

STATE OF INDIANA
BEFORE THE TOWN COUNCIL OF SELLERSBURG, INDIANA

ORDINANCE NO. 2017 – OR – 033

AN ORDINANCE ESTABLISHING CERTAIN JOB DESCRIPTIONS FOR THE TOWN OF SELLERSBURG, INDIANA

WHEREAS, pursuant to Ind. Code § 36-5-2 *et seq.*, this Town Council of Sellersburg, Indiana (this “Council”) is the town legislative body and the President of the town council is the town executive; and,

WHEREAS, pursuant to Ind. Code § 36-5-2-9, the legislative body may adopt ordinances and resolutions for the performance of functions of the town; and,

WHEREAS, this Council desires to establish job descriptions for certain positions for the Town of Sellersburg, Indiana.

NOW THEREFORE BE IT ORDAINED by this Town Council of Sellersburg, Indiana the following:

1. The job descriptions attached hereto and more specifically described in Exhibit A for Team Member – Tech Levels I, II, and III and Planning Director/Building Commissioner are hereby approved.
2. This ordinance shall be in full force and effect upon its passage and promulgation as evidenced by the affirmative signatures of the undersigned as the majority of the duly elected and serving members of this Council.

So Ordained this 27 day of November, 2017

[Signature page to follow]

“Aye”

“Nay”



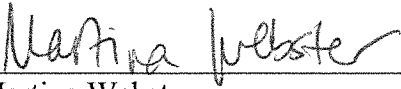
Paul J. Rhodes
Council President

Paul J. Rhodes
Council President



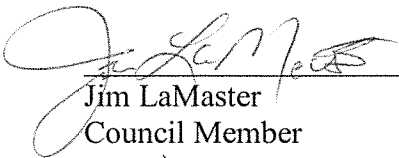
Brad Amos
Council Vice President

Brad Amos
Council Vice President



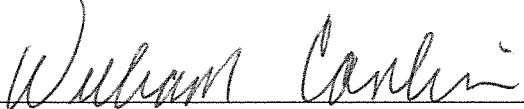
Martina Webster
Council Member

Martina Webster
Council Member



Jim LaMaster
Council Member

Jim LaMaster
Council Member



William Conlin
Council Member

William Conlin
Council Member



Attested by: Michelle Miller
Sellersburg Clerk-Treasurer

FIRST READING

DATE: 11/27/17

MOTION: Webster

SECOND: LaMaster

VOTE: 5 AYE 0 NAY 0 ABSTAIN

SECOND READING

DATE: 11/27/17

MOTION: Webster

SECOND: LaMaster

VOTE: 5 AYE 0 NAY 0 ABSTAIN

EXHIBIT A

JOB TITLE: Team Member – Level One

FLSA STATUS: Non-Exempt

DEPARTMENT: Municipal Works

REPORTS TO: Assistant Director of Public Works

I. POSITION SUMMARY

The Team Member – Level One performs a variety of manual and non-manual tasks, both skilled and unskilled. Tasks include but are not limited to general maintenance, performance of essential functions according to their specific technical level.

II. WORK REQUIREMENTS & ESSENTIAL DUTIES

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess general skills CDL permit which includes tanker endorsement and air brakes, must obtain CDL license within 90 days of hire. This is a requirement of holding the position, thus will not be weighted for monetary increases;
- Serves on call 24/7 as needed. This is a requirement of holding the position and will not be weighted for monetary increases;
- Maintain equipment including cleaning off/out at the end of each shift;
- Maintains garage and grounds of assigned work area;
- Performs manual and non-manual tasks related to streets, sanitation, and water/wastewater operations;
- Performs meter readings and rereads;
- Maintains streets and street related property such as city parking spaces, signage, etc.;
- Cleans and removes debris from public areas including picking up trash/garbage, brush and other random debris
- Mows grass and trims weeds in public areas; ensures all areas are mowed completely and in a timely manner;
- Operates snowplows and removes snow during winter months;
- Maintains equipment, tools and town vehicles by cleaning and checking them after use; keeps records relating to repairs, replacements and maintenance activities (per internal controls policy);
- Performs all duties in conformance with appropriate safety and security standards. Safety violations of a critical nature will result in an immediate drop to the next lowest level.
- Maintains a high level of customer service and professionalism.

III. COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.
- ✓ Ethics - Works with integrity and ethically.
- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- ✓ Initiative - Asks for and offers help when needed.
- ✓ Judgment - Exhibits sound and accurate judgment.
- ✓ Planning/Organizing - Uses time efficiently.
- ✓ Professionalism - Approaches others in a tactful manner.
- ✓ Quantity - Completes work in timely manner.
- ✓ Safety and Security - Observes safety and security procedures.

Education/Experience:

One (1) year experience as a Maintenance Worker I OR any equivalent combination of education and experience.

Language Ability:

Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community.

Physical Demands:

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

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.

JOB TITLE: Team Member – Level Two
FLSA STATUS: Non-Exempt
DEPARTMENT: Municipal Works
REPORTS TO: Assistant Director of Public Works

I. POSITION SUMMARY

The Team Member – Level Two performs a variety of manual and non-manual tasks, both skilled and unskilled. Tasks include but are not limited to general maintenance, performance of essential functions according to their specific technical level.

II. WORK REQUIREMENTS & ESSENTIAL DUTIES

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must maintain a CDL License. This is a requirement of the position and will not be weighted for monetary increases;
- Performs all Technical Level One essential functions;
- Operates light construction and power equipment such as rollers, portable pumps and tractors as well as other maintenance equipment used in the Municipal Works Department;
- Performs street sealing, crack repair, potholes and other minor street repairs;
- Flushes main water lines and takes chlorine samples at various points throughout the service area;
- Responds to complaints concerning odors, blocked sewers, noisy manhole covers and makes corrections to resolve the issues;
- Performs all duties in conformance with appropriate safety and security standards. Safety standards of a critical nature will result in an immediate drop to the next lowest Team Member level;
- Ability to handle after hours calls independently. To successfully complete Level II it will be necessary to take a primary call at least four (4) times throughout the calendar year and backup call at least three (3) throughout the calendar year. Failure to meet and maintain these minimum requirements will result in an immediate drop to the next lowest Team Member level;
- Ability/willingness to train a Level One Team Member;
- Maintains a high level of customer service and professionalism.

III. COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for

- service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.
- ✓ Ethics - Works with integrity and ethically.
- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- ✓ Initiative - Asks for and offers help when needed.
- ✓ Judgment - Exhibits sound and accurate judgment.
- ✓ Planning/Organizing - Uses time efficiently.
- ✓ Professionalism - Approaches others in a tactful manner.
- ✓ Quantity - Completes work in timely manner.
- ✓ Safety and Security - Observes safety and security procedures.

Education/Experience:

One (1) to four (4) years of experience as a Maintenance Worker I OR any equivalent combination of education and experience.

Language Ability:

Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community.

Physical Demands:

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

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.

JOB TITLE: Team Member – Level Three
FLSA STATUS: Non-Exempt
DEPARTMENT: Municipal Works
REPORTS TO: Assistant Director of Public Works

I. POSITION SUMMARY

The Team Member – Level Three performs a variety of manual and non-manual tasks, both skilled and unskilled. Tasks include but are not limited to general maintenance, performance of essential functions according to their specific technical level. This position may have a focus on either water or wastewater functions.

II. WORK REQUIREMENTS & ESSENTIAL DUTIES

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must maintain a CDL License. This is a requirement of the position and will not be weighted for monetary increases;
- Performs all Technical Level One and Two essential functions;
- Assists water or waste water utilities with plant operations; performs many water or waste water functions;
- Installs water or sewer lines;
- Performs testing and maintains water/wastewater service and operations; repairs miscellaneous water leaks, sewer lines, catch basins and yard leaks;
- Ability to work with little to no supervision;
- Ability to tap new water services and install water meters;
- Performs all duties in conformance with appropriate safety and security standards (Safety violations of a critical nature will result in an immediate drop to the next technician level;
- To maintain Level III, it will be necessary to take primary on-call at least six (6) times throughout the calendar year, failure to complete the minimum requirements will result in a drop to the next technician level;
- Ability to perform all aspects of sampling, monitoring and lab testing required to maintain compliance with all Federal, State and Local regulations governing either water or wastewater;
- MS4 SVAP and Illicit discharge for storm water or waste water.
- Ability to handle after hours calls independently. Willingness to serve in an on-call capacity when needed.
- All other duties as necessary to maintain the work load of the Municipal Works Department;
- Ability/willingness to train a Level One and Level Two Team Member;
- Maintains a high level of customer service and professionalism.

III. COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.
- ✓ Ethics - Works with integrity and ethically.
- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- ✓ Initiative - Asks for and offers help when needed.
- ✓ Judgment - Exhibits sound and accurate judgment.
- ✓ Planning/Organizing - Uses time efficiently.
- ✓ Professionalism - Approaches others in a tactful manner.
- ✓ Quantity - Completes work in timely manner.
- ✓ Safety and Security - Observes safety and security procedures.

Education/Experience:

High School Diploma or GED plus five (5) of experience as a Maintenance Worker I and II combined OR any equivalent combination of education and experience.

Language Ability:

Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community.

Physical Demands:

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

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.

JOB TITLE: Planning Director/Building Commissioner
DEPARTMENT: Building Department
FLSA STATUS: Exempt
REPORTS TO: Director of Public Works

I. POSITION SUMMARY

The Planning Director/Building Commissioner is the chief administrative officer of the Sellersburg Plan Commission, Sellersburg Board of Zoning Appeals, Sellersburg Redevelopment Commission and Sellersburg Building Commission. The Executive Planning Director/Building Commissioner reports directly to the Director of Public Works.

II. WORK REQUIREMENTS & ESSENTIAL DUTIES

Requirements of Work

- Extensive understanding of current building codes;
- Sound understanding of planning and zoning regulations and laws;
- Sound understanding of federal, state and local laws pertaining to code enforcement;
- Sound understanding of federal, state and local laws pertaining to special flood hazard areas;
- Sound understanding of building practices;
- Ability to read and interpret technical manuals, drawings, and specifications, including layouts, blueprints and schematics;
- Ability to coordinate the Technical Review Staff;
- Ability to conduct requested inspections and prepare reports;
- Ability to issue and track permits using computer software.

Essential Duties and Responsibilities

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. This list is not exhaustive; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess an ICC Certification of Residential Building Inspector;
- Must be available outside of normal business hours to respond to town needs;
- Representing the commissions;
- Advising the commissions on policy matters;
- Developing procedures as it relates to the Building Commission;
- Coordinating and directing programs, budgets, and intergovernmental relationships;
- Charge of enforcement of pertinent ordinances, statutes, rules and regulations set by the Board;
- Administering policies of the Town Council;
- Administering policies established by the Plan Commission;
- Present and respond to requests by local governments regarding zoning;
- Assist the public in filing and scheduling zoning related applications before the

commissions;

- Reviewing case files for compliance pending meetings;
- Attendance at all BZA and Plan Commission meetings including the completion of minutes;
- Recommend amendments to ordinances affecting the commissions when needed;
- Communicates with the public regarding commission issues and inquires;
- Preparation of annual department budget and presentation to the Town Council;
- Attendance at Town Council meetings upon request;
- Issues building permits and performs inspections of residential and commercial structures under construction to ensure they meet building code standards and assists in the application process/fee schedule;
- Provides code and regulation information when requested by the general public, permit applicants, agencies, or other departments and assists in the application process/fee schedule;
- Informs permit holders of any problems/violations encountered; notes any problems on inspection reports; works to resolve problems in conjunction with other agencies;
- Investigates owner or citizen complaints; determines if code violations exist and takes necessary steps to correct the violations and inform the complainants of the findings;
- Keeps abreast of changes in building codes and regulations and construction techniques, attends classes and conferences;
- Receives initial contact with customers; responds to calls; takes messages or refers various inquires to appropriate departments;
- Receives, processes, and thoroughly reviews applications and plans to ensure the submittals are complete with project information, signatures, and required plans and returns if incomplete;
- Calculates and indicates the required fees on applications; forwards all collections reports to the Clerk-Treasurer's office;
- Enters into the computer system various data regarding applications, approvals, inspections, violations etc., records inspection requests; schedules inspections to meet the policies and procedures of the department;
- Maintains files of permits, certificates, plats, project plans, maps, etc.;
- As needed, forwards plans, applications, etc., to the appropriate departments.
- Meets with or receive calls from builders and/or homeowners to provide interpretation of various codes;
- Records inspection requests; schedules inspections to meet the policies and procedures of the department;
- As directed, records information requests regarding floodplains; follows up with applicants regarding elevation certificates, when applicable, to complete the final inspection process;
- Prepares monthly reports summarizing inspection activities;
- Demonstrates a continual effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively in order to provide quality seamless customer service;
- Oversees in-house construction projects as related to building/MS4;;
- Must possess a valid driver's license;

- Frequent local travel is required;
- All other duties as may be delegated by the Town Council.

III. COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.
- ✓ Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- ✓ Quality Management - Demonstrates accuracy and thoroughness.
- ✓ Ethics - Works with integrity and ethically.
- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- ✓ Initiative - Asks for and offers help when needed.
- ✓ Judgment - Exhibits sound and accurate judgment.
- ✓ Planning/Organizing - Uses time efficiently.
- ✓ Professionalism - Approaches others in a tactful manner.
- ✓ Quantity - Completes work in timely manner.
- ✓ Safety and Security - Observes safety and security procedures.

Education/Experience:

High school diploma or GED is required with three (3) to five (5) years of experience relating to construction, building codes, special flood hazard areas and planning and zoning administration and interpretation.

Language Ability:

Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community.

Math Ability:

This position requires the employee to perform basic mathematical calculations, measurements, and elevations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

Physical Demands:

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

- ✓ Ability to stand and sit for periods of time and to move intermittently throughout the workday;
- ✓ Ability to work both indoors and outdoors with exposure to hot, cold and inclement weather conditions;
- ✓ Ability to perform focused work with close attention to detail, using strong sensory skills such as good eyesight, hearing and manual dexterity;
- ✓ Ability to push, pull and move up to fifty (50) pounds;
- ✓ This position may include exposure to high hazard areas i.e. high voltage, to high levels of noise and to hazardous fumes, odors, dirt and dust.