipment maintenance and repairs, electrical wiring and plumbing techniques, and mathematics is required. This employee must be able to operate trucks, tractors, mowers, hand tools, power tools, and other departmental equipment. This employee must have the ability to follow oral directions, read and interpret written instructions, manuals, maps and labels. Strong verbal and written communication and mechanical skills are required.

Problem Solving: Limited problem solving is a factor in this position. This employee may encounter problems with equipment malfunctions and adverse weather.

Decision-Making: Decision-making is a factor in this position. This employee makes decisions about repairing facilities and equipment and performs daily duties in the safest and most efficient manner.

Supervision: This employee works under the supervision of the Airport Manager and has no supervisory duties.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public and frequent contact with other City departmental personnel is expected. By assuming the role of Part-Time Airport Maintenance Worker, the applicant agrees to uphold the rules and regulations of the airports. Any conflict of interest may be grounds for termination.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise, and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays. This employee may be subject to recall in the event of an emergency.

Physical Requirements: Occasional maximum Lift of 50 lbs from Floor to Shoulder; Occasional maximum Lift of 40 lbs from Waist to Overhead; Occasional maximum Carry of 35 lbs, 100 feet; Occasional maximum Pull Vertical force of 65 lbs; Occasional maximum Push/Pull Horizontal force of 20 lbs; Occasional maximum Grip force of 35 lbs; Occasional Climb to 25 inches; Frequent Reach, Forward; Occasional Reach, Overhead; Occasional Bend; Occasional Bend/Crouch; Occasional Crouch / Kneel; Occasional Balance; Occasional Foot Coordination; Frequent Hand Coordination; Occasional Sit; Frequent Stand; Occasional Walk PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PLANNING/INSPECTION/ENFORCEMENT SUPERINTENDENT

City of Hays

Public Works
Planning/Inspection/Enforcement Division

POSITION SUMMARY

Under the supervision of the Director of Public Works, the Planning, Inspection and Enforcement Superintendent is an exempt position under FLSA. This position performs administrative and supervisory duties, enforces codes and ordinances for building occupancy and administers zoning and subdivision regulations. Promoting safety is also required. This employee should possess good organizational and communication skills.

ESSENTIAL FUNCTIONS

- Reviews plans and specifications for construction projects and plans and building permit applications for compliance with building, plumbing, electrical, mechanical, zoning and related codes and ordinances;
- Manages and directs division activities;
- Enforces codes and ordinances pertaining to construction and building trades;
- Issues permits and licenses;
- Administers zoning and subdivision regulations;
- Supervises, trains and evaluates subordinate personnel;
- Attends Planning Commission, Board of Zoning Appeals and Trades Board meetings;
- Prepares annual division budget;
- Serves as the ADA Coordinator for the City of Hays;
- Administers National Flood Insurance Program for the City of Hays;
- Provides advice to homeowners and contractors about correcting code violations;
- Consults with the Director of Public Works regarding policies and procedures;
- Responsible for long-range planning for the division;
- Assists with Capital Improvement Program preparation;
- Interviews and makes recommendations for the hiring of all P.I.E. Division personnel.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Obtains and prepares evidence and testifies in court prosecutions;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODYFLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS

***PLANNING/INSPECTION/ENFORCEMENT SUPERINTENDENT
POSITION REQUIREMENTS***

Experience: Three to 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 one year of employment.

Education: A college degree or equivalent training and experience are required. This employee must possess a Combination Inspector Certification from the International Council Codes (I.C.C). This employee is expected to obtain the status of Certified Planner within eighteen months of employment.

Technical Skills: A thorough knowledge of building code application and enforcement, construction techniques and electrical, plumbing and mechanical codes is required. This employee must be able to operate computers and general office equipment with a high degree of efficiency. The ability to read and understand maps, blueprints, plans, specifications, reports and written instructions as well as prepare written documents is required. This employee should possess strong supervisory and oral and written communication skills.

Problem Solving: Extensive problem solving is a factor in this position. This employee encounters problems with enforcing building codes and dealing with citizen and contractor concerns and complaints.

Decision Making: Decision making is a factor in this position. This employee determines whether work performed by contractors, owners and architects and plans and specifications meet code regulations.

Supervision: This employee works independently with limited supervision from the Director of Public Works and exercises supervision over subordinate personnel.

Financial Accountability: This employee is responsible for the safe operation of division equipment and does participate 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: Some adverse working conditions exist within this position. Exposure to asbestos, heights, work in confined spaces, excessive noise, heavy machinery and all types of weather conditions is expected while making property and construction inspections. This employee is exposed to unsanitary conditions, plumbing drains and waste, sewers, showers, laundry rooms and potentially infectious materials. Limited exposure to human blood and body fluids is possible.

Physical Requirements: Physical job demands include occasional maximum lift of 50 lbs from floor to shoulder; occasional maximum carry 5 lbs 100 feet; occasional maximum vertical pull force of 25 lbs; frequent maximum horizontal push/pull force of 20 lbs; frequent maximum grip force 15 lbs; frequent climb up to 18" ht; occasional forward reach; occasional overhead reach; frequent bend; occasional bend/crouch; occasional crouch/kneel; occasional trunk rotation; occasional balance; constant hand coordination; occasional foot coordination; constant sit; frequent stand and frequent walk. See Job Analysis for details. PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

LEAD INSPECTOR

City of Hays

Public Works
Planning/Inspection/Enforcement Division

POSITION SUMMARY

Under the supervision of the Planning, Inspection and Enforcement Superintendent, the Lead Inspector is a non-exempt position under FLSA. This position is distinguished by incumbents' knowledge of internal and external public agency permitting requirements, and responsibility for assignments that have greater complexity and require greater independent judgment. Examining plans, engineering and permit documents before permits are issued, issuing and computing building permits and fees, inspecting buildings during construction and addressing building code violations are required. This employee should possess good organizational and communication skills.

ESSENTIAL FUNCTIONS

- Reviews plans and specifications for projects as well as building permit applications for compliance with building, plumbing, electrical, mechanical, zoning and related codes and ordinances;
- Processes permit applications and plan intake;
- Processes and issues building, electrical, plumbing, mechanical and other related permits; calculates fees based on established fee schedules and monitors/coordinates approval/review of plans by other departments;
- Performs records research in order to document project history compliance; coordinates permit processes with other agencies to ensure all permit requirements are being met;
- Assists Inspectors and other staff by performing code and records research and compiling data;
- Maintains knowledge and informs customers of special requirements and problem areas such as flood zones, historical districts/properties, and other zoning issues in order to expedite the permit process;
- Assists Inspectors in reviewing building plans and projects to ensure code requirements are being met;
- Assists and provides information to general public/permit applicants regarding permit requirements, inspections, and general requirements of the permit process; obtains general information from customers regarding permitting needs; assists the public in completing building permit applications; responds to inquiries regarding permits, permit processes, building codes, and other related ordinances and local laws;
- Notifies contractors and owners of compliance procedures;
- Maintains and updates all forms, applications, and website related material for the Division;
- Maintains computer files and other logs on all building permits, inspections, reports and related documents;
- Fields questions, concerns and complaints from the general public;
- Ensures compliance with the Americans with Disabilities Act regulations;
- Tracks and issues Certificate of Occupancies for completed projects.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Obtains and prepares evidence and testifies in court prosecutions;
- Performs field inspections on a limited basis as the need arises;
- Performs filing and maintenance of records;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

ADVERSE WEATHER
HAZARDOUS CHEMICALS

**LEAD INSPECTOR
POSITION REQUIREMENTS**

Experience: Two to four years of experience in reading and interpreting construction plans and building codes, including one year in a public permitting agency working with other agencies, using architectural and engineering scales, interviewing customers to obtain information, and completion of position related training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment. Knowledge of plans, codes, construction terminology, construction practices, and ordinances and regulations pertaining to the City of Hays is necessary.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred. A valid Driver's License is required. This employee must obtain a Residential and Commercial Inspector Certification from the International Code Council (I.C.C.) within eighteen months of employment. Other certifications, such as plan reviewer, ADA Technician, etc. are advantageous to the position.

Technical Skills: A thorough knowledge of building, plumbing, mechanical and electrical codes, construction materials and methods and federal, state and local zoning regulations are required. This employee must be able to operate computers and general office equipment including specific Division related software programs. The ability to prepare written documents, understand and interpret reports and written instructions is required. The ability to interpret building codes and regulations, prepare reports, understand and anticipate problems as well as understand written instructions, reports, proposals, specifications and code books is required.

Problem Solving: Extensive problem solving is a factor in this position. This employee encounters problems with enforcing building codes and dealing with citizen and contractor concerns and complaints.

Decision Making: Decision making is a factor in this position. This employee determines whether work performed by contractors, owners, and architects and plans and specifications meet code regulations.

Supervision: This employee works independently with limited supervision from the PIE Superintendent and has limited supervisory duties of Inspector position.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily contact with other City departments and the general public is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to asbestos, heights, work in confined spaces, excessive noise, heavy machinery and all types of weather conditions is expected while making property and construction inspections. This employee is exposed to unsanitary conditions, plumbing drains and waste, sewers, showers, laundry rooms and potentially infectious materials. Limited exposure to human blood and body fluids is possible.

Physical Requirements: Physical job demands include occasional maximum lift of 50 lbs from floor to shoulder; occasional maximum carry 5 lbs 100 feet; occasional maximum vertical pull force of 25 lbs; frequent maximum horizontal push/pull force of 20 lbs; frequent maximum grip force 15 lbs; frequent climb up to 18" ht; occasional forward reach; occasional overhead reach; frequent bend; occasional bend/crouch; occasional crouch/kneel; occasional trunk rotation; occasional balance; constant hand coordination; occasional foot coordination; constant sit; frequent stand and frequent walk. See Job Analysis for details. PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

INSPECTOR

City of Hays

*Public Works
Planning/Inspection/Enforcement Division*

POSITION SUMMARY

Under the supervision of the Planning, Inspection and Enforcement Superintendent, the Inspector is a non-exempt position under FLSA. This employee is responsible for the enforcement of residential and commercial building, zoning, plumbing and electrical codes. Examining building plans before permits are issued, issuing and computing building permits and fees, inspecting buildings during construction and addressing code violations are required. This employee should possess good organizational and communication skills.

ESSENTIAL FUNCTIONS

- Reviews plans and specifications for construction projects as well as plans and building permit applications for compliance with building, plumbing, electrical, mechanical, zoning and related codes and ordinances;
- Issues building, electrical, plumbing, mechanical and occupancy permits;
- Inspects residential and commercial buildings during construction to ensure compliance with building codes and ordinances;
- Enforces City of Hays Code of Ordinances;
- Enforces adopted building codes pertaining to construction of building trades;
- Assists and advises homeowners, contractors and others about interpreting codes and correcting violations;
- Inspects existing buildings and housing to determine compliance with building and housing codes;
- Issues notices of violations to contractors and owners;
- Notifies contractors and owners of compliance procedures;
- Approves building permits and plans;
- Completes daily logs of inspection records using current permit software program;
- Fields questions, concerns and complaints from the general public;
- Ensures compliance with the Americans with Disabilities Act regulations.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Obtains and prepares evidence and testifies in court prosecutions;
- Performs construction surveys to establish lines and grades within the construction site;
- Performs filing and maintenance of records;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

**OSHA:
HUMAN BLOOD/BODYFLUIDS**

**WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS**

INSPECTOR POSITION REQUIREMENTS

Experience: One to three years of experience in code enforcement, building trades and construction inspection 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: A high school diploma or GED is required and a technical degree or some college credit is preferred. A valid Driver's License is required. This employee must obtain a Residential and Commercial Inspector Certification from the International Code Council (I.C.C.) within eighteen months of employment.

Technical Skills: A thorough knowledge of building, plumbing, mechanical and electrical codes, construction materials and methods and federal, state and local zoning regulations are required. This employee must be able to operate computers and general office equipment, including applicable permit software. The ability to prepare written documents, understand and interpret reports and written instructions is required. This employee should possess strong oral and written communication and organizational skills. The ability to interpret building codes and regulations, prepare reports, understand and anticipate problems as well as understand written instructions, reports, proposals, specifications and code books is required.

Problem Solving: Extensive problem solving is a factor in this position. This employee encounters problems with enforcing building codes and dealing with citizen and contractor concerns and complaints.

Decision Making: Decision making is a factor in this position. This employee determines whether work performed by contractors, owners, and architects and plans and specifications meet code regulations.

Supervision: This employee works independently with limited supervision from the PIE Superintendent and Lead Inspector. This position has no supervisory duties.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily contact with other City departments and the general public is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to asbestos, heights, work in confined spaces, excessive noise, heavy machinery and all types of weather conditions is expected while making property and construction inspections. This employee is exposed to unsanitary conditions, plumbing drains and waste, sewers, showers, laundry rooms and potentially infectious materials. Limited exposure to human blood and body fluids is possible.

Physical Requirements: Physical job demands include occasional maximum lift of 50 lbs from floor to shoulder; occasional maximum carry 5 lbs 100 feet; occasional maximum vertical pull force of 25 lbs; frequent maximum horizontal push/pull force of 20 lbs; frequent maximum grip force 15 lbs; frequent climb up to 18" ht; occasional forward reach; occasional overhead reach; frequent bend; occasional bend/crouch; occasional crouch/kneel; occasional trunk rotation; occasional balance; constant hand coordination; occasional foot coordination; constant sit; frequent stand and frequent walk. See Job Analysis for details. PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PART-TIME CODE ENFORCEMENT OFFICER

City of Hays

*Public Works
Planning/Inspection/Enforcement Division*

POSITION SUMMARY

Under the supervision of the Planning, Inspection and Enforcement Superintendent, the Part-time Code Enforcement Officer is a non-exempt position under FLSA. This employee is responsible for the enforcement of City of Hays Ordinances pertaining to nuisances, weeds, junk, dangerous structures, abandoned vehicles, and other similar ordinances. This employee should possess good computer, organizational as well as oral and written communication skills.

ESSENTIAL FUNCTIONS

- Enforces City of Hays Code of Ordinances;
- Inspects existing buildings and housing to determine compliance with building and housing codes;
- Issues notices of violations to property owners;
- Notifies property owners of compliance procedures;
- Prepares reports on nuisance issues;
- Fields questions, concerns and complaints from the general public;
- Assist Public Works administrative staff as the need arises.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Obtains and prepares evidence and testifies in court prosecutions;
- Performs filing, scanning and maintenance of records;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

**OSHA:
HUMAN BLOOD/BODYFLUIDS**

**WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS**

***PART-TIME CODE ENFORCEMENT OFFICER
POSITION REQUIREMENTS***

Experience: One to three years of experience in public relations or code enforcement is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred. A valid Driver's License is required. This employee must obtain a Property Maintenance Inspector Certification from the International Code Council (I.C.C.) within eighteen months of employment.

Technical Skills: This employee must be able to operate computers and general office equipment. The ability to prepare written documents, understand and interpret reports and written instructions is required. This employee should possess strong oral and written communication and organizational skills. The ability to interpret codes and regulations, prepare reports, understand and anticipate problems as well as understand written instructions, reports, proposals, specifications and code books is required.

Problem Solving: Extensive problem solving is a factor in this position. This employee encounters problems with enforcing City codes and dealing with citizens and property owners' concerns and complaints.

Decision Making: Decision making is a factor in this position. This employee determines whether property owners are in compliance with City of Hays Ordinances and other adopted code regulations.

Supervision: This employee works independently with limited supervision from the PIE Superintendent and has no supervisory duties.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily contact with other City departments and the general public is expected. Employee must be capable and have the ability to deal with unruly or upset individuals.

Working Conditions: Some adverse working conditions exist within this position. Exposure to asbestos, heights, work in confined spaces, excessive noise, heavy machinery and all types of weather conditions is expected while making property and construction inspections. This employee is exposed to unsanitary conditions, plumbing drains and waste, sewers, showers, laundry rooms and potentially infectious materials. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment.

Physical Requirements: Physical job demands include occasional maximum lift of 50 lbs from floor to shoulder; occasional maximum carry 5 lbs 100 feet; occasional maximum vertical pull force of 25 lbs; frequent maximum horizontal push/pull force of 20 lbs; frequent maximum grip force 15 lbs; frequent climb up to 18" ht; occasional forward reach; occasional overhead reach; frequent bend; occasional bend/crouch; occasional crouch/kneel; occasional trunk rotation; occasional balance; constant hand coordination; occasional foot coordination; constant sit; frequent stand and frequent walk. See Job Analysis for details. PDC Level: Medium

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ADMINISTRATIVE ASSISTANT

City of Hays

Public Works -Planning/Inspection/Enforcement Division

POSITION SUMMARY

Under the direction of the PIE Superintendent, the Administrative Assistant is a non-exempt position under FLSA. This position is responsible for performing secretarial, clerical and record keeping duties including maintaining/updating records, preparing reports and assisting all division supervisors. This employee answers incoming telephone calls, acts as a general information center, takes and relays messages and assists with facilitating the smooth operation of the Department. This employee should possess excellent organizational, oral and written communication skills and the ability to maintain confidentiality.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls;
- Provides citizen assistance by fielding questions, concerns and requests from the general public;
- Performs general clerical duties including typing, filing and photocopying;
- Writes correspondence and answers mail;
- Completes and maintains records relating to purchase orders and receiving reports;
- Performs data entry duties and prepares reports;
- Issues various building permits;
- Schedules building inspections when requested;
- Processes water tap/meter orders;
- Tracks City construction projects in regard to invoices, contracts, purchase orders, etc.;
- Issues Contractor licenses and tracks updated insurance and renewal;
- Provides updates to I.T. for PIE related website information and Nixel announcements;
- Creates daily, monthly, and annual reports of PIE Division activities;
- Assists with contract activities;
- Assists with budget preparations;
- Purchases supplies;
- Schedules appointments, meetings and various departmental activities;
- Assists with departmental travel requests and maintains relevant records;
- Maintains confidential records and files;
- Communicates with the media as required;
- Attends committee meetings as needed and prepares agendas and minutes.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Runs errands;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ADMINISTRATIVE ASSISTANT
POSITION REQUIREMENTS**

Experience: One to three years of clerical and computer 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: A high school diploma or GED is required. A technical degree or some college credit is preferred.

Technical Skills: A thorough knowledge of computers, business correspondence, clerical duties and a working knowledge of mathematics is required. This employee must be able to accurately and efficiently operate computers, printers, photocopiers, calculators and other office machinery. This position requires the ability to read and interpret written instructions and reports as well as follow oral directives. This employee must possess excellent public relations and verbal and written communication skills as well as strong organizational skills and must be able to multi-task.

Problem Solving: Limited problem solving exists within this position. This employee encounters problems with locating records and reports and providing citizen and employee assistance.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the most efficient manner and providing citizen assistance. The ability to prioritize the workload received from multiple supervisors is required.

Supervision: This employee works with limited supervision and has no supervisory duties.

Financial Accountability: This employee has limited responsibility for departmental resources and does assist with the departmental budget preparation process by researching, compiling and typing data. Employee must fully understand the City of Hays Purchasing Policy and prepare requisitions with proper notes, item descriptions and line item coding for all Public Works Divisions.

Personal Relations: Daily contact with the general public, departmental personnel and other City departments is expected.

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

Physical Requirements: The physical demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

SERVICE DIVISION SUPERINTENDENT

City of Hays

Public Works -Service Division

POSITION SUMMARY

Under the supervision of the Director of Public Works, the Service Division Superintendent is an exempt position under FLSA. This position performs administrative and supervisory duties, and oversees the maintenance of City streets and alleys, snow and ice removal, storm sewer and flood structure maintenance, streets, sign and signal maintenance, and fleet maintenance. This employee should possess excellent supervisory, leadership, communication, organizational and mechanical skills.

ESSENTIAL FUNCTIONS

- Supervises and evaluates subordinate personnel;
- Prepares and monitors the annual budget for the Service Division, Buildings & Grounds, Fleet Maintenance, and Vehicle Replacement Schedule;
- Responsible for the scheduling of all Service Division crews;
- Responsible for scheduling and supervising projects to repair and maintain the City infrastructure;
- Responsible for preparing and completing purchase requests and ordering necessary supplies and equipment;
- Responds to citizen requests and complaints;
- Reviews, organizes and implements work schedules;
- Makes recommendations and develops data relative to capital projects, development issues and infrastructure maintenance;
- Attends City Commission meetings as requested;
- Supervises the servicing and repair of departmental equipment and machinery;
- Interviews and makes recommendations for the hiring of all Service Division personnel;
- Creates written memoranda and reports as needed;
- Prepares and makes presentations as directed.

MARGINAL FUNCTIONS

- Assists with snow and ice clearing and removal as needed;
- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
**ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR**

***SERVICE DIVISION SUPERINTENDENT
POSITION REQUIREMENTS***

Experience: Three to 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 one year of employment.

Education: A college degree or equivalent experience and training are required. This position requires a valid Commercial Driver's License (CDL), Class B, Tanker Endorsement with air brakes and is expected to acquire the appropriate CDL within six months of employment.

Technical Skills: A thorough knowledge of street construction and repairs, signs and signals, and equipment maintenance as well as a working knowledge of mathematics and computers are required. This employee must be able to operate hand tools, trucks, calculators and other office machinery. The ability to comprehend and interpret maps, plans, schematics, written instructions and reports and strong leadership, supervisory, oral and written and verbal communication and mechanical skills are required.

Problem Solving: Problem solving is involved in this position. This employee encounters problems with equipment malfunctions, personnel issues and citizen complaints.

Decision Making: Decision making is a factor in this position. This employee makes decisions about resolving personnel issues, scheduling conflicts and performing daily duties in the safest and most efficient manner.

Supervision: This position works with limited supervision from the Director of Public Works and exercises supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment, has the authority to purchase necessary supplies and participates in the annual budget process.

Personal Relations: Frequent contact with the general public, subordinate personnel and other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment.

Physical Requirements: Occasional maximum lift of 80 lbs from Floor to Knuckle; Occasional maximum Lift of 50 lbs from Floor to Shoulder; Occasional maximum Lift of 40 lbs from Waist to Overhead; Frequent maximum Lift of 22 lbs from Waist to Shoulder; Occasional maximum Carry 60 lbs, 30 feet; Occasional maximum Carry of 35 lbs, 100 feet; Occasional maximum Pull Vertical force of 65 lbs; Occasional maximum Push/Pull Horizontal force of 80 lbs; Occasional maximum Grip force of 35 lbs; Occasional Climb to 29 inches; Frequent Reach, Forward; Occasional Reach, Overhead; Frequent Bend; Frequent Bend/Crouch; Occasional Crouch / Kneel; Frequent Neck Rotation; Occasional Balance; Occasional Foot Coordination; Frequent Hand Coordination; Constant Sit; Frequent Stand; Frequent Walk PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

SERVICE DIVISION FOREMAN

City of Hays

Public Works – Service Division

POSITION SUMMARY

Under the supervision of the Service Division Superintendent, the Foreman is a non-exempt position under FLSA. The expectation of this position is for the employee to perform as a working foreman as well as to act in a supervisory capacity as needed. This employee supervises subordinate personnel and performs maintenance duties as required by department supervisors. Providing snow and ice removal during inclement weather is required. This employee should possess strong supervisory, communication and mechanical skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Assists supervisors in the assignment, direction, and supervision of various operations;
- Assists the supervisors in the maintenance of department records and inventory of supplies and purchases;
- Assumes responsibilities of supervisors in their absence;
- Supervises, evaluates and trains subordinate personnel;
- Assists in purchase requests and ordering necessary supplies and equipment;
- Prepares and completes reports and records;
- Works with the general public regarding department issues and concerns.
- Operates departmental equipment not limited to skid steers graders, loaders, backhoes, sweepers, trucks, tractors, Aerial Trucks, light equipment, mowers, hand/power tools, and snow and ice removal equipment;
- Performs pavement painting;
- Performs maintenance of the City's storm water facilities, storm sewer inlets, flood gates, ditches, raingardens, storm sewers, spraying weeds, mowing and cutting undesirable vegetation;
- Fills out and completes work orders on assigned tasks;
- Forms, pours and finishes concrete surfaces;
- Patches Asphalt and makes asphalt surface repairs;
- Performs alley maintenance activities and equipment operations;
- Snow removal with appropriate equipment;
- Sign installation and repair;
- Traffic signal maintenance and repair;
- Read and interpret drawings and specifications on projects assigned;
- Perform all jobs duties in accordance with the Department's safety guidelines;
- Mechanical operation of diesel and gas-powered equipment;
- Ability to maintain and make minor repairs to equipment.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

<i>Classification</i>	
<i>QuickView</i>	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	HUMAN BLOOD/BODY FLUIDS
<u>WORKING CONDITIONS:</u>	
ADVERSE WEATHER	
MANUAL LABOR	
HAZARDOUS CHEMICALS	

***SERVICE DIVISION FOREMAN
POSITION REQUIREMENTS***

Experience: Two or more 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 one year of employment.

Education: A high school diploma or GED is required, and a technical degree or some college credit is preferred. This position requires a valid Commercial Driver's License (CDL), Class B Tank Endorsement with air brakes.

Technical Skills: A thorough knowledge of construction techniques, chemicals, equipment maintenance, and a working knowledge of mathematics is required. This employee must be able to operate hand tools, loaders, backhoes, and other departmental machinery. The ability to read and interpret written instructions, maps, and service manuals, and excellent verbal and written communication and mechanical skills are required.

Problem Solving: Problem solving is involved in this position. This employee encounters problems with equipment malfunctions, adverse weather, and personnel issues.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing necessary repairs and maintenance, resolving personnel issues, and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with occasional supervision from the Service Division Superintendent and does exercise supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment and participates in the collection of data for the annual budget process.

Personal Relations: Frequent contact with the general public, supervisory personnel, and other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays.

Physical Requirements: Occasional maximum lift of 80 lbs from Floor to Knuckle; Occasional maximum Lift of 50 lbs from Floor to Shoulder; Occasional maximum Lift of 40 lbs from Waist to Overhead; Frequent maximum Lift of 22 lbs from Waist to Shoulder; Occasional maximum Carry 60 lbs, 30 feet; Occasional maximum Carry of 35 lbs, 100 feet; Occasional maximum Pull Vertical force of 65 lbs; Occasional maximum Push/Pull Horizontal force of 80 lbs; Occasional maximum Grip force of 35 lbs; Occasional Climb to 29 inches; Frequent Reach, Forward; Occasional Reach, Overhead; Frequent Bend; Frequent Bend/Crouch; Occasional Crouch / Kneel; Frequent Neck Rotation; Occasional Balance; Occasional Foot Coordination; Frequent Hand Coordination; Constant Sit; Frequent Stand; Frequent Walk PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

FLEET FOREMAN

City of Hays

Public Works -Service Division

POSITION SUMMARY

Under the supervision of the Service Division Superintendent, the Fleet Foreman is a non-exempt position under FLSA. The primary responsibilities of this position include inspecting City equipment, servicing vehicles routinely, performing necessary repairs and supervising subordinate personnel. This employee should possess excellent mechanical skills and strong communication skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Schedules maintenance and repairs on equipment;
- Supervises, evaluates, and trains subordinate personnel;
- Schedules equipment and machinery for routine service;
- Maintains records of costs and all repair work;
- Inspects City equipment and vehicles;
- Writes specifications for equipment purchasing;
- Maintains shop inventory;
- Ensures that all necessary parts are kept in stock;
- Operates heavy machinery including backhoes, tractors and trucks and hand tools;
- Performs welding duties as necessary;
- Performs data entry duties relating to maintenance records;
- Cleans and maintains shop area and equipment;
- Responsible for preparing and completing purchase requests and ordering necessary supplies and equipment.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Ensures department complies with state and federal safety regulations;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
MANUAL LABOR
HAZARDOUS CHEMICALS

FLEET FOREMAN
POSITION REQUIREMENTS

Experience: Three to 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 one year of employment.

Education: A high school diploma or GED is required, and a technical degree or equivalent training is preferred. This position requires a valid Commercial Driver's License (CDL), Class B with Tank Certification.

Technical Skills: A thorough knowledge of equipment repairs, welding, gas and diesel engines as well as a working knowledge of mathematics and computer equipment is required. This employee must be able to operate all heavy machinery including trucks, tractors, graders, loaders and perform necessary repairs. The ability to read and interpret schematic diagrams, written instructions and records is required. This employee must also have strong verbal and written communication, supervisory and mechanical skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with equipment malfunctions, lack of equipment to make repairs and maintaining proper repair records.

Decision Making: Decision making is a factor 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: This employee works independently with occasional supervision from the Service Division Superintendent and exercises supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Frequent contact with other City departments and occasional contact with the general public is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays.

Physical Requirements: Maximum occasional lift of 70 lbs from knuckle to waist; maximum occasional lift of 65 lbs from floor to waist; maximum frequent lift of 25 lbs from floor to shoulder; maximum frequent lift of 13 lbs from floor to 70 in; maximum occasional carry of 65 lbs for 5 ft; maximum frequent carry of 25 lbs for 40 ft; maximum frequent push/pull horizontal force of 40 lbs at 47 inch height for distance of 50 ft; maximum occasional push/pull horizontal force of 40 lbs at height of 36 inches for distance of 75 ft; maximum occasional push/pull vertical with force of 100 lbs at height of 24 inches; maximum occasional grip force of 90 lbs; maximum frequent forward reach for distance of 45 inches; maximum occasional lateral reach of 30 inches; maximum occasional overhead reach to height of 75 inches; occasional bend; occasional crouching/kneeling; frequent neck flexion; occasional trunk rotation; occasional fine motor coordination; frequent hand coordination; constant standing and walking; occasional sitting; occasional awkward postures of working prone or supine over or under vehicles/equipment; frequent sit and frequent stand/walk. PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

MECHANIC/SENIOR MECHANIC

City of Hays

Public Works -Service Division

POSITION SUMMARY

Under the supervision of the Fleet Foreman, the Mechanic/Senior Mechanic is a non-exempt position under FLSA. The primary responsibilities of this position include inspecting City equipment, servicing vehicles and equipment routinely and performing necessary repairs. This employee should possess excellent mechanical skills and strong communication skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Performs daily mechanical repairs;
- Services City vehicles, equipment and machinery;
- Schedules equipment and machinery for routine service;
- Inspects City-owned equipment;
- Assists the Fleet Foreman as needed;
- Operates heavy machinery including backhoes, tractors and trucks and hand tools;
- Performs welding duties as necessary;
- Performs data entry duties relating to maintenance records;
- Orders parts and completes necessary paperwork;
- Cleans and maintains shop area and equipment;
- Assists in writing specifications for equipment purchasing.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **NON-EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
**ADVERSE WEATHER
MANUAL LABOR
HAZARDOUS CHEMICALS**

**MECHANIC/ SENIOR MECHANIC
POSITION REQUIREMENTS**

Experience: Three to five years of similar or related experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment. Sr Mechanic is skill based and in order to be promoted, employees must be qualified based on the Service Skill Based Promotion Worksheet.

Education: A high school diploma or GED is required, and a technical degree or equivalent training is preferred. This position requires a valid Commercial Driver's License (CDL), Class B, Tank Endorsement with air brakes, and an Automotive Service Excellence (ASE) certification. This employee is expected to acquire appropriate CDL and ASE within six months of employment.

Technical Skills: A thorough knowledge of equipment repairs, welding, gas and diesel engine repairs and a working knowledge of computers and mathematics is required. This employee must be able to operate all heavy machinery including trucks, tractors, graders and loaders and perform necessary repairs. The ability to read and interpret schematic diagrams, written instructions and records as well as strong verbal and written communication and mechanical skills are required.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with equipment malfunctions and making necessary repairs.

Decision Making: Limited decision making is a factor in this position. This employee makes decisions about the safest and most efficient method to making necessary repairs.

Supervision: This position works with occasional supervision from the Fleet Foreman and has no supervisory duties.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily contact with supervisory personnel and other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays.

Physical Requirements: Maximum occasional lift of 70 lbs from knuckle to waist; maximum occasional lift of 65 lbs from floor to waist; maximum frequent lift of 25 lbs from floor to shoulder; maximum frequent lift of 13 lbs from floor to 70 in; maximum occasional carry of 65 lbs for 5 ft; maximum frequent carry of 25 lbs for 40 ft; maximum frequent push/pull horizontal force of 40 lbs at 47 inch height for distance of 50 ft; maximum occasional push/pull horizontal force of 40 lbs at height of 36 inches for distance of 75 ft; maximum occasional push/pull vertical with force of 100 lbs at height of 24 inches; maximum occasional grip force of 90 lbs; maximum frequent forward reach for distance of 45 inches; maximum occasional lateral reach of 30 inches; maximum occasional overhead reach to height of 75 inches; occasional bend; occasional crouching/kneeling; frequent neck flexion; occasional trunk rotation; occasional fine motor coordination; frequent hand coordination; constant standing and walking; occasional sitting; occasional awkward postures of working prone or supine over or under vehicles/equipment; frequent sit and frequent stand/walk. PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

MAINTENANCE WORKER I, II, & SENIOR

City of Hays

Public Works -Service Division

POSITION SUMMARY

Under the direction of the Service Division Superintendent, the Maintenance Worker I, II, & Senior is a non-exempt position under FLSA. This employee is responsible for the operation of various types of City-owned heavy equipment and machinery and repairing and maintaining City streets, alleys, and storm sewers. Providing snow and ice removal is also required. This employee should possess excellent mechanical skills and strong communication skills. This employee may serve as a lead man over other workers. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Operates departmental equipment not limited to skid steers, graders, loaders, backhoes, sweepers, trucks, tractors, Aerial Trucks, light equipment, mowers, hand/power tools, and snow and ice removal equipment;
- Performs pavement painting;
- Performs maintenance of the City's storm water facilities, storm sewer inlets, flood gates, ditches, raingardens, storm sewers, spraying weeds, mowing and cutting undesirable vegetation;
- Fills out and completes work orders on assigned tasks;
- Forms, pours and finishes concrete surfaces;
- Patches Asphalt and makes asphalt surface repairs;
- Sweeps Streets;
- Performs alley maintenance activities and equipment operations;
- Snow removal with appropriate equipment;
- Sign installation and repair;
- Traffic signal maintenance and repair;
- Ability to supervise work of others as a lead man when assigned by supervisor;
- Read and interpret drawings and specifications on projects assigned;
- Assist in the training of subordinate employees on job related tasks and safety;
- Perform all jobs duties in accordance with the Department's safety guidelines;
- Mechanical operation of diesel and gas powered equipment;
- Ability to maintain and make minor repairs to equipment.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
MANUAL LABOR
HAZARDOUS CHEMICALS

**MAINTENANCE WORKER I, II, & SENIOR
POSITION REQUIREMENTS**

Experience: One to three years of similar or related experience is required. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment. Maintenance Worker II and Sr Maintenance Worker is skill based and in order to be promoted, employees must be qualified based on the Service Skill Based Promotion Form.

Education: A high school diploma or GED and a valid Commercial Driver's License (CDL), Class B Tank Endorsement with air brakes is required. This employee is expected to acquire appropriate CDL within six months of employment.

Technical Skills: A thorough knowledge of equipment repairs and maintenance as well as a working knowledge of mathematics is helpful. This employee must be able to efficiently operate the wide variety of heavy equipment owned by the City not limited to, graders, loaders, backhoes, trucks, tractors, aerial trucks, skid steers, mower, light equipment, hand/power tools, snow and ice removal equipment and sweepers. Employee to have thorough knowledge related to concrete repair, forming, asphalt repair, sign installation and repair, traffic signal maintenance and repair, alley maintenance, street sweeping, storm water infrastructure maintenance activities and snow removal activities. The ability to read and interpret written instructions, maps and service manuals is required. This employee must also have excellent verbal and written communication and mechanical skills.

Problem Solving: Limited problem solving is a factor in this position. This employee occasionally encounters problems with equipment malfunctions and adverse weather.

Decision Making: Limited decision making is a factor in this position. This employee makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: This employee works with occasional supervision from the Service Division Superintendent and has no supervisory duties.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

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

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays.

Physical Requirements: Occasional maximum lift of 80 lbs from Floor to Knuckle; Occasional maximum Lift of 37 lbs from Floor to Shoulder; Occasional maximum Lift of 40 lbs from Waist to Overhead; Frequent maximum Lift of 22 lbs from Waist to Shoulder; Occasional maximum Carry 60 lbs, 30 feet; Occasional maximum Carry of 35 lbs, 100 feet; Occasional maximum Pull Vertical force of 65 lbs; Occasional maximum Push/Pull Horizontal force of 80 lbs; Occasional maximum Grip force of 35 lbs; Occasional Climb to 29 inches; Frequent Reach, Forward; Occasional Reach, Overhead; Frequent Bend; Frequent Bend/Crouch; Occasional Crouch / Kneel; Frequent Neck Rotation; Occasional Balance; Occasional Foot Coordination; Frequent Hand Coordination; Constant Sit; Frequent Stand; Frequent Walk PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PART-TIME SERVICE MAINTENANCE WORKER

City of Hays

Public Works Department – Service Division

POSITION SUMMARY

Under the direction of the Service Division Superintendent, the Part-time Service Maintenance Worker is a non-exempt position under FLSA. This employee performs manual labor as required and directed. The employee is expected to work independently once trained in the requirements of the position and possess good maintenance, mechanical, construction and communication skills.

ESSENTIAL FUNCTIONS

- Perform general maintenance duties in drainage ditches and other storm water facilities;
- Work independently with minimal direction after initial training;
- Operates light trucks, light equipment, mowers, hand tools, and weed spraying equipment;
- Performs necessary repairs and maintenance to departmental equipment and facilities;
- Provides snow and ice removal during inclement weather;
- Performs grounds keeping duties;
- Performs construction duties;
- Identify invasive and undesirable plant species growing in drainage ditches and other storm water facilities;
- Mix chemicals and apply hazardous chemicals as needed;
- Inspect storm water infrastructure including manholes, pipes, and inlets;
- Communicate and document daily tasks.

MARGINAL FUNCTIONS

- Assists other divisions and departments as the need arises;
- Work flexible hours as need and weather conditions demand;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

***PART-TIME SERVICE MAINTENANCE WORKER
POSITION REQUIREMENTS***

Experience: Previous experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within three months of employment.

Education: This position requires a valid Driver's License.

Technical Skills: A working knowledge of equipment maintenance and repairs is required. The incumbent must be able to operate mowers, hand tools, power tools, trucks and tractors. The ability to follow oral directions, read and interpret written instructions, manuals and labels is also required. Incumbent must possess mechanical and communications skills. Incumbent must learn to identify invasive and undesirable plant species.

Problem Solving: Limited problem solving is a factor in this position. Incumbent will encounter a wide variety of unexpected circumstances that will require limited problem solving skills.

Decision-Making: Limited decision making is a factor in this position. Incumbent makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: This employee works with frequent supervision from the Service Division Superintendent and has no supervisory duties.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Occasional contact with other City personnel and the general public is expected.

Working Conditions: The incumbent is subject to both indoor and outside environmental conditions as activities occur inside and outside. The incumbent is subject to extreme heat with temperatures above 100 degrees for periods of more than one hour. The incumbent will also be exposed to typical high wind conditions on a daily basis. Incumbent is subject to noise above ambient levels, vibration, hazardous conditions, atmospheric conditions, oils, close quarters such as manholes, storm water inlets, and storm water pipes. Limited exposure to human blood and body fluids is possible

Physical Requirements: Occasional maximum lift of 80 lbs from Floor to Knuckle; Occasional maximum Lift of 37 lbs from Floor to Shoulder; Occasional maximum Lift of 40 lbs from Waist to Overhead; Frequent maximum Lift of 22 lbs from Waist to Shoulder; Occasional maximum Carry 60 lbs, 30 feet; Occasional maximum Carry of 35 lbs, 100 feet; Occasional maximum Pull Vertical force of 65 lbs; Occasional maximum Push/Pull Horizontal force of 80 lbs; Occasional maximum Grip force of 35 lbs; Occasional Climb to 29 inches; Frequent Reach, Forward; Occasional Reach, Overhead; Frequent Bend; Frequent Bend/Crouch; Occasional Crouch / Kneel; Frequent Neck Rotation; Occasional Balance; Occasional Foot Coordination; Frequent Hand Coordination; Constant Sit; Frequent Stand; Frequent Walk PDC Level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

SOLID WASTE SUPERINTENDENT

City of Hays

Public Works -Solid Waste Division

POSITION SUMMARY

Under the supervision of the Director of Public Works, the Solid Waste Superintendent is an exempt position under FLSA. This employee is responsible for the supervision of City refuse and recycling collection and processing as well as the composting operation. This employee should possess excellent supervisory, communication, organizational and mechanical skills.

ESSENTIAL FUNCTIONS

- Supervises and evaluates subordinate personnel;
- Schedules solid waste crews;
- Oversees all Solid Waste activities including refuse, recycling, alley clean-up and composting operations;
- Responsible for all divisional equipment and machinery and inspects and supervises the servicing and repair of this equipment;
- Orders necessary supplies and equipment;
- Prepares and completes purchase requests;
- Prepares annual Division budget;
- Prepares agenda materials for City Commission meetings;
- Reviews, organizes and implements work schedules;
- Makes recommendations and develops data relative to special projects and the annual budget;
- Secures markets for recycling products;
- Attends City Commission meetings as requested;
- Writes grant applications and administers grant monies as required;
- Makes formal presentations to the City Commission as well as educational speeches to the general public on recycling and composting.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

SOLID WASTE SUPERINTENDENT POSITION REQUIREMENTS

Experience: Three to 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 one year of employment.

Education: A college degree or equivalent experience and training are required. This position requires a valid Commercial Driver's License (CDL), Class B with air brakes. Employee is expected to acquire appropriate CDL within six months of employment.

Technical Skills: A thorough knowledge of solid waste operations, equipment maintenance, and a working knowledge of mathematics and computers are required. This employee must be able to operate hand tools, trucks, calculators, and other office machinery. The ability to read and interpret written instructions and reports as well as strong supervisory, communication and mechanical skills are required.

Problem Solving: Problem solving is involved in this position. This employee encounters problems with equipment malfunctions, personnel issues and citizen complaints.

Decision Making: Decision making is a factor in this position. This employee makes decisions about resolving personnel issues, scheduling conflicts and performing daily duties in the safest and most efficient manner.

Supervision: This position works with limited supervision from the Director of Public Works and exercises supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment, has the authority to purchase necessary supplies and participates in the annual budget process.

Personal Relations: Frequent contact with the general public, subordinate personnel and other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment.

Physical Requirements: Occasional maximum lift of 40 lbs floor to shoulder; constant maximum lift of 23 lbs floor to shoulder; frequent maximum carry of 23 lbs 25 feet; occasional maximum horizontal push/pull force of 100 lbs; occasional maximum vertical push/pull force of 20 lbs; frequent maximum horizontal push/pull force of 25 lbs; frequent maximum grip force of 40 lbs; frequent climb; constant forward reach; frequent overhead reach; frequent bend; frequent bend/crouch; frequent neck/trunk rotation; constant balance; frequent sitting; frequent standing; and frequent walking. See Job Analysis. PDC level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

SOLID WASTE DIVISION FOREMAN

City of Hays

Public Works – Solid Waste Division

POSITION SUMMARY

Under the supervision of the Solid Waste Division Superintendent, the Solid Waste Division Foreman is a non-exempt position under FLSA. The expectation of this position is for the employee to perform as a working foreman. This employee supervises subordinate personnel and performs maintenance duties as required by the Solid Waste Division, which includes Compost operations. This employee should possess strong supervisory, communication, and mechanical skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Assists Superintendent in the assignment, training, direction, and supervision of all operations and personnel in the Solid Waste Division;
- Maintains and completes various Solid Waste Division reports and record keeping;
- Assumes responsibilities of the Superintendent in their absence;
- Assist the Superintendent in the evaluation of employees;
- Operates, maintains, and assists with repairs to the departmental equipment and machinery;
- Assists in purchase requests and ordering necessary supplies and equipment in the absence of the Superintendent;
- Collects and disposes of refuse in the City of Hays;
- Collects and processes recyclable materials and alley clean-up material in the City of Hays;
- Collects and disposes of special collection items collected in the City of Hays;
- Delivers, refurbishes, and repairs refuse containers for customers in the City of Hays;
- Responds to day-to-day customer concerns;
- Operates and maintains refuse/recycling trucks, recycling equipment, compost equipment, and alley clean-up equipment;
- Perform all jobs duties in accordance with the Department's safety guidelines;
- Performs safety inspections of equipment;
- Maintains and repairs departmental facilities, equipment, and machinery.

MARGINAL FUNCTIONS

- Assists other departments as the need arises; such as snow and ice storms, flooding, or disasters;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
MANUAL LABOR
HAZARDOUS CHEMICALS

**SOLID WASTE DIVISION FOREMAN
POSITION REQUIREMENTS**

Experience: Two or more 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 one year of employment.

Education: A high school diploma or GED is required, and a technical degree or some college credit is preferred. This position requires a valid Commercial Driver's License (CDL), Class B.

Technical Skills: A thorough knowledge of equipment maintenance, and a working knowledge of mathematics and computers is required. This employee must be able to operate hand tools, loaders, backhoes, trucks, tractors, and other departmental machinery. The ability to read and interpret written instructions, maps, and service manuals, and excellent verbal and written communication and mechanical skills are required.

Problem Solving: Problem solving is involved in this position. This employee encounters problems with equipment malfunctions, adverse weather, and personnel issues.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing necessary repairs and maintenance, resolving personnel issues, and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with supervision from Solid Waste Division Superintendent and does exercise supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment and participates in the collection of data for the annual budget process.

Personal Relations: Frequent contact with the general public, supervisory personnel, and other city departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays.

Physical Requirements: occasional maximum lift of 40 lbs floor to shoulder; constant maximum lift of 23 lbs floor to shoulder; frequent maximum carry of 23 lbs 25 feet; occasional maximum horizontal push/pull force of 100 lbs; occasional maximum vertical push/pull force of 20 lbs; frequent maximum horizontal push/pull force of 25 lbs; frequent maximum grip force of 40 lbs; frequent climb; constant forward reach; frequent overhead reach; frequent bend; frequent bend/crouch; frequent neck/trunk rotation; constant balance; frequent sitting; frequent standing; and frequent walking. See Job Analysis. PDC level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

MAINTENANCE I, II & SENIOR MAINTENANCE

City of Hays

Public Works -Solid Waste Division

POSITION SUMMARY

Under the supervision of the Solid Waste Division Superintendent, the Maintenance I, II & Senior position is a non-exempt position under FLSA. Collecting or processing refuse, recyclables and alley clean-up material is the primary duty of this position. This employee should possess strong communication and public relation skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Collects and disposes of refuse in the City of Hays;
- Collects and processes recyclable materials and alley clean-up materials in the City of Hays;
- Collects and disposes of special collection items collected in the City of Hays;
- Delivers and repairs refuse containers for customers in the City of Hays;
- Responds to day-to-day customer concerns;
- Directs and supervises subordinate personnel and any activities within the Solid Waste Division;
- Operates and maintains refuse and recycling trucks, recycling equipment, and alley clean-up equipment;
- Performs safety inspections of equipment;
- Performs general duties as assigned at the compost site;
- Perform all jobs duties in accordance with the Department's safety guidelines;
- Completes daily routes;
- Refurbishes and repairs refuse containers;
- Dismantles damaged carts for recycling;
- Maintains and repairs departmental facilities, equipment, and machinery;
- Maintains and completes various Solid Waste Division reports and record keeping.

MARGINAL FUNCTIONS

- Assists other departments as the need arises, such as snow or ice storms, flooding, or disasters;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

***MAINTENANCE I, II & SENIOR MAINTENANCE
POSITION REQUIREMENTS***

Experience: Maintenance Worker I: One year of similar or related experience is required. (Maintenance Worker II and Senior Maintenance Workers are skill based and in order to be promoted, employees must be qualified based on the Solid Waste Skill Based Promotion Worksheet.) This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. This position requires a valid Commercial Driver's License (CDL), Class B with air brakes endorsement.

Technical Skills: A thorough knowledge of equipment maintenance and a working knowledge of mathematics and computers is required. This employee must be able to operate refuse and recycling trucks with a high degree of efficiency and be able to operate hand tools, loaders, backhoes, trucks, tractors and other departmental machinery. The ability to give accurate and detailed directions to a location. The ability to read and interpret written instructions, maps, and service manuals as well as strong verbal and written communication and public relation skills are required.

Problem Solving: Limited problem solving is a factor in this position. This employee encounters problems with irate citizens and adverse weather.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: This employee works with frequent supervision from Solid Waste Superintendent and exercises no supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment but does not participate in the annual budget process. This employee is expected to understand and follow the purchasing policies of the City of Hays.

Personal Relations: Daily contact with the general public and occasional contact with other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays.

Physical Requirements: Occasional maximum lift of 40 lbs floor to shoulder; constant maximum lift of 23 lbs floor to shoulder; frequent maximum carry of 23 lbs 25 feet; occasional maximum horizontal push/pull force of 100 lbs; occasional maximum vertical push/pull force of 20 lbs; frequent maximum horizontal push/pull force of 25 lbs; frequent maximum grip force of 40 lbs; frequent climb; constant forward reach; frequent overhead reach; frequent bend; frequent bend/crouch; frequent neck/trunk rotation; constant balance; frequent sitting; frequent standing; and frequent walking. See Job Analysis. PDC level: Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

DIRECTOR OF WATER RESOURCES

City of Hays

Water Resources Department

POSITION SUMMARY

Under the supervision of the City Manager, the Director of Water Resources is an exempt position under FLSA. This position performs administrative and supervisory duties and is responsible for the planning, directing, and coordinating of operations for the City's water treatment and distribution and wastewater treatment and collection systems as well as the water conservation program. This employee should possess excellent supervisory, communication, organizational, and mechanical skills.

ESSENTIAL FUNCTIONS

- Assumes responsibility for the planning, organizing and staffing of the Water Resources Department;
- Oversees the operations and maintenance of the water production and distribution and wastewater treatment and collection systems as well as the water conservation program;
- Manages an industrial pre-treatment program and a cross-connection program;
- Directs employees in water and sewer main, pump, valve, hydrant, and meter installation, maintenance and operation;
- Reviews, prepares and administers the annual budget;
- Prepares and maintains records and reports;
- Prepares specifications for purchase of equipment, materials, and facilities improvements;
- Coordinates work assignments with other agencies and departments;
- Resolves personnel issues;
- Supervises and evaluates subordinate personnel;
- Makes recommendations to the City Manager regarding all department personnel actions;
- Responsible for long range planning and development for the department;
- Gathers data, reviews and consults with state and federal officials;
- Informs City Manager of major projects and attends City Commission meetings when requested;
- Assists in determining employee training needs and development to meet regulations;
- Works with City project managers and contractors during project completion;
- Prepares CIP for water/wastewater systems;
- Exercises knowledge in planning for long-term water supply issues.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

<u>FLSA:</u>	EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	HUMAN BLOOD/BODY FLUIDS
<u>WORKING CONDITIONS:</u>	ADVERSE WEATHER HAZARDOUS CHEMICALS

***DIRECTOR OF WATER RESOURCES
POSITION REQUIREMENTS***

Experience: Three to five years of progressive administrative and supervisory experience in water and sewer utility operations is required. Employee is expected to have acquired the necessary knowledge and skills to perform the job reasonably well within one year of employment.

Education: A college degree in business or public administration, utility management or equivalent training and experience is required. This position requires a valid Driver's License and certification as a Class IV Water and Wastewater Operator within a reasonable amount of time.

Technical Skills: A thorough knowledge of sewer and water system regulations and operations, chemical analysis, and mechanical repairs as well as a working knowledge of mathematics and computers is required. This position requires the ability to read and interpret schematics, maps, written instructions, reports, records and manuals, and establish sound organizational structures, administrative policies, and implement effective goals. This employee must possess strong communications, supervisory and mechanical skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with personnel issues, citizen complaints and inquiries, and maintaining a proper chemical balance for safe drinking water and wastewater discharge.

Decision Making: Decision making is a factor in this position. This employee makes decisions about prioritizing projects, resolving personnel conflicts, and performing daily duties within the parameters of municipal policy and professional guidelines.

Supervision: This position works with limited supervision from the City Manager and exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for department equipment and resources, has the authority to purchase necessary equipment and supplies, and does participate in the annual budget process.

Personal Relations: Frequent contact with the public, subordinate personnel, and other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to human blood and body fluids, hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected occasionally. This employee performs daily walking, climbing, reaching, kneeling and stooping tasks and operates departmental equipment occasionally.

Physical Requirements: This position demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; continuous sit; frequent stand; frequent walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WATER PRODUCTION & DISTRIBUTION SUPERINTENDENT

City of Hays

Water Resources Department

POSITION SUMMARY

Under the supervision of the Director of Water Resources, the Water Production and Distribution Superintendent is an exempt position under FLSA. Supervising subordinate personnel and managing the operation of the water treatment, well fields, water tower operation and water distribution system are the primary responsibilities of this position. This employee should possess excellent supervisory, communication, organizational, and mechanical skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Supervises and evaluates subordinate personnel and prepares work schedules;
- Attends employee meetings to discuss the activities and needs of the Water Resources Department;
- Maintains, inspects and operates plant equipment and machinery;
- Makes recommendations and develops data relative to special projects and the annual budget;
- Maintains quality of water in accordance with state and federal regulations;
- Orders necessary chemicals and supplies;
- Attends City Commission meetings as requested;
- Maintains and upgrades safety procedures;
- Develops and maintains records of plant maintenance and operations;
- Supervises the servicing of mechanical equipment;
- Fields questions, concerns, and complaints from the public;
- Assumes responsibility for the upkeep of the production fields, water towers, water wells, surge tank, and Air Strippers;
- Oversees chemical treatment of production wells.

MARGINAL FUNCTIONS

- Assist other departments as the need arises;
- Operates the Water Plant when needed;
- May assist at the Wastewater Plant;
- Perform other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
**ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR**

WATER PRODUCTION AND DISTRIBUTION SUPERINTENDENT POSITION REQUIREMENTS

Experience: Three to 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 one year of employment.

Education: A college degree or equivalent experience and training are required. The City of Hays Water system requires KDHE certification as a Class IV Water Operator within a reasonable amount of time. A valid Driver's License is required.

Technical Skills: A thorough knowledge of mechanical repairs and a working knowledge of mathematics and chemistry are required. This employee must be able to operate computers, laboratory equipment, hand tools and calculators with efficiency. This position requires the ability to read and interpret schematics, maps, written instructions, reports, records, and manuals. Strong verbal and written communication, supervisory, and mechanical skills are required.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with personnel issues, citizen complaints and inquiries, and maintaining a proper chemical balance for safe drinking water and effluent discharge water.

Decision Making: Decision making is a factor in this position. This employee makes decisions about prioritizing work assignments, resolving conflicts, work scheduling, performing chemical application, and analyzing water quality.

Supervision: This employee works independently with limited supervision from the Director of Water Resources and exercises supervision over subordinate personnel.

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

Personal Relations: Daily contact with other city departments and the public is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Exposure to blood borne pathogens and body fluids is possible.

Physical Requirements: This position demands occasional max lift of 80 lbs from floor to shoulder; occasional max lift of 40 lbs waist to overhead; frequent max lift of 34lbs from floor to shoulder; occasional max carry of 80 lbs, 15 feet; frequent max carry of 12 lbs, 100 feet; occasional max push/pull horizontal of 150 lbs; frequent max push/pull of 30 lbs; occasional max grip of 160 lbs; frequent max grip of 65 lbs; frequent balance, frequent bend; frequent bend/crouch; frequent climb to 36 inches; occasional crouch/kneel; frequent hand coordination; frequent reach, forward; occasional reach, overhead to 81 inches; frequent sit; frequent stand; frequent walk. PDC Level: Vey Heavy.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WATER RECLAMATION & RESUSE SUPERINTENDENT

City of Hays

Water Resources Department

POSITION SUMMARY

Under the supervision of the Director of Water Resources, the Water Reclamation and Reuse Superintendent is an exempt position under FLSA. Supervising subordinate personnel and managing the operation of the wastewater plant, industrial pretreatment and F.O.G program, sewer collection system, and lift stations are the primary responsibilities of this position. This employee should possess excellent supervisory, communication, organizational, and mechanical skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Supervises and evaluates subordinate personnel and prepares work schedules;
- Attends employee meetings to discuss the activities and needs of the Water Resources Department;
- Manages the maintenance, inspections and operations of plant equipment and machinery;
- Makes recommendations and develops data relative to special projects and the annual budget;
- Maintains quality of wastewater plant effluent, industrial pretreatment and F.O.G program and bio-solids in accordance with state and federal regulations;
- Orders necessary chemicals and supplies;
- Attends City Commission meetings as requested;
- Maintains and upgrades safety procedures;
- Develops and maintains records of wastewater plant maintenance and operations;
- Supervises the servicing of mechanical equipment;
- Fields questions, concerns, and complaints from the public;
- Works closely with engineers and equipment vendors;
- Assumes responsibility for the upkeep of the lift stations.

MARGINAL FUNCTIONS

- Assist other departments as the need arises;
- Operate Wastewater Plant when needed;
- May assist at the Water Plant;
- Perform other duties as deemed necessary or assigned.

Classification QuickView

FLSA: **EXEMPT**

ADA: **APPLICABLE**

FMLA: **ELIGIBLE**

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
**ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR**

WASTEWATER SUPERINTENDENT POSITION REQUIREMENTS

Experience: Three to 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 one year of employment.

Education: A college degree or equivalent experience and training are required. The City of Hays Wastewater system requires KDHE certification as a Class IV Wastewater Operator within reasonable amount of time. A valid Driver's License is required.

Technical Skills: A thorough knowledge of mechanical repairs and a working knowledge of mathematics and chemistry are required. This employee must be able to operate computers, laboratory equipment, hand tools and calculators with efficiency. This position requires the ability to read and interpret schematics, maps, written instructions, reports, records, and manuals. Strong verbal and written communication, supervisory, and mechanical skills are required.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with personnel issues, citizen complaints and inquiries, and maintaining a proper chemical balance for safe drinking water and effluent discharge water.

Decision Making: Decision making is a factor in this position. This employee makes decisions about prioritizing work assignments, resolving conflicts, work scheduling, performing chemical application, and analyzing water quality.

Supervision: This employee works independently with limited supervision from the Director of Water Resources and exercises supervision over subordinate personnel.

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

Personal Relations: Daily contact with other city departments and the public is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust daily and have the ability to work at varying heights. Exposure to blood borne pathogens and body fluids is possible.

Physical Requirements: The physical job demands include: occasional maximum lift of 80 lbs from floor to shoulder; occasional maximum lift of 40 lbs from waist to overhead; frequent maximum lift of 34 lbs from floor to shoulder; occasional maximum carry of 80 lbs, 15 feet; frequent maximum carry of 12 lbs 100 feet; occasional maximum push/pull horizontal of 150 lbs; frequent maximum push/pull horizontal of 30 lbs; occasional maximum grip of 160 lbs; frequent maximum grip of 65 lbs; occasional crouch/kneel; occasional reach overhead to 81 inches; frequent balance, bend, bend/crouch, climb to 36 inches, hand coordination, forward reach, sit stand and walk. See Job analysis for more details. PDC Level: Very Heavy.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WATER RESOURCES MAINTENANCE SUPERVISOR

City of Hays

Water Resources Department

POSITION SUMMARY

Under the supervision of the Director of Water Resources, the Water Resources Maintenance Supervisor is an exempt position under FLSA. This position performs administrative and supervisory duties and oversees the maintenance and repair activities associated with water and sewer systems. This employee should possess strong supervisory, leadership, communication, organizational and mechanical skills. The employee holding this position may be required work a flexible schedule.

ESSENTIAL FUNCTIONS

- Manages and maintains water distribution system and sewer collection systems;
- Supervises and evaluates subordinate personnel and prepares work schedules;
- Maintains inventory of departmental supplies;
- Supervises work on water/sewer lines in confined spaces and/or trenches;
- Supervises water turn on/off's and other office related duties;
- Responsible for purchase requests and ordering necessary supplies and equipment;
- Instructs employees about equipment usage;
- Supervises maintenance and repairs to water and sewer lines;
- Assists with the preparation of and monitors annual budget line items in the Water Production and Water Reclamation budgets;
- Manages and maintains fire hydrants and water services;
- Manages the cleaning and repairs of sewer system collection lines;
- Maintains various records;
- Supervises locates of water and sewer lines;
- Provides assistance with maintenance for the water and wastewater plants;
- Serves as a Component person regarding the City's safety policies and procedures;
- Ensures that employees follow all safety policies and procedures;
- Manages meter reading functions and meter testing;
- Responds to citizen requests and complaints;
- Makes recommendations and develops data relative to capital projects, development issues, and infrastructure maintenance;
- Attends City Commission meetings as requested;
- Required to answer after hours calls and may work long hours.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Assists with snow and ice clearing and removal during inclement weather;
- Performs other duties as deemed necessary or assigned.

Classification Quick View

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

**MAINTENANCE SUPERVISOR
POSITION REQUIREMENTS**

Experience: Three to 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 one year of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred. This position requires a valid Commercial Driver's License (CDL), Class B with tanker and air brakes endorsements. Employee is expected to acquire appropriate CDL within six months of employment.

Technical Skills: A thorough knowledge of utility construction and repairs, chemicals, equipment maintenance, utility meters and a working knowledge of mathematics is required. This employee must be knowledgeable in the operation of hand tools, backhoes, trucks and other heavy machinery. The ability to read and interpret maps, schematics, written instructions and reports as well as have strong supervisory, communication and mechanical skills is required. This employee must be proficient with Microsoft Office.

Problem Solving: Problem solving is involved in this position. This employee occasionally encounters problems with equipment malfunctions, leaks in water mains, personnel issues and adverse weather.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing necessary repairs, performing daily duties in the safest and most efficient manner and resolving personnel issues.

Supervision: This position works with limited supervision from the Department of Water Resources and exercises supervision over subordinate personnel.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment and participates in the collection of data for the annual budget process. This employee gathers data on supplies needed to maintain maintenance issues.

Personal Relations: Frequent contact with the public, supervisory personnel and other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays.

Physical Requirements: Occasional maximum Lift of 80 lbs from Floor to Shoulder; Occasional maximum lift of 40 lbs from Waist to Overhead; Frequent maximum Lift of 34 lbs from Floor to Shoulder; Occasional maximum Carry of 80 lbs, 15 feet; Frequent maximum Carry of 12 lbs 100 feet; Occasional maximum Push/Pull Horizontal of 150 lbs; Frequent maximum Push/Pull Horizontal of 30 lbs; Occasional maximum Grip of 160 lbs; Frequent maximum Grip of 65 lbs; Frequent Balance; Frequent Bend; Frequent Bend/Crouch; Frequent Climb to 36 inches; Occasional Crouch/Kneel; Frequent Hand Coordination; Frequent Reach, Forward; Occasional Reach, Overhead to 81 inches; Frequent Sit; Frequent Stand; Frequent Walk. See Job Analysis for more details. PDC Level: Very Heavy

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PLANT OPERATOR I, II, & SENIOR

City of Hays

Water Resources Department

POSITION SUMMARY

Under the supervision of the Director of Water Resources, Water Production and Distribution Superintendent, and/or Water Reclamation and Reuse Superintendent, the Plant Operator I, II, & Sr. Plant Operator is a non-exempt position under FLSA. Operating and maintaining the Water and Wastewater Plants are the primary responsibilities of this position. This position tests water samples and performs equipment repairs. This employee should possess excellent mechanical skills and strong communication skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Operates and maintains equipment and machinery in the Water and Wastewater Plants;
- Collects water samples in the field and plant for analysis and records results;
- Performs routine service and maintenance to plants and field equipment;
- Changes chemical amounts for the water treatment process as needed;
- Inspects equipment and basins for damage;
- Performs cleaning and maintenance to the Water and Wastewater Plant buildings;
- Takes readings and measurements when necessary;
- Inspects plants and field equipment;
- Reads, records and repairs meters and gauges;
- Orders necessary supplies;
- Performs maintenance on Kansas Department of Health and Environment Air Stripper;
- Contacts vendors and obtains quotes for parts or materials as needed;
- Works shift work to cover Water and Wastewater Plant.

MARGINAL FUNCTIONS

- Sr. Plant Operators may be asked to oversee the plants in the absence of the Superintendent or in charge of a project at the request of the Superintendents;
- Assists other departments as the need arises;
- May be called on to be the safety officer for the Water Resources Department;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

***PLANT OPERATOR I, II, & SENIOR
POSITION REQUIREMENTS***

Experience: Three years of similar or related experience is required. The Plant Operator II and Sr. Plant Operator positions are skill based and to be promoted, employees must be qualified based on the Plant Operator Skill Based Promotion Worksheet. This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required and a technical degree or some college credit is preferred. A valid Commercial Driver's License (CDL), Class B Tank Endorsement with air brakes, is required for a Sr. Plant Operator. This employee is expected to acquire an appropriate CDL within six months of employment.

Technical Skills: A thorough knowledge of chemicals, mechanical skills, plumbing as well as a working knowledge of welding, mathematics, computers and chemistry is required. This employee must be able to operate computers, mowers, trucks, tractors, air compressors, hand tools and other departmental equipment. The ability to read and interpret written instructions, equipment manuals, laboratory test results and strong verbal and written communication and mechanical skills are required

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with equipment malfunctions and making changes to chemical levels.

Decision Making: Decision making is a factor in this position. This employee makes decisions about chemicals and making necessary repairs. Operator may be asked to oversee a plant or project at the request of the superintendent.

Supervision: This employee works with occasional supervision from the Director of Water Resources, Water Production and Distribution Superintendent, and/or Water Reclamation and Reuse Superintendent of Water and Wastewater and has no supervisory duties.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

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

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust daily and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays.

Physical Requirements: This position demands occasional max lift of 80 lbs from floor to shoulder; occasional max lift of 40 lbs waist to overhead; frequent max lift of 34lbs from floor to shoulder; occasional max carry of 80 lbs, 15 feet; frequent max carry of 12 lbs, 100 feet; occasional max push/pull horizontal of 150 lbs; frequent max push/pull of 30 lbs; occasional max grip of 160 lbs; frequent max grip of 65 lbs; frequent balance, frequent bend; frequent bend/crouch; frequent climb to 36 inches; occasional crouch/kneel; frequent hand coordination; frequent reach, forward; occasional reach, overhead to 81 inches; frequent sit; frequent stand; frequent walk. PDC Level: Vey Heavy.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

MAINTENANCE WORKER I, II & SENIOR

City of Hays

Water Resources Department

POSITION SUMMARY

Under the direction of the Water Resources Maintenance Foreman, the Maintenance Worker I, II & Senior. Maintenance Worker is a non-exempt position under FLSA. This employee performs manual labor as required by departmental staff. This employee may be responsible for the operation of various types of City-owned heavy equipment machinery and repairing water or sewer lines. This employee should possess excellent mechanical skills and strong communication skills. The employee holding this position may be required to work a flexible schedule.

ESSENTIAL FUNCTIONS

- Assists departmental staff with general maintenance duties;
- Operates trucks, light equipment, mowers and hand tools;
- Performs necessary repairs and maintenance to departmental equipment and facilities, including areas underground, in confined spaces and accessible only by trenches;
- Assists with working on water/sewer lines in confined spaces and/or trenches;
- Assists with water turn on/off and other office related duties;
- Performs grounds keeping duties;
- Assists with the maintenance of water and sewer lines;
- Performs construction duties;
- Cleans and maintains Water Resources facilities;
- Performs painting duties;
- Assists with meter reading function and testing;
- Uses mechanical aptitude and interprets written instructions;
- Performs a variety of skilled tasks related to maintenance, construction and mechanical assignments;
- Operates departmental equipment including graders, loaders, backhoes, sweepers, trucks, tractors, sewer truck and snow and ice equipment;
- Perform necessary repairs and maintenance to departmental equipment and facilities;
- Performs construction duties;
- Can act as department's safety leader;
- Knowledge of (GIS), geography and location of utility services within the City;
- Use mechanical aptitude and interpret written instruction for job efficiency;
- May be called upon to answer after hours calls and may work long hours.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned;
- Providing snow and ice removal as necessary.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
MANUAL LABOR

**MAINTENANCE WORKER I, II & SENIOR
POSITION REQUIREMENTS**

Experience: One to three years of similar or related experience is required. (The Maintenance Worker II and Sr. Maintenance Worker positions are skill based and in order to be promoted, employees must be qualified based on the Maintenance Worker Skill Based Promotion Worksheet.) This employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. A valid Commercial Driver's License (CDL) Class B Tank Endorsement with air brakes is required. This employee is expected to acquire an appropriate CDL within six months of employment.

Technical Skills: A thorough knowledge of general equipment repairs and maintenance. Specific knowledge of hydraulic, gasoline and diesel equipment operation and maintenance. This employee must be able to efficiently operate the wide variety of heavy equipment owned by the City including dozers, graders, loaders, backhoes, trucks, tractors, sewer truck and sweepers. Employee to have through knowledge related to concrete repair, forming, asphalt repair, sign installation and repair, alley maintenance, street sweeping and snow removal activities. The ability to read and interpret written instructions, maps and service manuals is required. They should be proficient in electrical wiring and in operation underground line location equipment. This employee must also have excellent verbal and written communication and mechanical skills.

Problem Solving: Limited problem solving is a factor in this position. This employee occasionally encounters problems with equipment malfunctions and adverse weather.

Decision Making: Limited decision making is a factor in this position. This employee makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: This employee works under the direction of the Water Resources Maintenance Foreman with no supervisory duties.

Financial Accountability: This employee is directly responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily contact with the public, supervisory personnel and other City departments is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust daily and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible. This position is subject to unannounced alcohol and drug testing as a condition of continued employment. This employee may be required to work hours beyond or outside normal work schedule, including weekends and holidays.

Physical Requirements: This position demands occasional max lift of 80 lbs from floor to shoulder; occasional max lift of 40 lbs waist to overhead; frequent max lift of 34lbs from floor to shoulder; occasional max carry of 80 lbs, 15 feet; frequent max carry of 12 lbs, 100 feet; occasional max push/pull horizontal of 150 lbs; frequent max push/pull of 30 lbs; occasional max grip of 160 lbs; frequent max grip of 65 lbs; frequent balance, frequent bend; frequent bend/crouch; frequent climb to 36 inches; occasional crouch/kneel; frequent hand coordination; frequent reach, forward; occasional reach, overhead to 81 inches; frequent sit; frequent stand; frequent walk. PDC Level: Very Heavy.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

ADMINISTRATIVE ASSISTANT

City of Hays

Water Resources Department

POSITION SUMMARY

Under the direction of the Director of Water Resources, the Administrative Assistant is a non-exempt position under FLSA. This position is responsible for maintaining and updating records, preparing reports, performing secretarial, clerical and record keeping duties as well as creating and updating data related to operation of the department. This employee answers incoming telephone calls, acts as a general information center, takes and relays messages and assists with facilitating the smooth operation of the Department. This employee should possess excellent organizational, oral and written communication skills and the ability to maintain confidentiality.

ESSENTIAL FUNCTIONS

- Answers and directs incoming telephone calls;
- Provides citizen assistance by fielding questions, concerns and requests from the public;
- Performs general clerical duties including typing, scanning, filing, and photocopying;
- Writes correspondence and answers mail;
- Enters and tracks purchase requests and visa processing for the entire department;
- Conducts research, prepares reports, graphs, and spreadsheets and assists with presentation materials;
- Assists with departmental purchasing, bid processes, contract activities, and proposal preparation;
- Assists with budget preparations;
- Purchases supplies;
- Assists in preparation and ordering of safety and training materials and presentations;
- Schedules and maintains calendars of appointments, meetings, and various departmental activities;
- Oversees the departments travel requests;
- Coordinates and tracks training requirements for certified operators and other employees;
- Maintains confidential records and files;
- Updates all emergency operation procedures for the department;
- Provides department updates for City's web page;
- Prepares weekly and annual reports for review and approval by the department director as needed;
- Generates, maintains reports for KDHE and EPA as well as tracking and compiling data for permit renewals for the department.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Runs errands;
- Performs other duties as deemed necessary or assigned.

Classification Quick View

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:

WORKING CONDITIONS:

**ADMINISTRATIVE ASSISTANT
POSITION REQUIREMENTS**

Experience: One to three years of clerical and computer 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: A high school diploma or GED is required. A technical degree or some college credit is preferred.

Technical Skills: A thorough knowledge of computers, business correspondence, clerical duties, filing, typing and a working knowledge of mathematics is required. This employee must be able to accurately and efficiently operate computers, scanner, telephone systems, printers, photocopiers, calculators and other office machinery. This position requires the ability to read and interpret written instructions and reports as well as follow oral directives. This employee must possess excellent public relations and written and verbal communication and organizational skills and be able to multi-task.

Problem Solving: Limited problem solving exists within this position. This employee encounters problems with locating records and reports and providing citizen and employee assistance.

Decision Making: Decision making is a factor in this position. This employee makes decisions about performing daily duties in the most efficient manner and providing citizen assistance. The ability to prioritize the workload received from multiple supervisors is required.

Supervision: This employee works with limited supervision and has no supervisory duties.

Financial Accountability: This employee has limited responsibility for departmental resources and does assist with the departmental budget preparation process by compiling and typing data.

Personal Relations: Daily contact with the public, departmental personnel and other City departments is expected.

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

Physical Requirements: This position demands include occasional maximum lift of 25 lbs from floor to waist; occasional forward reach; occasional crouch/ben; continuous bilateral hand coordination; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

PART-TIME WATER RESOURCES MAINTENANCE WORKER

City of Hays

Water Resources Department

POSITION SUMMARY

Under the supervision of the Director of Water Resources, Water Production and Distribution Superintendent, and/or Water Reclamation and Reuse Superintendent, the Part-Time Water Resources Maintenance Worker is a non-exempt position under FLSA. This employee performs manual labor as required by departmental staff. This employee should possess good maintenance, mechanical, construction and communication skills.

ESSENTIAL FUNCTIONS

- Assists departmental staff with general maintenance duties;
- Operates trucks, light equipment, mowers and hand tools;
- Performs necessary repairs and maintenance to departmental equipment and facilities;
- Performs grounds keeping duties;
- Performs construction duties;
- Cleans and maintains City facilities;
- Performs painting duties;
- Applies hazardous chemicals as needed;
- Assists with meter reading as needed.

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS
MANUAL LABOR

***PART-TIME WATER RESOURCES WORKER
POSITION REQUIREMENTS***

Experience: Previous experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within three months of employment.

Education: This position requires a valid Driver's License.

Technical Skills: A working knowledge of equipment maintenance and repairs is required. This employee must be able to operate mowers, hand tools, power tools, trucks and tractors. The ability to read and interpret written instructions, manuals and labels is also required. This employee should possess mechanical and verbal and written communications skills.

Problem Solving: Limited problem solving is a factor in this position. This employee may encounter a wide variety of unexpected circumstances that will require limited problem-solving skills.

Decision-Making: Limited decision making is a factor in this position. This employee makes decisions about performing daily duties in the safest and most efficient manner.

Supervision: This employee works with frequent supervision from the Director of Water Resources, Water Production and Distribution Superintendent, and/or Water Reclamation and Reuse Superintendent and other senior staff. No supervisory duties.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Occasional contact with other City departmental personnel and continual contact with the public is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, machinery, excessive noise and all types of weather conditions is expected. This employee must be able to tolerate working around pollens and dust on a daily basis and have the ability to work at varying heights. Limited exposure to human blood and body fluids is possible.

Physical Requirements: This position demands occasional max lift of 80 lbs from floor to shoulder; occasional max lift of 40 lbs waist to overhead; frequent max lift of 34lbs from floor to shoulder; occasional max carry of 80 lbs, 15 feet; frequent max carry of 12 lbs, 100 feet; occasional max push/pull horizontal of 150 lbs; frequent max push/pull of 30 lbs; occasional max grip of 160 lbs; frequent max grip of 65 lbs; frequent balance, frequent bend; frequent bend/crouch; frequent climb to 36 inches; occasional crouch/kneel; frequent hand coordination; frequent reach, forward; occasional reach, overhead to 81 inches; frequent sit; frequent stand; frequent walk. PDC Level: Vey Heavy.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

WATER CONSERVATION SPECIALIST

City of Hays

Water Conservation Division

POSITION SUMMARY

Under the supervision of the Director of Water Resources, the Water Conservation Specialist is an exempt position under FLSA. This employee will create and administer the City's water conservation programs, conduct public education and outreach programs, facilitate public participation and involvement in water conservation and storm water issues, and create and modify reports. This employee should possess good organizational, communication, and public relation skills.

ESSENTIAL FUNCTIONS

- Creates and administers the City's water conservation program and manages, coordinates, and evaluates the water conservation program activities and functions;
- Develops and facilitates community outreach and education programs: coordinates with local schools and civic groups to provide information; compiles and delivers water conservation presentations, prepares/distributes educational materials; designs written materials for media publications;
- Assists the Public Works Department with the public education of Storm Water related issues;
- Serves as the primary contact for developers, contractors, and the general public for water conservation issues;
- Researches, compiles, and assembles data to produce statistical, historical and analytical documents regarding water consumption for residential and commercial customers;
- Identifies city cost-share and subsidy programs for water conservation efforts;
- Conducts water audits and assists in resolving high consumption disputes with the public;
- Responds to citizen and water customers inquires, complaints and information requests in regards to conservation;
- Develops and prepares documents, reports and materials for the Water Conservation Division;
- Create and maintain Water Resources Department website to include Conservation, Water Production, and Water Reclamation;
- Maintain presence of the department on Social Media;
- Prepares the Water Conservation Division's annual budget;
- Stays up-to-date on best practices for water conservation and reuse;
- Provides input concerning expansion and sustainability of existing water reuse program;
- Attend City Commission meetings when requested;
- Provide regular press briefings during summer months;
- Establish and maintain cooperative working relationships with those contacted in the course of work including city staff and the general public;
- Works with staff to conduct irrigation water audits.

MARGINAL FUNCTIONS

- Provides input on water line standards in replacement and new construction, future water meter replacement, AWWA utilities water audits and other water-related capital improvements;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

FLSA: EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA:
HUMAN BLOOD/BODY FLUIDS

WORKING CONDITIONS:
ADVERSE WEATHER
HAZARDOUS CHEMICALS

***WATER CONSERVATION SPECIALIST
POSITION REQUIREMENTS***

Experience: Previous experience in water resources or water conservation is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one-year of employment.

Education: A college degree in utility management, water resource management or equivalent training and experience are preferred. Certification in building codes and trades, water conservation, lawn irrigation or similar fields a plus. This position may require the employee to obtain auditing and backflow prevention certifications.

Technical Skills: A thorough knowledge of water resources or water conservation regulations are required. This position requires the ability to gather data and prepare reports, solicit and lead volunteers, present to civic and governmental groups, develop programs from inception to execution, and write and interpret written instructions. This employee should be detail-oriented, extremely organized, be able to operate computers and general office equipment with strong oral and written communication skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with enforcing water conservation regulations and dealing with citizen, businesses and contractor concerns and complaints.

Decision Making: Decision making is a factor in this position. This employee makes decisions about prioritizing projects, the expenditures of public funds, and performing daily duties within the parameters of the City's policy.

Supervision: This employee works independently with limited supervision from the Director of Water Resources and has limited supervisory duties.

Financial Accountability: This employee is responsible for determining payback and returns on investment for conservation incentives and does assist in the annual budget process.

Personal Relations: Daily contact with other City departments and the general public is expected.

Working Conditions: Some adverse working conditions exist within this position. Work in confined spaces, excessive noise, heavy machinery and all types of weather conditions is expected. Limited exposure to human blood and body fluids is possible.

Physical Requirements: The physical job demands include occasional maximum lift of 25 lbs from floor to waist; occasional maximum carry of 25 lbs, 50 feet; occasional forward reach; occasional crouch/bend; continuous bilateral hand coordination; occasional climb; continuous sit; occasional stand; occasional walk. See Job Analysis for details. PDC Level: Medium.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.