

ORDINANCE NO. 0813-325

AN ORDINANCE ADOPTING THE CITY BUDGET, INCLUDING JOB DESCRIPTIONS, PAY SCALE, AND CITY ORGANIZATIONAL CHART FOR FISCAL YEAR 2013 FOR THE CITY OF STOCKBRIDGE; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WITNESSETH:

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City; and

WHEREAS, Mayor Mark Alarcon has submitted to the City Council a proposed operating budget for fiscal year 2013 as required by Section 6.24 of the City Charter; and

WHEREAS, the City Council has had an opportunity to examine the Mayor's proposed budget; and

WHEREAS, the City Council has complied with Chapter 81 of Title 36 of the Georgia Code by holding the properly noticed public hearings on the City budget; and

WHEREAS, Section 6.25 (b) of the City Charter provides that after the conducting of a budget hearing the City Council shall adopt the final operating budget for the ensuing fiscal year not later than December 31 of each year; and

WHEREAS, the City Council properly adopted its final operating budget for fiscal year 2013 prior to the December 31, 2012 deadline; and

WHEREAS, the City Council desires to re-adopt the same budget so as to add the position of Chief Information Officer and Police Chief, delete "Class 2 motorcycle license and CDL required" from job description for mechanics, and add relevant job descriptions, pay scales, and City organizational chart in the final budget document in official City records; and

WHEREAS, Section 6.25 (b) of the City Charter provides that the adoption of the budget shall take the form of an appropriations ordinance setting out the estimated revenues in detail by sources making appropriations according to fund, and by organizational unit, purpose, or activity; and

WHEREAS, Having complied with all necessary legal requirements, the City Council wishes to adopt as its 2013 budget the attached budget document entitled "City of Stockbridge 2013 Adopted Budget" comprised of the General Fund, the Capital Projects Funds, the Enterprise Funds, the Trust Funds, job descriptions, pay scale, and organizational chart marked accordingly and attached hereto; and

WHEREAS, the City Council of the City of Stockbridge, Georgia, in the exercise of their sound judgment and discretion, after giving thorough thought to all implications involved, and keeping in mind the public interest and welfare of the citizens of the City, have determined it to be

in the best interest of the citizens of the City that this ordinance and the document attached hereto be adopted as the 2013 adopted budget in accordance with Section 6.25 of the City Charter.

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY ORDAINS:

SECTION 1. Adoption by Reference. The document entitled "City of Stockbridge 2013 Adopted Budget," comprised of the General Fund, the Capital Project Funds, the Enterprise Funds, Trust Funds, job descriptions, pay scale, and organizational chart marked accordingly and attached hereto, are incorporated herein by reference and are hereby adopted as the Budget for Fiscal Year 2013 for the City of Stockbridge, Georgia.

SECTION 2. Special Authorization. The Treasurer shall be authorized to reallocate departmental appropriations among various line item expenditures of that department as said officer believes necessary. The Treasurer shall also be authorized to effect interdepartmental transfers, in the same fund, not to exceed \$50,000.00. Any such transfers shall be reported to the governing authority at its next regular meeting and shall be entered in the minutes.

SECTION 3. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

SECTION 4. Approval of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Ordinance.

SECTION 5. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 6. Codification and Severability.

- (a) It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were upon their enactment believed by the City Council to be fully valid, enforceable and constitutional.
- (b) It is hereby declared to be the intention of the City Council that to the greatest extent allowed by law each and every section, paragraph, sentence, clause or phrase of this ordinance is severable from every other section, paragraph, sentence, clause or phrase of this ordinance. It is hereby further declared to be the intention of the City Council that to the greatest extent allowed by law no section, paragraph, sentence, clause or phrase of this ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this ordinance.
- (c) In the event that any section, paragraph, sentence, clause or phrase of this ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the ordinance and that to the

greatest extent allowed by law all remaining Sections, paragraphs, sentences, clauses, or phrases of the ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION 5. Repeal of Conflicting Provisions. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 6. Effective Date. This ordinance shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

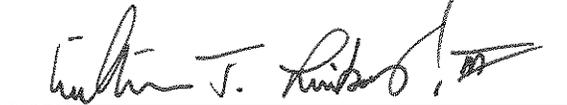
SO ORDAINED this 12th day of August, 2013.


MARK A. ALARCON, Mayor

ATTEST:


RHONDA A. BLACKMON, City Clerk (SEAL)

APPROVED AS TO FORM:


WILLIAM J. LINKOUS, III, City Attorney

Job Title: Police Chief

Job Summary: The Police Chief is responsible for directing, planning, managing, and coordinating the activities and operations of the Stockbridge Police Department by performing the following duties personally or through subordinate supervisors. The main function of this position is to protect life and property, preserve the peace, prevent crime, detect and arrest violators of the law, and to enforce all federal, state and local laws and ordinances coming under the Department's jurisdiction. This position involves acting as the executive officer of the Department.

Class Characteristics: This is the full-performance classification level.

Major Duties:

- Works directly with departmental managers and supervisors to ensure that the primary departmental goals of controlling criminal activity and providing public safety are achieved. Evaluates police operations and provides reports to the City Manager on a regular basis;
- Works with other City departments and individual citizens in the community on issues of public safety. Resolves complaints relative to police matters. Ensures the department offers and maintains an effective and positive community oriented policing philosophy for the purposes of maintaining departmental credibility within the community;
- Makes presentations, and provides information to the media on criminal and public safety issues. Prepares news releases and appears on television, radio and other public media to perform community and public relations activities;
- Responsible for establishing the proper organizational structure and staffing the department in order to meet the needs of the community and provide the correct level of public safety;
- Develops departmental policies and procedures and ensures that all officers adhere to the established policies. In cases of policy infractions, administers progressive and appropriate discipline in a consistent manner;
- Develops annual operating budget for the department and develops all capital budgets;
- Monitors all investigations and prosecutions. Analyzes performance and effectiveness of police operations and makes necessary adjustments;

Job Title: Police Chief (continued)

- Maintains a strong understanding and knowledge of all relevant state, federal and local laws;
- Oversees the establishment, planning and supervision of police training and staff evaluation programs. Ensures department is properly trained and accredited;
- Prepares and submits periodic reports to the City Manager regarding the activity of the Police Department. Prepares ad hoc reports as requested;
- Coordinates with County, State and Federal police agencies as necessary;
- Initiates internal investigations when appropriate and directs corrective action as needed.

Knowledge Required by the Position:

- Knowledge of modern law enforcement principles, procedures, techniques of police administration;
- Knowledge of principles and processes involved in business and organizational planning, coordination and execution. This includes strategic planning, resource allocation, manpower modeling, and leadership techniques;
- Knowledge of applicable laws, ordinances, penal codes, court procedures, precedents, government regulations, and departmental rules and regulations;
- Knowledge of rules and regulations associated with the protection of people, data, and property – including the use of weapons and force; and
- Knowledge of psychology, including an understanding of basic human behavior and performance, differences in ability, personality, learning and motivation.

Ability to:

- Deal tactfully and courteously with employees and the general public;
- Communicate clearly and effectively, verbally and in writing;
- Develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public;
- Manage competing priorities on multiple projects;
- Train and supervise subordinate personnel;
- Provide effective leadership and coordinate the activities of a full service public safety organization;

Job Title: Police Chief (continued)

- Analyze, interpret, summarize and present administrative, technical information and data in an effective manner;
- Ability to research and analyze detailed information, records and statistical data;
- Ability to prepare clear, concise and accurate documents;
- Ability to manage stressful situations;
- Represent the City to outside agencies;
- Lead and direct the day to day operations, services and activities of the City of Stockbridge Police Department;
- Develop, implement and administer departmental goals, objectives and procedures;
- Identify and respond to issues, concerns and needs of the community; and
- Maintain a level of physical fitness that is consistent with the fitness standards of the department.

Skills in:

- Operation of a police car, police radio, handgun and other weapons as required;
- Operation of a computer, smart phone, or other technology devices used;
- Interpersonal relations;
- Conflict Management;
- Negotiation;
- Interviewing and selection;
- Presentation of information to large or small groups;
- Verbal and Written communication;
- Analysis and mathematics;
- Budgeting and expense control;
- Program and Personnel Assessment;
- Active Listening;
- Critical Thinking; and
- Planning and organizing a 24/7/365 workgroup.

Supervisory Controls: The work of this position is directed by the City Manager.

Guidelines: Guidelines include state and federal laws and regulations governing municipal administration; City and departmental rules and regulations, and City ordinances, policies and procedures.

Job Title: Police Chief (continued)

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

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms;
- The employee is required to walk, run, stoop, kneel, crouch or crawl;
- The employee must occasionally lift and/or move up to 75 pounds;
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; and
- While performing the duties of this job, the employee generally sits in an office. The employee occasionally works in outside weather conditions, in high precarious places and with high explosives. The employee is occasionally exposed to fumes, airborne particles, toxic or caustic chemicals, extreme cold, heat or wet conditions.

Supervisory and Management Responsibility: This position is responsible for the management and supervision of all police department employees.

Minimum Qualifications: Requires a Bachelor's degree in criminal justice, police science, police administration, law enforcement, or related disciplines from an accredited college or university supplemented by 12 or more years of progressively responsible administrative and managerial experience in subordinate levels in the police ranks, e.g. police officer, sergeant, lieutenant, captain; eight years of management level experience as an operations supervisor; graduate of nationally recognized law enforcement training program (FBINA, SPI, Command College, etc.); U.S. Citizenship; valid State of Georgia Driver's License; and current Georgia Peace Officers Standards and Training Council (POST) certified law enforcement officer. Master's degree preferred.

Job Title: Chief Information Officer

Job Summary: The Chief Information Officer manages all operational aspects of Information Technology for the organization; Strategic Planning, Budgeting, Business Process and Control Management, IT Policy development, IT Management - including systems analysis, input/output control, installation & maintenance activities, computer and auxiliary operations, IT Networks, voice and fax systems, vendor contract oversight, and compliance of applicable licensing requirements. Recommends strategic technology knowledge to leadership in keeping with overall organizational goals.

Class Characteristics: This is the full-performance classification level.

Major Duties:

- Manages the direction and administration of Information Technology staff and vendors;
- Prepares the operating budget for the Information Technology needs of the city, including capital budgets;
- Develops RFPs, evaluates vendor responses and negotiates contracts with computer vendors;
- Reviews and monitors the progress of all Information Technology projects, changes priority of projects as required to meet management deadlines, re-assigns staff to meet workload, monitors and reviews the daily help desk call report, and monitor the installation of new computer systems;
- Carries out supervisory responsibilities in accordance with policies, procedures and applicable laws including interviewing, training, planning, assigning and directing work, appraising performance, addressing complaints and resolving problems;
- Maintains general system design and master control program, establishes system configuration, solves problems within system and writes documentation;
- Prepares and makes presentations to the City Manager and operating committee;
- Confers with operating committee members to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements;
- Reviews feasibility studies and cost estimates, evaluates alternatives and determines user position and requests, develops city plans for extended future Information Technology needs;

Job Title: Chief Information Officer (continued)

- Collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations;
- Conducts regular staff meetings to review progress, accomplishments, budgets, strategies and plans for Information Technology projects;
- Provides information, advice, feedback or assistance to others within the city to refine work outputs or resolve problems; and
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of computer systems, languages, database techniques, communication technology and networking;
- Knowledge of advanced systems analysis and design;
- Knowledge of administrative principles and practices, including goal setting and program budget development and implementation;
- Knowledge of administration of staff and activities, either directly or through subordinate supervision;
- Knowledge of applicable local, state, and federal laws, rules and regulations including software licensing processes and legal aspects;
- Knowledge of Business Process enhancement methods;
- Knowledge of backup and disaster recovery requirements and procedures;
- Knowledge of city policies and procedures;
- Skill in analyzing and resolving office administration situations and problems;
- Skill in organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction; and
- Skill in selecting and motivating staff and providing for their training and professional development.

Supervisory Controls: The work of this position is directed by the City Manager.

Guidelines: Guidelines include state and federal laws and regulations governing municipal administration; City and departmental rules and regulations, and City ordinances, policies and procedures.

Job Title: Chief Information Officer (continued)

Complexity: The work involves the overall planning for ongoing and growth factors in the city's Information Technology needs. While the programming design may require related tasks and procedures, other aspects such as understanding user needs, system analysis and development of plans and objectives for future city needs, utilize unrelated processes. The work is complex, technical and specialized, but must be explained in lay terminology.

Supervisory and Management Responsibility: This position is responsible for the management and supervision of all Information Technology staff and vendors.

Personal Contacts: Contacts include city employees, department heads, City Council members, vendors, end users, colleagues, and technical assistance individuals.

Purpose of Contacts: Contacts are typically for providing services, problem resolution, acquiring or giving information, and to instruct users.

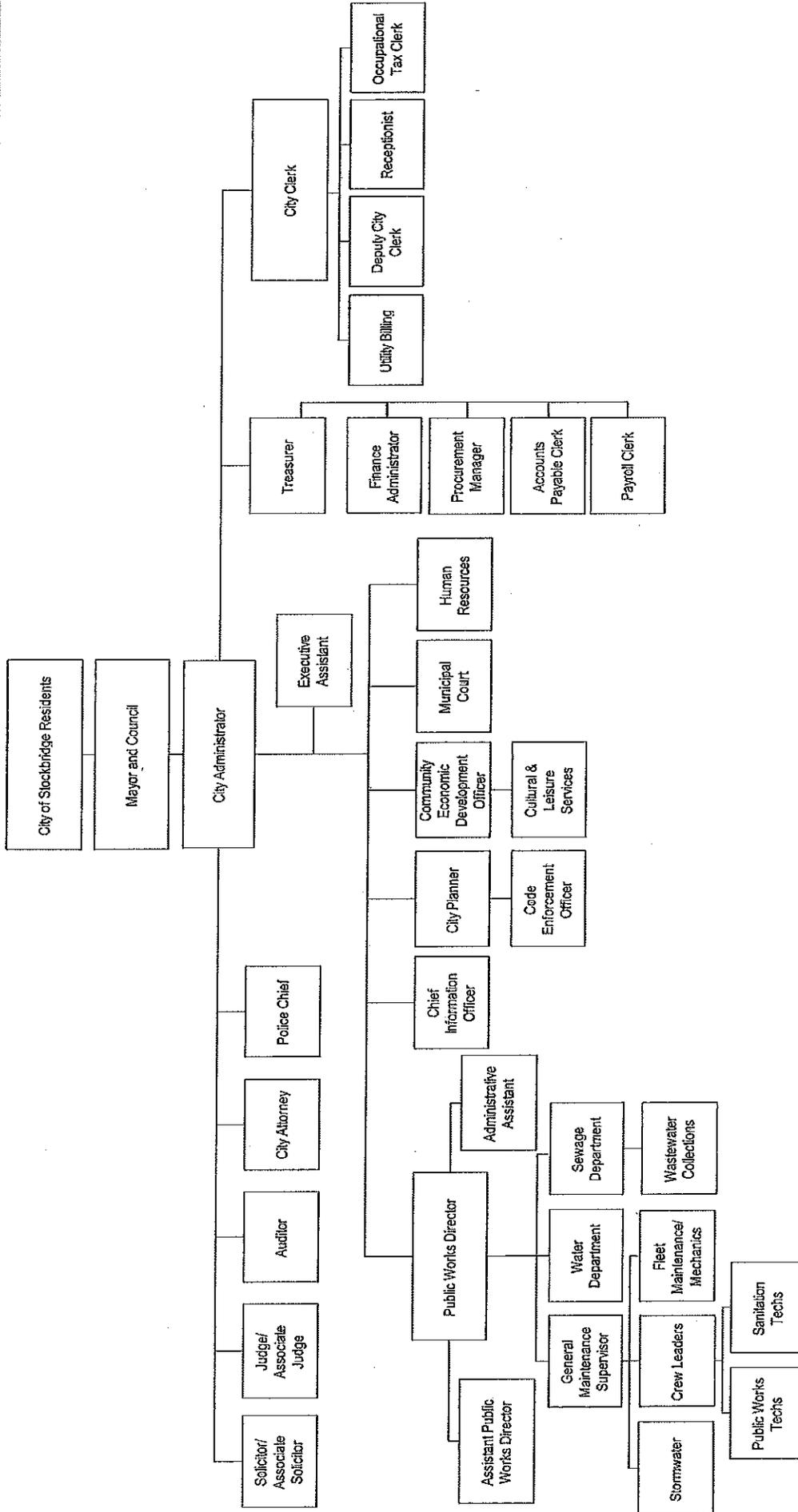
Physical Demands: Routinely involves sitting for long periods of time, stooping, standing, walking, stretching, climbing ladders and stairs, and lifting objects of moderate weight up to 50 pounds.

Work Environment: Work is performed in offices, equipment rooms and other locations in the county, or from remote/mobile access.

Minimum Qualifications: Requires a Bachelor's degree in Computer Science, Management Information Systems or related field from an accredited college or university supplemented by 10 or more years of progressively responsible administrative and managerial experience in Information Technology; valid State of Georgia Driver's License; completion of formal courses in Microsoft Networks, PC applications and Internet applications, or any equivalent combination of education and experience which provides the requisite knowledge, skills and abilities for this job is acceptable.

City of Stockbridge Organizational Chart

August 12, 2013



City of Stockbridge 2013 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Public Works Technician	Public Works	Crew Leader	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Receptionist	Administration	City Clerk	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Sanitation Technician	Sanitation	Crew Leader	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Stormwater Technician	Stormwater	General Maintenance Supervisor	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Wastewater Collections Systems Operator I	Sewer	Wastewater Reclamation Plant Superintendent	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Wastewater System Technician I	Sewer	Wastewater Reclamation Plant Superintendent	11	\$ 12.00	\$ 17.72	\$ 24,960.00	\$ 36,857.60
Water System Technician I	Water	Water Superintendent	11	\$ 12.00	\$ 17.72	\$ 24,960.00	\$ 36,857.60
Utility Billing Clerk	Sanitation	Utility Billing Supervisor	12	\$ 12.90	\$ 19.06	\$ 26,832.00	\$ 39,644.80
Utility Billing Clerk	Sewer	Utility Billing Supervisor	12	\$ 12.90	\$ 19.06	\$ 26,832.00	\$ 39,644.80
Mechanic	Public Works	General Maintenance Supervisor	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Wastewater Collections Systems Operator II	Sewer	Wastewater Reclamation Plant Superintendent	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Wastewater System Technician II	Sewer	Wastewater Reclamation Plant Superintendent	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Water Systems Technician II	Water	Water Superintendent	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Administrative Assistant	Cultural & Leisure Services	Cultural & Leisure Services Manager	14	\$ 14.63	\$ 21.61	\$ 30,430.40	\$ 44,948.80
Administrative Assistant	Public Works	Public Works Director	14	\$ 14.63	\$ 21.61	\$ 30,430.40	\$ 44,948.80
Deputy Court Clerk I	Municipal Court	Court Clerk	14	\$ 14.63	\$ 21.61	\$ 30,430.40	\$ 44,948.80
Accounts Payable Clerk	Administration	Treasurer	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40

City of Stockbridge 2013 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Public Works Technician	Public Works	Crew Leader	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Receptionist	Administration	City Clerk	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Sanitation Technician	Sanitation	Crew Leader	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Stormwater Technician	Stormwater	General Maintenance Supervisor	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Wastewater Collections Systems Operator I	Sewer	Wastewater Reclamation Plant Superintendent	10	\$ 11.00	\$ 16.26	\$ 22,880.00	\$ 33,820.80
Wastewater System Technician I	Sewer	Wastewater Reclamation Plant Superintendent	11	\$ 12.00	\$ 17.72	\$ 24,960.00	\$ 36,857.60
Water System Technician I	Water	Water Superintendent	11	\$ 12.00	\$ 17.72	\$ 24,960.00	\$ 36,857.60
Utility Billing Clerk	Sanitation	Utility Billing Supervisor	12	\$ 12.90	\$ 19.06	\$ 26,832.00	\$ 39,644.80
Utility Billing Clerk	Sewer	Utility Billing Supervisor	12	\$ 12.90	\$ 19.06	\$ 26,832.00	\$ 39,644.80
Mechanic	Public Works	General Maintenance Supervisor	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Wastewater Collections Systems Operator II	Sewer	Wastewater Reclamation Plant Superintendent	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Wastewater System Technician II	Sewer	Wastewater Reclamation Plant Superintendent	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Water Systems Technician II	Water	Water Superintendent	13	\$ 14.00	\$ 20.69	\$ 29,120.00	\$ 43,035.20
Administrative Assistant	Cultural & Leisure Services	Cultural & Leisure Services Manager	14	\$ 14.63	\$ 21.61	\$ 30,430.40	\$ 44,948.80
Administrative Assistant	Public Works	Public Works Director	14	\$ 14.63	\$ 21.61	\$ 30,430.40	\$ 44,948.80
Deputy Court Clerk I	Municipal Court	Court Clerk	14	\$ 14.63	\$ 21.61	\$ 30,430.40	\$ 44,948.80
Accounts Payable Clerk	Administration	Treasurer	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40

City of Stockbridge 2013 Pay Scale

Job Title	Billing Department	Reports To	Pay Grade	Minimum	Maximum	Minimum	Maximum
Crew Leader	Public Works	General Maintenance Supervisor	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Crew Leader	Sanitation	General Maintenance Supervisor	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Deputy Court Clerk II	Municipal Court	Court Clerk	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Occupational Tax Clerk	Administration	City Clerk	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Payroll Clerk	Administration	Treasurer	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Stormwater Supervisor	Stormwater	Public Works Director	15	\$ 15.38	\$ 22.73	\$ 31,990.40	\$ 47,278.40
Code Enforcement Officer	Administration	City Planner	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Deputy City Clerk	Administration	City Clerk	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Deputy Court Clerk III	Municipal Court	Court Clerk	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Mechanic/ASE Certified	Public Works	General Maintenance Supervisor	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Utility Billing Supervisor	Water	City Clerk	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Wastewater System Technician III	Sewer	Wastewater Reclamation Plant Superintendent	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Water Systems Technician III	Water	Water Superintendent	16	\$ 16.13	\$ 23.82	\$ 33,550.40	\$ 49,545.60
Wastewater System Technician IV	Sewer	Wastewater Reclamation Plant Superintendent	17	\$ 16.93	\$ 25.01	\$ 35,214.40	\$ 52,020.80
Water Systems Technician IV	Water	Water Superintendent	17	\$ 16.93	\$ 25.01	\$ 35,214.40	\$ 52,020.80
Executive Assistant	Administration	City Manager	18	\$ 17.78	\$ 26.26	\$ 36,982.40	\$ 54,620.80
Procurement Manager	Administration	Treasurer	18	\$ 17.78	\$ 26.26	\$ 36,982.40	\$ 54,620.80

Job Title: Mechanic

Job Summary: This position provides service and repair to City-owned vehicles and equipment and ensures all are in safe operating condition.

Class Characteristics: This is the full-performance classification level.

Major Duties:

- Answers service calls when mechanical trouble occurs in the field;
- Conducts maintenance and repairs on all City-owned vehicles and equipment;
- Maintains service logs and ensures the City fleet receives scheduled maintenance;
- Responsible for following proper operating procedures for all equipment to ensure safety of all members of the department, the City staff and the Stockbridge community;
- Responsible for ordering parts and maintaining inventory for the mechanic shop;
- Performs other duties as assigned.

Knowledge Required by the Position:

- Ability to adhere to safe operating procedures and respond to dangerous situations accordingly;
- Ability to communicate effectively with co-workers and the general public;
- Ability to maintain service logs and adhere to a maintenance schedule;
- Ability to operate machinery and perform duties in a variety of weather conditions;
- Ability to troubleshoot and repair a variety of engines and machines;
- Knowledge of automotive and mechanical system repair;
- Knowledge of City ordinances, policies and procedures;
- Knowledge of preventative mechanical and vehicular maintenance;
- Knowledge of safety precautions and proper operation of equipment, trucks and machinery;
- Skill in welding, metal fabrication and auto body work;
- Skill working on equipment and engines, large and small.

Supervisory Controls: The work of this position is performed under the general supervision of the General Maintenance Supervisor.

Job Title: Mechanic (continued)

Guidelines: Guidelines include City and departmental safety manuals, policies and procedures.

Complexity: The work consists of manual labor involving the proper use of a variety of equipment and the application of technical knowledge of mechanics.

Personal Contacts: Contacts are typically with co-workers and the general public.

Purpose of Contacts: Contacts typically occur in order to give and exchange information and provide services.

Physical Demands: This work is performed indoors and outdoors with the employee sitting, standing, walking, bending, crouching, carrying pulling, balancing, kneeling or stooping and may require physical exertion over moderately long periods of time. The employee may lift light to heavy objects and use equipment requiring a high degree of dexterity.

Work Environment: Work is performed in an indoor and outdoor environment with or within water where the employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, slippery or uneven surfaces, confined spaces and possible sustained periods in hot, cold or inclement weather. The work may require use of protective devices such as gloves and safety jackets.

Supervisory and Management Responsibility: None.

Minimum Qualifications: High school diploma or equivalent required supplemented by three (3) years of related work experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; and valid State of Georgia Driver's License.