



# City of Jonesboro

900 West Monroe  
Jonesboro, AR 72401

## Meeting Agenda Finance & Administration Council Committee

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Tuesday, March 5, 2013

5:15 PM

Huntington Building

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### Special Called Meeting

#### 1. Call To Order

#### 2. New Business

#### *Ordinances To Be Introduced*

**ORD-13:005** AN ORDINANCE TO AMEND THE 2013 ANNUAL BUDGET KNOWN AS ORDINANCE NUMBER O-EN-049-2012 AND TO AMEND RESOLUTION NUMBER 09:201 ADOPTING THE CITY SALARY & ADMINISTRATION PLAN; FOR THE PURPOSE OF CREATING A STORMWATER PROGRAM MANAGER; FOR THE APPROPRIATION OF FUNDS; AND DECLARING AN EMERGENCY FOR THE CONTINUITY OF SERVICES IN THE ENGINEERING DEPARTMENT

**Sponsors:** Engineering

**Attachments:** [Stormwater Program Manager](#)

**ORD-13:010** AN ORDINANCE AUTHORIZING A CITY COUNCIL MEMBER TO DO BUSINESS WITH THE CITY OF JONESBORO

**Sponsors:** Finance

#### *Resolutions To Be Introduced*

**RES-13:014** RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO PARTICIPATE IN THE TAPS COOPERATIVE PURCHASING PROGRAM.

**Sponsors:** Finance

**RES-13:016** RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH CRAIGHEAD COUNTY JONESBORO PUBLIC LIBRARY FOR PUBLIC SERVICE

**Sponsors:** Mayor's Office

**Attachments:** [Public Library & COJ Contract](#)

**RES-13:035** RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF BUSINESS TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15-4-2706(d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003)

**Sponsors:** Mayor's Office

**RES-13:045**

A RESOLUTION TO AMEND RESOLUTION NUMBER 09:201 ADOPTING THE CITY SALARY & ADMINISTRATION PLAN FOR THE PURPOSE OF CREATING A MECHANICS HELPER POSITION IN THE JETS DEPARTMENT

**Sponsors:** JETS

**Attachments:** [Mechanics Helper](#)

**3. Public Comments**

**4. Adjournment**



Legislation Details (With Text)

<b>File #:</b>	ORD-13:005	<b>Version:</b>	1	<b>Name:</b>	Amend budget to add a Stormwater Program Manager position in Engineering
<b>Type:</b>	Ordinance	<b>Status:</b>		<b>Status:</b>	To Be Introduced
<b>File created:</b>	2/12/2013	<b>In control:</b>		<b>In control:</b>	Finance & Administration Council Committee
<b>On agenda:</b>		<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	AN ORDINANCE TO AMEND THE 2013 ANNUAL BUDGET KNOWN AS ORDINANCE NUMBER O-EN-049-2012 AND TO AMEND RESOLUTION NUMBER 09:201 ADOPTING THE CITY SALARY & ADMINISTRATION PLAN; FOR THE PURPOSE OF CREATING A STORMWATER PROGRAM MANAGER; FOR THE APPROPRIATION OF FUNDS; AND DECLARING AN EMERGENCY FOR THE CONTINUITY OF SERVICES IN THE ENGINEERING DEPARTMENT				
<b>Sponsors:</b>	Engineering				
<b>Indexes:</b>	Position - creation/amendment				
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Stormwater Program Manager</a>				

Date	Ver.	Action By	Action	Result
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title  
 AN ORDINANCE TO AMEND THE 2013 ANNUAL BUDGET KNOWN AS ORDINANCE NUMBER O-EN-049-2012 AND TO AMEND RESOLUTION NUMBER 09:201 ADOPTING THE CITY SALARY & ADMINISTRATION PLAN; FOR THE PURPOSE OF CREATING A STORMWATER PROGRAM MANAGER; FOR THE APPROPRIATION OF FUNDS; AND DECLARING AN EMERGENCY FOR THE CONTINUITY OF SERVICES IN THE ENGINEERING DEPARTMENT

Body  
 WHEREAS, the Jonesboro City Council adopted the 2013 annual budget, Ordinance Number O-EN-049-2012; and

WHEREAS, the Jonesboro City Council adopted Resolution Number 09:201 the City Salary & Administration Plan; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing in the Engineering Department, that the position of Stormwater Program Manager be added at a grade 117 with a salary range of \$37,882 - 56,882;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The positions of Stormwater Program Manager shall be added to the 2013 Annual Budget.

SECTION 2: The position of Stormwater Program Manager shall be added to the City Salary & Administration Plan;

SECTION 3: It is further found and declared that an emergency is declared to exist and this ordinance being necessary for the sufficient staffing in the Engineering Department and shall take effect from and after its approval.

# **March 2011**

## **Stormwater Program Manager**

### **Job Description**

**Exempt:** Yes  
**Department:** Engineering  
**Reports To:** Chief City Engineer  
**Location:** 307 Vine Street (Huntington Bldg)  
**Date Prepared:** January 24, 2013  
**Date Revised:** January 28, 2013

#### **GENERAL DESCRIPTION OF POSITION**

This position provides leadership and technical guidance for stormwater and floodplain management.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for City's compliance efforts of the NPDES Phase 2 Stormwater General Permit. This duty is performed weekly, about 35% of the time.
2. Responsible for City's compliance efforts of the National Flood Insurance Program (NFIP). This duty is performed weekly, about 35% of the time.
3. Assist the Planning and Engineering Departments with review of development plans for sites, subdivisions, and City projects for compliance with applicable stormwater and floodplain regulations. This duty is performed weekly, about 10% of the time.
4. Provide primary staff support for Stormwater Management Board. This duty is performed monthly, about 5% of the time.
5. Maintain and update Stormwater Management Plan, Repetitive Loss Area Analysis (RLAA), and CRS documentation. This duty is performed annually, about 5% of the time.
6. Assist general public, contractors, developers, and engineers in search of information pertaining to local stormwater or floodplain management. This duty is performed daily, about 10% of the time.
7. Develop, implement, and present educational and public outreach programs relative to stormwater and floodplain management. This duty is performed as needed.
8. Review and recommend updates to technical specifications and typical standards for all current regulations as related to stormwater and floodplain management activities. This duty is performed as needed.
9. Perform any other related duties as required or assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE**

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

**COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

**CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Certified Floodplain Manager (CFM)  
Certified Stormwater Manager (CSM)

**SOFTWARE SKILLS REQUIRED**

Advanced: Presentation/PowerPoint, Spreadsheet, Word Processing/Typing  
Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Other

**INITIATIVE AND INGENUITY****SUPERVISION RECEIVED**

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

**PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

**DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

**MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

**SUPERVISORY RESPONSIBILITIES**

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: None

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

**ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

**ACCOUNTABILITY****FREEDOM TO ACT**

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

**ANNUAL MONETARY IMPACT**

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

**IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

**PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional

self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

### **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

### **WORKING CONDITIONS**

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

### **ENVIRONMENTAL CONDITIONS**

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

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to fumes or airborne particles, vibration. The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

While performing the functions of this job, the employee is regularly required to stand, walk, talk or hear; and frequently required to sit; occasionally required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

### **ADDITIONAL INFORMATION**

College Degree from an accredited college or university in engineering, environmental sciences, or a related field, experience with ARCGIS software



Legislation Details (With Text)

**File #:** ORD-13:010    **Version:** 4    **Name:** Authorization for Gene Vance to do business with the City

**Type:** Ordinance    **Status:** To Be Introduced

**File created:** 2/14/2013    **In control:** Finance & Administration Council Committee

**On agenda:**    **Final action:**

**Title:** AN ORDINANCE AUTHORIZING A CITY COUNCIL MEMBER TO DO BUSINESS WITH THE CITY OF JONESBORO

**Sponsors:** Finance

**Indexes:** Other

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**Title**  
AN ORDINANCE AUTHORIZING A CITY COUNCIL MEMBER TO DO BUSINESS WITH THE CITY OF JONESBORO

**Body**  
WHEREAS, Arkansas Code Annotated 14-42-107 et seq provides that interest in office or contracts is prohibited by any alderman, council member, official or municipal employee, and

WHEREAS, Gene Vance is owner or owns an interest in Jonesboro Overhead Door, LLC & Vance Construction Solutions, LLC located at 925 East Parker Road, Jonesboro, Arkansas, and

WHEREAS, the City of Jonesboro has a limited number of company's providing Overhead Door Service & Renovations and Small Commercial Construction Services, and

WHEREAS, prohibiting competitive bidding and services by Jonesboro Overhead Door, LLC & Vance Construction Solutions, LLC would create an advantage to other local company's, and

WHEREAS, special permission will need to be given by the City Council for the City of Jonesboro to seek bids and services from Jonesboro Overhead Door, LLC & Vance Construction Solutions, LLC.

NOW, THEREFORE, BE IT ORDAINED by the City Council for the City of Jonesboro, Arkansas, that:

Section 1: The City Council for the City of Jonesboro gives special permission for Jonesboro Overhead Door, LLC & Vance Construction Solutions, LLC to be allowed to participate in competitive bidding and provide services for the City of Jonesboro.

Section 2; The City Council for the City of Jonesboro authorizes Jonesboro Overhead Door, LLC & Vance Construction Solutions, LLC to conduct business with City up to \$ 150,000 for each calendar year.





## Legislation Details (With Text)

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**File #:** RES-13:014    **Version:** 1    **Name:** Participation in TAPS purchasing program  
**Type:** Resolution    **Status:** To Be Introduced  
**File created:** 1/31/2013    **In control:** Finance & Administration Council Committee  
**On agenda:**    **Final action:**  
**Title:** RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO PARTICIPATE IN THE TAPS COOPERATIVE PURCHASING PROGRAM.  
**Sponsors:** Finance  
**Indexes:** Policy - creation/amendment  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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**Title**

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO PARTICIPATE IN THE TAPS COOPERATIVE PURCHASING PROGRAM.

**Body**

WHEREAS, the City of Jonesboro, Arkansas desires to participate in the TAPS cooperative purchasing program offered by the Dawson Education Cooperative; and

WHEREAS the City is of the opinion that participation in this program will be highly beneficial to the city through the anticipated savings to be realized; and

WHEREAS the City is authorized by Arkansas Code Ann. §19-11-249 to participate in the TAPS cooperative purchasing program offered by the Dawson Education Cooperative,

IT IS, THEREFORE, HEREBY RESOLVED that the City of Jonesboro, Arkansas does hereby authorize and approve the City's participation with Dawson Education Cooperative in the TAPS cooperative purchasing program for the purposes stated therein.



## Legislation Details (With Text)

<b>File #:</b>	RES-13:016	<b>Version:</b>	1	<b>Name:</b>	Tax remittance to the public library
<b>Type:</b>	Resolution	<b>Status:</b>		<b>Status:</b>	To Be Introduced
<b>File created:</b>	2/1/2013	<b>In control:</b>		<b>In control:</b>	Finance & Administration Council Committee
<b>On agenda:</b>		<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH CRAIGHEAD COUNTY JONESBORO PUBLIC LIBRARY FOR PUBLIC SERVICE				
<b>Sponsors:</b>	Mayor's Office				
<b>Indexes:</b>	Taxes				
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Public Library &amp; COJ Contract</a>				

Date	Ver.	Action By	Action	Result
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### Title

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH CRAIGHEAD COUNTY JONESBORO PUBLIC LIBRARY FOR PUBLIC SERVICE

### Body

WHEREAS, the City of Jonesboro has received a contract from Craighead County Jonesboro Public Library;  
and

WHEREAS, this contract is for the purposes of remitting the City's portion of property tax to the Craighead County Jonesboro Public Library; and

WHEREAS, the City of Jonesboro believes the benefits to be derived from the operation and maintenance of a public library will enhance the quality of life of the City of Jonesboro and its residents; and

WHEREAS, it is in the best interest of the City of Jonesboro that the City Council authorize the Mayor and City Clerk to execute this contract.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

1. This contract is for the purposes of remitting the City's portion of property tax to Craighead County Jonesboro Public Library.
2. That this contract is for the best interest of the residents of the City of Jonesboro.
3. The Mayor and City Clerk are hereby authorized to execute said contract.

**Public Service Contract  
Between  
The City of Jonesboro  
And  
Craighead County Jonesboro Public Library**

This contract is entered into on this 1<sup>st</sup> of January 2013 between the Craighead County Jonesboro Public Library, located at 315 W. Oak Ave., Jonesboro, Arkansas and The City of Jonesboro, located at 515 W. Washington, Jonesboro, Arkansas.

Craighead County Jonesboro Public Library is currently funded by a 2 mill property tax that is collected by Craighead County and remitted to The Craighead County Jonesboro Public Library by way of the County Treasurer and transactions are posted in the County's annual operating budget as required by law.

Whereas, The City of Jonesboro by way of this contract will receive the City portion of the tax collections from the County Treasurer and will remit them to The Craighead County Jonesboro Public Library.

With these funds, the Craighead County Jonesboro Public Library will provide services to the citizens of Jonesboro and Craighead County as normally associated with this type of public facility.

This contract shall be effective January 1, 2013 and remain in effect for a period of one (1) year and expiring December 31, 2013. This contract will be entered into annually at the beginning of each calendar year to satisfy the scope of the law.

City Official:

Craighead County Jonesboro Public Library Official:

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Harold Perrin  
Mayor City of Jonesboro

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Phyllis Burkett  
Library Director

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Donna Jackson  
City Clerk



Legislation Details (With Text)

**File #:** RES-13:035    **Version:** 1    **Name:** Tax Back Program for Spirit Fitness  
**Type:** Resolution    **Status:** To Be Introduced  
**File created:** 2/21/2013    **In control:** Finance & Administration Council Committee  
**On agenda:**    **Final action:**  
**Title:** RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF BUSINESS TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15-4-2706(d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003)  
**Sponsors:** Mayor's Office  
**Indexes:** Tax Back Program  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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**Title**  
RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF BUSINESS TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15-4-2706(d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003)

**Body**  
WHEREAS, in order to be considered for participation i the Tax Back Program, the local government must endorse a business to participate in the Tax Back Program; and

WHEREAS, the local government must authorize the refund of local sales and use tax as provided in the Consolidated Incentive Act of 2003; and

WHEREAS, said endorsement must be made on specific form available from the Arkansas Economic Development Commission; and

WHEREAS, Spirit Fitness located at 3000 Nestle Road, Jonesboro, Arkansas, has sought to participate in the program and more specifically has requested benefits accruing from adding an expansion and equipmnet to the specific facility; and

WHEREAS, Spirit Fitness has agreed to furnish the local government all necessary information for compliance.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF JONESBORO, ARKANSAS, THAT:

1. Spirit Fitness be endorsed by the City Council of Jonesboro, Arkansas for benefits from the sales & use tax refunds as provided by Section 15-4-2706(d) of the Consolidated Incentive Act of 2003.
2. The Department of Finance and Administration is authorized to refund local sales and use taxes to Spirit Fitness.



## Legislation Details (With Text)

<b>File #:</b>	RES-13:045	<b>Version:</b>	1	<b>Name:</b>	Amend salary plan to create a mechanics helper position in JETS
<b>Type:</b>	Resolution	<b>Status:</b>		<b>Status:</b>	To Be Introduced
<b>File created:</b>	3/4/2013	<b>In control:</b>		<b>In control:</b>	Finance & Administration Council Committee
<b>On agenda:</b>		<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	A RESOLUTION TO AMEND RESOLUTION NUMBER 09:201 ADOPTING THE CITY SALARY & ADMINISTRATION PLAN FOR THE PURPOSE OF CREATING A MECHANICS HELPER POSITION IN THE JETS DEPARTMENT				
<b>Sponsors:</b>	JETS				
<b>Indexes:</b>	Position - creation/amendment				
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Mechanics Helper</a>				

Date	Ver.	Action By	Action	Result
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title  
A RESOLUTION TO AMEND RESOLUTION NUMBER 09:201 ADOPTING THE CITY SALARY & ADMINISTRATION PLAN FOR THE PURPOSE OF CREATING A MECHANICS HELPER POSITION IN THE JETS DEPARTMENT

Body  
WHEREAS, the Jonesboro City Council adopted Resolution Number 09:201 the City Salary & Administration Plan; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing in the JETS Department, that the position of Mechanics Helper be added at a grade 107 with a salary range of \$24,366 - 36,549;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The position of Mechanics Helper shall be added to the City Salary & Administration Plan.

# **March 2011**

## **Mechanics Helper**

### **Job Description**

**Exempt:** No  
**Department:** JETS  
**Reports To:** Transit Field Supervisor  
**Location:** JETS Administrative and Operations Facility/JETS Mechanics Shop  
**Date Prepared:** January 28, 2013  
**Date Revised:**

#### **GENERAL DESCRIPTION OF POSITION**

To assist JETS mechanic(s) with vehicle and equipment repair work on transit buses, vans, vehicles, and related equipment AND to serve as a relief transit driver in certain situations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Perform preventative and routine maintenance and inspections as required. This duty is performed monthly.
2. Change tires, fluids, belts, lights, oil and replace filters, hydraulic filters, fuel filters, air filters, and lubricate equipment. This duty is performed daily.
3. Maintain accurate repair and service records on vehicles and equipment. This duty is performed daily.
4. Prepare purchase orders for maintenance parts, equipment, and supplies. This duty is performed as needed.
5. Make service calls as needed for routine and emergency repairs and parts pick-up. This duty is performed daily.
6. Maintain an orderly and clean shop. This duty is performed daily.
7. Serve as a relief transit driver as needed.
8. Perform any other related duties as required or assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 7 to 11 months related experience and/or training. Or equivalent combination of education and experience.

**COMMUNICATION SKILLS**

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

**CRITICAL THINKING SKILLS**

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

CDL license to operate assigned vehicle

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

None

**SOFTWARE SKILLS REQUIRED**

Basic: Word Processing/Typing

**INITIATIVE AND INGENUITY****SUPERVISION RECEIVED**

Under immediate supervision, with short assignments of work at frequent interval with regular check of work.

**PLANNING**

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

**DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

**MENTAL DEMAND**

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

**SUPERVISORY RESPONSIBILITIES**

No supervision.

Supervises the following departments: None

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

**ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

**ACCOUNTABILITY**

**FREEDOM TO ACT**

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

**ANNUAL MONETARY IMPACT**

None. Job does not create any dollar monetary impact for the organization.

**IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

**PUBLIC CONTACT**

Occasional routine contacts with persons outside the organization. This would include contacts with suppliers, mail service, etc.

**EMPLOYEE CONTACT**

Contacts of little importance and usually with immediate associates only. Requires only ordinary courtesy to avoid friction in relationship incidental to working with others.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

**WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

**ENVIRONMENTAL CONDITIONS**

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



While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, toxic or caustic chemicals, risk of electrical shock; frequently exposed to fumes or airborne particles, outdoor weather conditions; and occasionally exposed to wet or humid conditions. The noise level in the work environment is usually loud.

### **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel, talk or hear; regularly required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 100 pounds; regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Not indicated.