

ORDINANCE NO. 1936

AN ORDINANCE AMENDING ORDINANCE NO. 1931 BY SETTING THE CITY OF TALLADEGA'S CLASSIFICATION PLAN AND AMENDING ORDINANCES 1845 AND 1872 TO PROVIDE REVISED JOB /POSITION DESCRIPTIONS FOR EMPLOYEES IN THE COMMUNITY APPEARANCE AND PUBLIC WORKS DEPARTMENTS

BE IT ORDAINED by the City Council of the City of Talladega, Alabama as follows:

SECTION 1. The City's Classification Plan shall be set forth by job title and grade for the Community Appearance and Public Works Departments as:

	Job Title	Department
Grade 1		
	No Positions	
Grade2		
	Litter Crew	Community Appearance
Grade3		
	Labor Maintenance Worker 1	Community Appearance Public Works
Grade4		
	Labor Maintenance Worker 2	Community Appearance Public Works
Grade5		
	Administrative Coordinator	Public Works
	Administrative Assistant	Community Appearance
	Equipment Operator 1	Community Appearance Public Works
	Mechanic	Community Appearance
Grade6		
	Crew Chief	Community Appearance
	Equipment Operator 2	Public Works
	Head Mechanic	Community Appearance
Grade7		
	Community Appearance Supervisor	Community Appearance
	Public Works Supervisor	Public Works
Grade8		
	No positions	
Grade9		
	No positions	
Grade 10		
	No positions	
Grade 11		
	Director	Community Appearance
Grade 12		
	Director	Public Works

SECTION 2. The revised Job/Position Descriptions shall be set forth for Community Appearance Department as follows (see attached):

**CITY OF TALLADEGA
JOB DESCRIPTION
COMMUNITY APPEARANCE DIRECTOR**

Job Title: Director

Department: Community appearance

FLSA: Exempt

Grade: 11

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared:

Amended May 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: City Manager

Subordinate Staff: Supervisor; Crew Lead; Administrative Assistant; Crew Leaders; Equipment Operators

Other Internal Contacts: All City Departments

External Contacts: General Public; Community and Civic Organizations; Beautification Committees and Groups; Vendors; Businesses; Equipment Repair Companies; Plant Nurseries; Horticultural Consultants; Funding Organizations; State Department of Corrections (DOC); County Jail

Job Summary

Under the general supervision of the City Manager this employee manages departmental operations and functions, supervises employees, establishes priorities for the department, and provides oversight for day-to-day activities and services. The employee drives throughout the City on a daily basis, observing for areas and locations that need to have the appearance improved upon. The employee drives to work sites, interacts with employees, and verifies that the work is being conducted accurately. Inspects to ensure work was accomplished accurately, completely, and on schedule. Ensures safety measures are in place and that personal protective equipment (**PPE**) and other safeguards are consistently utilized. The employee plans, organizes, and implements work projects according to schedules and priorities. Engages seasonal temporary employees and others as needed. This is a responsible position, with latitude provided for making decisions affecting departmental functions and services. This job classification is identified as safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive

and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Department Management. Manages the department in an effective and efficient manner to accomplish the established mission and services.

1. Serves as the director of the department with the associated authority, accountability and responsibility.
2. Represents the department and City in a positive and professional manner.
3. Establishes priorities for the department; trains and informs employees.
4. Maintains communication with the City Manager regarding projects and status.
5. Attends City Council meetings; presents reports as required.
6. Plans and conducts staff meetings.
7. Maintains practical knowledge regarding laws and ordinances associated with ADA compliance, access, and pertinent information regarding condition.
8. Ensures the City and departmental employees are in compliance with all laws associated with utilizing State prisoners for performing labor for the City.
9. Develops annual departmental budget; submits for consideration.
10. Enters data and information regarding departmental projects, accomplishments, and activities into the computer.
11. Maintains records and documents.
12. Conducts research regarding possible beautification grants and funding availability.
13. Works with appropriate City departments and Purchasing to apply for and manage grants and funding opportunities.
14. Determines sequencing and scheduling of projects according to need and priority.
15. Works with departmental crew leaders and superintendent to develop projects, equipment and supply needs, and staffing.
16. Develops budgets for projects.
17. Works with the HR department to determine staffing needs and fill vacancies.
18. Participates in interviewing applicants in and making decisions regarding hiring new employees.
19. Represents the City in a consistently positive and professional manner.
20. Receives, considers and addresses citizen complaints and problems with the City in concert with the City Manager.
21. Attends training programs and meetings to remain current in departmental functions and operations. Maintains required credentials.
22. Manages situations regarding job-related accidents and injuries according to established procedures.

ESSENTIAL FUNCTION: Supervision. Provides leadership, supervision and oversight for departmental employees.

- I. Ensures adequate staffing to accomplish work requirements.
2. Ensures employees have and maintain appropriate training, licenses, and/or credentials to drive and operate equipment.
3. Conducts orientation and training to ensure accurate operation of equipment and job performance.
4. Ensures consistent and correct use of personal protective equipment (PPE) by each employee.
5. Provides work location oversight.
6. Verifies accurate completion of project.
7. Makes work assignments.
8. Supervises subordinate employees.
9. Corrects performance.
10. Ensures work is conducted and completed correctly, in a timely manner, and within the established budget.
11. Considers and determines leave requests.
12. Conducts annual performance evaluations on assigned employees.
13. Performs disciplinary actions in accordance with City policies and procedures specifically, issuing corrections, conducting performance counseling, issuing verbal and written reprimands, sending employees home on paid time for disciplinary infractions, and recommending suspensions or terminations to the City Manager.

ESSENTIAL FUNCTION: City Appearance. Ensures the City is clean and that the appearance improves on a continual basis. Takes measures to improve the image of the City.

1. Works with the City Manager and City Council to establish standards for the appearance of the City.
2. Receives input from the general public.
3. Answers phone calls and inquiries from the general public; addresses complaints, solves problems; implements corrective actions.
4. Drives throughout the City on a daily basis to identify problem areas.
5. Implements programs, processes, and initiatives to ensure the appearance of the City is a positive one.
6. Meets with community and civic groups.
7. Makes presentations regarding community appearance.
8. Participates in special projects and initiatives to improve the appearance of the City.
9. Ensures departmental work is conducted effectively and efficiently to improve the appearance of the City.

ESSENTIAL FUNCTION: Equipment Operation and Labor. Ensures equipment is safe to operate or drive, that preventive maintenance takes place, and that servicing of vehicles and equipment occur as needed or scheduled.

1. Ensures all equipment is in safe operating condition.
2. Ensures preventive maintenance is accomplished as scheduled for each piece of equipment.
3. Maintains information regarding the purchasing, status, and depreciation status, when applicable, for all equipment.
4. Operates hand tools and power equipment to support the work of the department.
5. Maintains inventory of equipment and tools. Implements measures to control location and return of equipment and tools.
6. Performs other related duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of the locations of City properties, facilities, and other important locations.
3. Knowledge of functions and services provided by and through the Community Appearance department.
4. Knowledge of safety rules including accident causation and prevention.
5. Reading skills to comprehend documents, manuals, laws, licenses, reports, ordinances, directives, procedures and instructions.
6. Verbal skills to communicate effectively with broad and diverse individuals and groups, including the general public, the mayor and city council.
7. Writing skills to compose letters and documents, and to clearly and neatly complete reports, forms and records using correct English, grammar and punctuation.
8. Math skills to accurately perform calculations necessary work with measurements, cost projections and budgets.
9. Skills to effectively communicate with consultants, contractors and others.
10. Skills to develop departmental budgets and to work within approved budgets.
11. Skills to appropriately use office electronic equipment such as multi-line phones, fax machines and copiers.
12. Skills to use computers and specialized software, including spreadsheets.
13. Ability to establish and communicate priorities for self, subordinate employees and their areas of assignment.
14. Ability to observe for potential safety problems and violations.

15. Ability to work collaboratively with City departments and employees to reduce or eliminate safety problems.
16. Ability to effectively investigate and document accidents, and injuries.
17. Ability to work outside in extreme weather conditions.
18. Ability to safely drive and operate equipment such as mowers, weed eaters, and other power equipment.
19. Ability to effectively utilize hand tools such as shovels and rakes.
20. Ability to utilize personal protective equipment (PPE), and ensure that PPE and other safety is utilized by employees.
21. Ability to establish and maintain documents, records and reports.
22. Ability to use computers and other methods to conduct research.
23. Ability to consistently represent the City in a positive, professional manner.
24. Ability to work according to priorities; ability to perform work accurately, with attention to detail and within designated time constraints.
25. Ability to plan, organize, coordinate and carry out work for self and subordinate employees.
26. Ability to solve, and help others with, unusual and complex problems.
27. Ability to evaluate situations and options and to make appropriate decisions.
28. Ability to establish and manage a call back system and process of employees for emergency circumstances.
29. Ability to provide effective leadership in departmental matters.
30. Ability to effectively collaborate work with others.
31. Ability to drive.

Minimum Qualifications

1. Bachelor's degree in horticulture, forestry, business, or a related field, from an accredited college or university preferred.
2. Current license in landscape design, plant setting, nursery stock, herbicide/pesticide preferred.
3. Eight (8) years of professional work experience in landscaping, horticulture, or related areas and experience managing a department and/or supervising employees.
4. Possess a current and valid driver's license and be insurable; a Class B CDL is preferred.
5. Ability to work non-standard hours.
6. Ability to travel out of town overnight to attend meetings and training programs.
7. Ability to pass a pre-employment background check and random drug screens.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

SECTION 3. All sections of this ordinance are hereby declared to be severable, and if any word, phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional or invalid by the judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining words, phrases, clauses, sentences, paragraphs, and sections of this ordinance.

SECTION 4. This ordinance shall take effect from and after the date of its adoption and publication, as provided by law.

ADOPTED and APPROVED this the 7th day of August, 2023.

Council President Pro Tem Betty Spratlin
Councilman Horace Patterson
Council Member Vickey Hall
Councilman Joe Power
Councilman Trae Williams
Seddrick Hill, City Manager
Attested to: Joanna Medlen, City Clerk

