

PUBLIC WORKS COMMITTEE

9:00 a.m., Wednesday, April 4, 2018

The regular meeting of the Public Works Committee was held at 9:00 a.m., Wednesday, April 4, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Buckhannon and Rice, Chair Kinghorn, Administrator Tucker, Public Works Director Pitts, Assistant Administrator Fragoso and City Clerk Copeland; q quorum was present to conduct business.

1. Chair Kinghorn called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

The Chair reminded the Committee that “the purpose of a meeting was for information gathering and action driven so that results happen by the professional staff.” He continued that the worst example he has seen recently was the very positive meeting with the Water and Sewer Commission that was overdue and much need of discussion, some good information came out of it, yet Council left and hour and a half meeting with no specific action. The chief executive officers of both entities were to get together to write a “Memo of Understanding” of how to work together and go forward.

He thanked the Committee members for his brief tenure as Chair and resigned the position.

2. Election of Chair and Vice Chair

Councilmember Rice resigned the office of Vice Chair of the Public Works Committee.

Councilmember Kinghorn nominated Councilmember Rice as Chair and Councilmember Buckhannon as Vice Chair; Councilmember Buckhannon seconded and the nominations passed unanimously.

3. Approval of Previous Meeting’s Minutes

MOTION: Councilmember Buckhannon moved to approve the minutes of the Special Meeting of March 1, 2018; Councilmember Kinghorn seconded and the motion PASSED UNANIMOUSLY.

4. Citizens’ Comments – None

5. Departmental Reports for March 2018 – Director Pitts

The Director stated that miscellaneous garbage (C&D) was up significantly when compared to the same month last year; he attributed the increase to the spring-like weather and early spring cleaning. The balance remaining in the vehicle maintenance budget for FY18 was approximately eighteen thousand seven hundred dollars (\$18,700).

6. Old Business

A. Update on drainage issues at 32 Thirty-second Avenue

Director Pitts reported that an electronic communication occurred between the Charleston County Stormwater team, Mr. Burke and his neighbor trying to schedule a meeting so that they can discuss the County's plans.

Administrator Tucker added that the problem was a complex one because the real solution to Mr. Burke's problem would be to change the elevation of the full length of the ditch to the outfall, and the County has said that they do not have money to do the job. Eadie's has quoted the work at one hundred fifty-two thousand five hundred dollars (\$152,500). As the City works to identify and prioritize the island's drainage problems, this might need to be included among the drainage projects.

Councilmember Buckhannon suggested that the time would come when residents would need to build sea walls to protect their property.

Councilmember Kinghorn noted that the 1995 Seabrook study needed to be updated and money should be allocated for the update.

B. Status of Phase II Drainage Project construction

The Assistant Administrator reported that construction around the golf course has been completed, and the work will proceed toward Palm Boulevard. She stated that the City has filed for an extension of the Rural Infrastructure Grant with a completion date of September 30, 2018. The project has a healthy contingency, and the City plans to use those funds to cover the shortfall.

Councilmember Kinghorn again stressed the need for the City to be proactive in terms of keeping the citizens informed about the work as it progresses. Mr. Stevens stated that Dave Kynoski with the Wild Dunes Homeowners Association has been "really good at keeping their board informed."

C. Continued discussion of needs in Public Works Department related to increased service demands

Director Pitts has discussed with Human Resources Director DeGroot what the Assistant Public Works Director actual job functions would be as opposed to what was happening currently; he opined that Assistant Director Washington was actually a sanitation foreman who also supervised the garbage truck drivers and temp laborers. Assistant Director Washington also cleans the beach by taking down the tents left on the beach so that the owners could retrieve them.

A true Public Works Assistant Director would have some administrative skills to help the Director, would obtain an AB operator's certification, and become knowledgeable of stormwater regulations and the island's stormwater system.

The Director stated that changing Mr. Washington's title to that of Sanitation Foreman would not be a problem.

Chair Rice found Director Pitts' justification for needed assistance in 2017 to be very convincing and asked that he re-create it for the current Councilmembers.

Councilmember Kinghorn opined that the Chair should make a definitive statement from the Committee supporting the need for these positions and remind them that the Public Works Committee last year unanimously supported the need for the Assistant Director position. He

added that a substantial amount of work has been done and the Committee was validating it for inclusion in the FY19 budget.

Councilmember Buckhannon noted that the Personnel Committee was also working on the personnel needs in the Public Works Department, but the climate between the two (2) Committees was very different.

Councilmember Kinghorn thought the predominant choice from some Councilmembers was to outsource because they thought it would be cheaper than adding people. He pointed out that the top two (2) priorities from the Citizens' Forums were drainage and sewer, and both of those responsibilities fall to the Public Works Department.

From Councilmember Kinghorn's point of view, Human Resources and Personnel are the facilitators to the departments; by their nature, they provide supportive services; if a Committee and a Department Manager agree that the Department needs additional resources, it should be their director to find a way to make it happen.

Councilmember Buckhannon explained that the Personnel Committee evaluated new position requests to insure they were not being done elsewhere in the City.

To Councilmember Kinghorn's reference to outsourcing, Director Pitts stated that DHEC regulations state that the Class AB operator must be an employee of the entity that has financial responsibility for the underground storage tank.

Administrator Tucker stated that the Treasurer had done an analysis of the FY19 action items identified in the current version of the budget and the way they translate to the City Administrator and Department Managers are the activities that go along with accomplishing that goal. The total expense for achieving those goals was approximately two million five hundred thousand dollars (\$2,500,000); she added that the reason some actions were not completed as they should be was that the City did not have adequate staffing to do so. The Administrator stated that the goal of the new position was to help meet what the citizens have asked for as identified by a line item in the budget. The Administrator concluded with the statement that citizens' services cannot be outsourced.

Chair Rice stated that Isle of Palms citizens' brag about the special services the Public Works Department provides.

For Director Pitts, the daily job functions would include generating purchase orders, processing invoices and, most importantly, answering calls and following up with the residents.

Councilmember Kinghorn confirmed that the Assistant Director of Maintenance and Facilities would be hired with the intention that he would be the next Public Works Director.

7. New Business

A. Consideration of extending the sidewalk from Palm Boulevard at 41st Avenue to the crosswalk

Councilmember Kinghorn said that this was a request from Mrs. Gregory who lives in the area and, in an email dated February 23, 2018, she stated that "many people end up confused in peak

season where it ends abruptly. This has become a dangerous curve.” In a subsequent email dated April 2, 2018, she stated, “It is a definite safety concern especially with the traffic, speed and limited line of sight.”

Administrator Tucker stated that she always liked adding more sidewalks and bike paths on the island; they improve safety and traffic flow.

Director Pitts recalled walking in that area with the Administrator, Assistant Administrator and a representative with SCDOT and, as it is positioned today, the end of the sidewalk dumps pedestrians right onto the curve at 41st Avenue. The man from SCDOT recommended that they improve to the stormwater collection system at that site and to extend the sidewalk to the crosswalk at Cameron Boulevard.

The Administrator said that the City could make the request to SCDOT, but getting SCDOT to do it might take a long time; she suggested listing it as one (1) of the TST project requests.

B. Discussion of condition of white fencing around municipal parking lot

Chair Rice said that she had looked at the fencing, but had not walked all the way around the parking lot, and she had seen how bad the fence looks.

According to the Administrator, the fence not only looks bad, but it has rusted outward creating small protrusions that can scratch and tear to create safety concerns. The worst area and the one (1) that needs immediate attention is adjacent to Oceanside Condominiums. Although it should be removed immediately, the residents of the condominiums do not want it removed until it is to be replaced. The Administrator opined that the fence was designed in a way to last a long time, and the one (1) quote the City has received to replace that single stretch of fencing at Oceanside Condominiums was sixteen thousand dollars (\$16,000). Once the City receives a second quote, the staff recommendation would be to replace that section of fencing in this budget year.

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MOTION: Councilmember Kinghorn moved to authorize the City Administrator to replace the section of fencing at Oceanside Condominiums in an amount not to exceed \$20,000 and to find money in the FY18 budget to pay for it; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.

Councilmember Buckhannon stated that the motion still must go before the full Council, but he did agree that the fence should be taken down as soon as possible. In addition, he commented that the replacement of the white fencing has been on the Capital Budget for years and continues to be deferred.

C. Review of FY19 Public Works Budget for additions and deletions to be considered at the April 11th Budget Meeting

Since the members of this Committee have already heard explanations of the Fund Balance Schedules, the Administrator did not cover in this meeting. Administrator Tucker did note that, in some areas, Councilmembers might see that the expenditures exceed the revenues; in the funds where this occurs, Treasurer Suggs has added notes indicating that the City has reserves that it has saved for years to cover the designated expenditures.

Beginning with the Capital Budget, Director Pitts noted that the truck he has been driving is to be replaced after being deferred in FY18; in the previous version of the budget, the generator replacement for the fuel pump and the Public Works Building was originally listed at fifty thousand dollars (\$50,000), but, after a quote from Cummins, the price was increased to seventy-five thousand dollars (\$75,000). Also in the Capital Budget was a cantilevered gate system if not completed in FY18 and the replacement of radios, only with failure. Paving, a new roof and maintenance items from the Hill report are included at two hundred fifteen thousand dollars (\$215,000). Two (2) items repeated in the budget each year were the Drainage Contingency and a provision for undergrounding utility lines; also in Special Projects were the ditch maintenance work by Eadie's and the re-budget of the balance due on the Phase II Drainage Project. The final item in the Public Works Capital Budget was a reserve of one hundred thousand dollars (\$100,000) for the future purchase of large vehicles.

When Chair Rice asked what seventy thousand dollars (\$70,000) in drainage contingency funds could accomplish, Councilmember Buckhannon suggested using the funds to update the 1995 Seabrook study.

Administrator Tucker reminded the Committee that the Planning Commission has been studying drainage and that they have not completed their work in prioritizing the areas of greatest concern.

Councilmember Kinghorn stated that he wanted the experts to tell the City what the priorities should be along with a cost estimate to correct them.

NOTION: Councilmember Kinghorn moved to put \$200,000 into the FY19 budget to update the Seabrook drainage study, a list of priorities and cost estimates; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.

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The Administrator reviewed the items on the list of proposed Capital Projects initiatives that have not been included in the FY19 budget that were Public Works related as follows:

- The new positions of the Assistant Director of Maintenance and Facilities and the part-time Administrative Assistant;
- Professional fees for an island-wide sewer study;
- Improved maintenance of the multi-use path on Waterway Boulevard; and
- Drainage outfall improvements;

According to Director Pitts, He reported that the two (2) most impactful outfalls were the Burke's at 32nd Avenue and 29th Avenue.

Councilmember Buckhannon stated that the multi-use path needed engineering to make it useable to the residents; he noted that this was also a request from the citizens.

Chair Rice was adamant that the island-wide study of the sewer must be done and must be included in the budget.

Director Pitts explained that the budget for temp labor was increased due to the additional hours needed to pressure wash the compactor and hiring extra temps to handle the increased volume of garbage and debris. He routinely hires between four and eight (4-8) temps per day.

The Administrator suggested that the Committee also consider ways to increase revenue, such as charging for garbage services like many municipalities in the state do or have the local businesses pay for dumpster service which the City currently pays.

MOTION: Chair Rice moved to add the 2 new positions in Public Works, sharing the professional fees for an island-side sewer study, engineering services for the multi-use path on Waterway Boulevard, and improvements to the drainage outfalls; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.

Councilmember Kinghorn suggested other sources for revenue, for instance:

- Selling the metal collected by the department;
- Adding a franchise fee for water and sewer; Mount Pleasant charges a three percent (3%) franchise fee, to establish funds in reserve for future improvements, i.e. sewer.

The primary reason people are opposed to franchise fees is that they are typically passed along to the customer to pay, and that decision rests with the Water and Sewer Commission.

Based on citizen input, Councilmember Buckhannon stated that the City should use its NPDES funds to the maximum.

D. Discussion of relocating Drainage Phase I infrastructure for Wild Dunes Hotel Project

Administrator Tucker recalled that the City secured some easements in Wild Dunes for the Phase 1 Drainage Project, and the Administrator stated that the resort and the Community Association have been most cooperative with the City through Phase I and now Phase II Drainage Projects. One (1) of the City's easements with a drainage line in it needs to be relocated for the resort to move forward with their project. Critical to this relocation is that Phase I not lose any of its effectiveness. The resort's engineers and lawyers have provided the City with a proposal and the City has had the City's engineer, David Stevens, to review and evaluate it to determine if any reduction in service would result from the proposed relocation. Representing Wild Dunes relative to the new project were Trey Little of SeamonWhiteside and Jay Claypool, real estate manager for the project, distributed a map showing the location of the existing drainage line and the proposed relocation of the line; they are moving the line to go around their project. Mr. Stevens indicated that, since the line will be submerged, he sees no problem with relocating the drainage as proposed. A small portion of the line will be an expense for the City because this will be the second time it has been moved.

Councilmember Kinghorn recommended that Wild Dunes handle this expense for the City; Chair Rice agreed. Mr. Little stated that Wild Dunes would prefer to follow the terms of the original document; Chair Rice persisted that he should ask the resort to pay for it.

Administrator Tucker reported that Frank Fredericks, who is with the resort, reached out to the Administrator and told her that they are ready to bring the full project before the City.

8. Miscellaneous Business – None

Next Meeting Date: 9:00 a.m., Monday, May 7, 2018 in the Conference Room

9. Executive Session – not needed

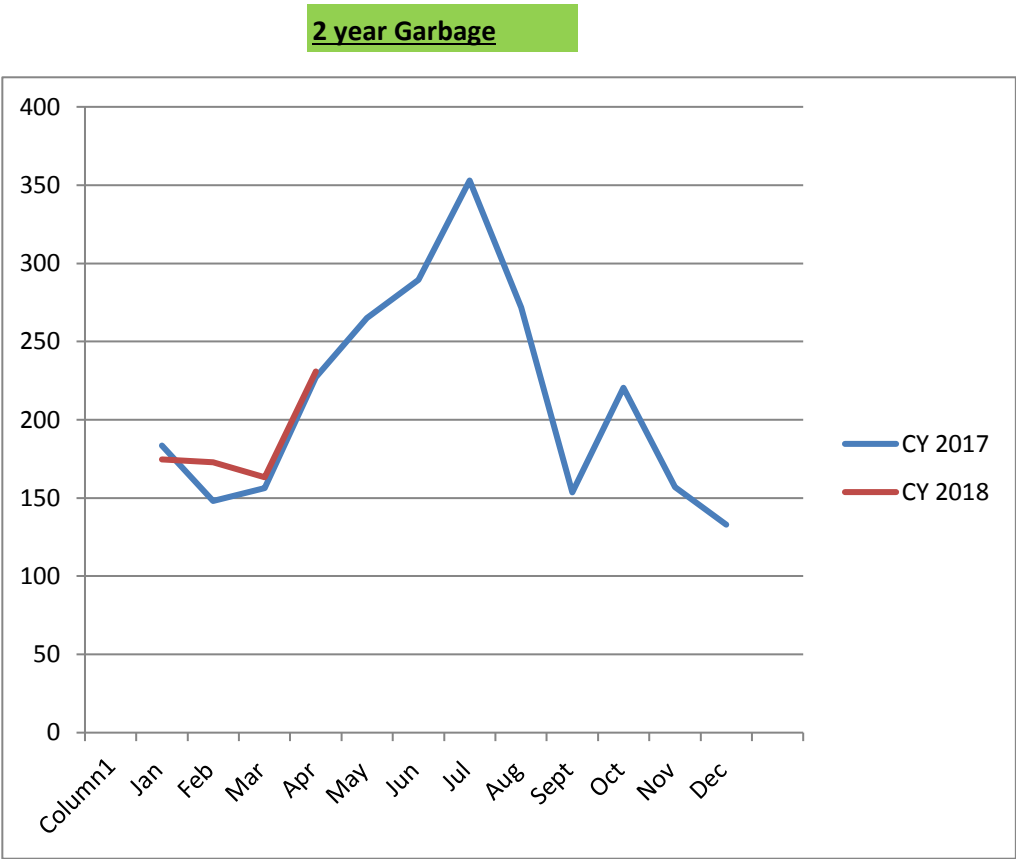
10. Adjournment

MOTION: Councilmember Buckhannon moved to adjourn the meeting at 10:40 a.m.; Councilmember Kinghorn seconded and the motion PASSED UNANIMOUSLY.

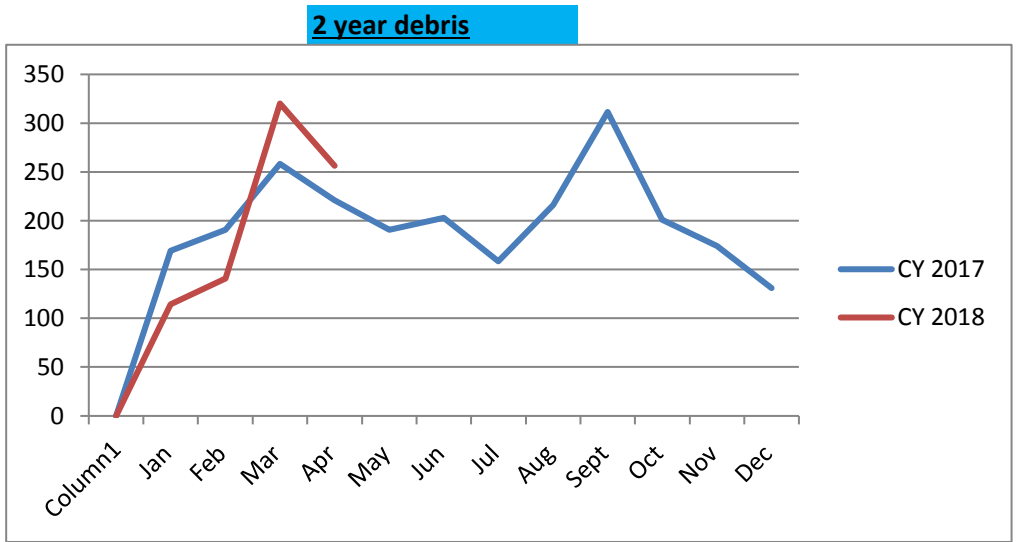
Respectfully submitted:

Marie Copeland
City Clerk

	CY 2017	CY 2018
Column1		
Jan	183.6	174.69
Feb	148.01	172.71
Mar	156.22	163.25
Apr	227.23	230.87
May	265.04	
Jun	289.5	
Jul	352.94	
Aug	271.61	
Sept	153.44	
Oct	220.48	
Nov	157.03	
Dec	132.96	



	CY 2017	CY 2018
Column1	Column7	Columen8
Jan	169.15	114.3
Feb	190.72	140.72
Mar	258.13	320.2
Apr	221.28	256.24
May	190.56	
Jun	203.06	
Jul	158.62	
Aug	216.39	
Sept	311.54	
Oct	200.82	
Nov	174.33	
Dec	131.17	



Action Items

1. Storm water

Assisted Eadies Drain and Vac with the installation of the valve on 19th Ave.

2. Continuity

Met with Human Resources continuing the future organization and changes within the department.

General duties

Sanitation:

34.78 tons of C&D were transported to the Bees Ferry landfill in April.

Landscaping/Road Maintenance:

Serviced the pooper scoopers 4 times in April.

Cleaned the sidewalk from 10th Avenue to 12th Avenue.

Mowed the Right of Way from 21st – 41st.

Removed the white fencing on Ocean Blvd at 14th Ave.

Mowed the 41st Ave. ditch.

Picked up loose trash during weekdays at Municipal lots.

Beach sweeps for April were April 4th , 12th and April 24th.

Stormwater:

Eadies Drain and Vac. Cleaned the scheduled ditches/drop inlets as part of the scheduled maintenance

Eadies Drain and Vac installed the in line stormwater valve on 19th Ave.

Special Project:

Hazardous waste/shred day was 4/28/2018. 2 employees 5 hours each of overtime to assist residents

VEHICLE MAINTENANCE

Beginning Budget \$85,000.00

Balance 4/1/2018 18,754.03

Isle Of Palms FROM 10-4620.5017 TO 10-4620.5017

TRANSACTIONS FROM 04/01/2018 TO 04/30/2018

04/01/2018 10-4620.5017 VEHICLE MAINTENANCE BEG. BALANCE	66,245.97	
04/06/2018 AP INV FILTERS FOR PM ON LOADMASTER PW24 93355215	168.64	66,414.61
04/06/2018 AP INV BRASS PLUGS FOR HYDRAULIC LINES. PW22 126488	15.44	66,430.05
04/13/2018 AP INV DUMP HYDRAULIC CYLINDERS REBUILT 17068	467.08	66,897.13
04/13/2018 AP INV FILTERS PW24 93451832	65.79	66,962.92
04/19/2018 AP INV FILTER RETURNS 93579679	38.10	66,924.82
04/19/2018 AP INV HEX HEAD HYDRAULIC CAPS PW14 32062011	11.34	66,936.16
04/19/2018 AP INV BOLTS FOR PW14 HOPPER A127978	29.30	66,965.46
04/20/2018 AP INV PWD UNIT #'S 2 & 16 - (5) TIRES REPLACED 6832840	2,929.63	69,895.09
04/25/2018 AP INV BRAKE HOSE AND ASSBLY 479723	180.34	70,075.43
04/25/2018 AP INV REPAIR TIPPER BARS AND FABRICATE PINS PW 115228	576.74	70,652.17
04/25/2018 CR RCPT MISCELLANEOUS 3657	278.00	70,374.17
04/27/2018 AP INV HYDRAULIC HOSE PW 16 479793	91.84	70,466.01
04/27/2018 AP INV ALTERNATOR PW22 93854545	328.23	70,794.24
04/30/2018 10-4620.5017 END BALANCE	4,864.37	70,794.24

Balance 5/1/2018 14,205.76

PO Box 275

Ridgeville, SC 29472

EADIE'S
INDUSTRIAL, INC.
VACUUM ~ WATER BLASTING

Office (843) 821-9222

Fax (843) 821-9262

February 27, 2017

Civil Site Environmental (CSE)

668 Marina Dr
Suite B-1
Charleston, SC 29492
843-849-8945 (office)
843-849-8974 (fax)

Project Contact

David Stevens
843-708-5238 (cell)
dstevens@civilsiteenv.com

Project Location:

City of Isle of Palms
Between 32nd St. & Forest Trail

Eadie's Industrial, Inc. is pleased to provide you with a cost quotation to provide trained personnel and all necessary equipment to complete the following scope of work:

Once ditch is dewatered, Eadie's and CSE will evaluate the subgrade to determine best method and approach to complete the desired results.

Option #1 – Dewater & Prep for Excavation, Maintain Water with Pumps for Duration of Project Ditch, Cut low hanging limbs and bushes, Remove all vegetation and debris, Utilize small excavator with mats if needed and track truck to excavate and remove spoil, provided ditch bottom is stable enough. Begin at lower end and work our way towards 32nd Ave. Utilize several check dams and possibly lot on Oakview lane for access. Cost includes disposal fees

Estimated Cost of Option #1 – \$152,500.00

(Estimated 60 loads of material)

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INDUSTRIAL, INC.

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Option #2 – Dewater & Prep for Excavation, Maintain Water with Pumps for Duration of Project Ditch, Hydro-Excavate and Vacuum sediment (estimated 1,200 cubic yards) from the ditch located between 32nd St and Forest Trail, haul and dispose of all sediment at Donmar Sand Mines located at 1411 Charity Church Rd, Huger, SC

Daily Rate for Vegetation Removal Crew - \$2500.00 (estimate (5) 10hr days to complete)

Daily Rate for Hydro-Excavation Crew – \$7,908.50 (estimate (16) 10hr days to complete) (includes 1 Combo Jet-Vac Truck cutting, 2 Vac Trucks vacuuming & hauling, 1 supervisor, 3 operators, 3 Techs)

Estimated Cost of Disposal – \$12,500.00 (estimate 62 loads of material / water to be hauled)

Estimated Time to Complete Project – 21 Days

Estimated Cost of Option #2 – \$186,536.00

Note:

- IOP will need to issue Eadie's all necessary and applicable work, parking, lane closure, noise, etc. permits
- IOP will be responsible for contacting residents / property owners and obtaining permission for Eadie's to gain access to the ditch from various points
- IOP will be responsible for notifying all residents of the project and dealing with any concerns / complaints
- IOP will issue Eadie's a fire hydrant meter to use for the duration of the project
- IOP will be responsible for any meter / water usage fees
- Eadie's will provide and maintain a safe work environment (safety signage, traffic cones, etc.)
- Cut Stakes will be provided by CSE
- Eadie's will utilize Lasers and Instrumentation to provide positive drainage

Thank you for the opportunity to submit this proposal. If you have any questions or concerns you may contact Scott Eadie at 843-514-4302 or via e-mail at scott@eadiesindustrial.com

Respectfully,
Scott Eadie

If you would like to proceed with the proposed work please sign and return.

PO Box 275

Ridgeville, SC 29472

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VACUUM ~ WATER BLASTING

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INTEREST ON LATE PAYMENTS. Late payments shall draw interest at the rate of 1.5% per month from the due date. Accrued interest is immediately due and payable and interest shall accrue on unpaid at the rate of 1.5% per month until paid in full. Interest will accrue on any judgment obtained by Eadie's Industrial, Inc. for payment and interest due at the rate of 18% per annum. Any payments received shall be applied first to the reduction of interest then to principal.

ATTORNEY FEE AND COSTS. Purchaser will pay all costs and expenses incurred by Eadie's Industrial, Inc. in collecting any unpaid past due amounts from Purchaser hereunder, to include but not limited to court costs, all other expenses, incurred by Eadie's Industrial, Inc. in litigation, and a reasonable attorney fee. The aggregate amount of all fees and expenses for which Eadie's Industrial, Inc. is entitled to reimbursement shall be added to, and become a part of any judgment entered against Purchaser and in favor of Eadie's Industrial, Inc.

If you agree to the above proposal please date, print the company you represent, the title you hold within that company, your signature, and your name printed below:

Date: _____

Company: _____

Title: _____

Signature:

PO Box 275

Ridgeville, SC 29472

EADIE'S
INDUSTRIAL, INC.
VACUUM ~ WATER BLASTING

Office (843) 821-9222

Fax (843) 821-9262

X

Printed Name: _____



Isle of Palms Position Description

Position Title: **Public Works Administrative Assistant**
Department: Public Works
Reports To: Public Works Director
Employment Status: Part-Time / Non-Benefited (Under 30 hours per week)

Date: July 2018

General Summary:

Under limited supervision, this position is responsible for performing a wide variety of complex administrative support work for the Director that requires interpretation and judgment to include creating spreadsheets, forms, reports, questionnaires, budget preparation and monitoring and preparation of regulatory reports; makes travel arrangements and prepares travel reports for the department and coordinates functions for the department. Performs Plans, coordinates and prepares memos and special projects; maintains the Director's calendar and coordinates and schedules meetings; manages the Director's mail folders and emails to include corresponding on behalf of the Director to the public and other city departments.

Essential Job Functions: *

- Coordinates the administrative operations and workflow for the Director's Office
- Plans, coordinates and prepares memos and special projects
- Maintains the Director's calendar and coordinates and schedules meetings
- Manages the Director's mail folders and emails to include corresponding on behalf of the Director to the public and other city departments
- Greets visitors to the office and directs them to appropriate individual. Screen calls and visitors; responds to complex requests for information
- Serves as the departmental liaison with Human Resources for preparing and processing Family Medical Leave Act (FMLA); coordinates with Human Resources and provides work direction related personnel actions for the department
- Coordinates all incoming and outgoing mail
- Performs a variety of administrative and clerical tasks associated with the operation of the Department including; ordering supplies and equipment for the office by preparing requisitions and purchase orders, and interacting with vendors regarding specifications and availability of supplies and equipment
- Collects fees; enters and posts on computer ledger; and completes deposit slips
- Maintains departmental training records

- Develops, maintains and monitors records and files; follows-up on due dates, assignments, responses, replies, and other actions; performs other monitoring functions to ensure timely completion of work
- Collects information from a variety of sources pertinent to area of assignment; compile data as necessary and prepare routine reports as required
- Supports the Public Works Director in dealing with the public, the City Council and staff, including verbal and written communications. Maintains confidentiality as required.
- Recommends and assists in the implementation of goals and objectives; establish schedules and methods for office operations; implement office policies and procedures
- Coordinates Federal and State-required reports
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of applicable federal, state and local rules and regulations;

Knowledge of city legal and procurement procedures and practices;

Knowledge of office systems, practices, procedures and administration;

Knowledge of applicable occupational hazards and safety procedures;

Skills in operating computers and office software;

Ability to manage multiple tasks in a detailed and accurate manner;

Ability to lead by example and demonstrate the highest level of ethics;

Knowledge of general office equipment and personal computers to include word processing, spreadsheets, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy;

Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology;

Considerable knowledge of principles and processes for providing excellent customer service;

Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations;

Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions;

Excellent ability to communicate complex ideas and proposals effectively so others will understand;

Excellent ability to listen and understand information and ideas presented verbally and in writing;

Accounting - Ability to perform arithmetic, algebraic, and statistical applications;

Ability to employ economic and accounting principles and practices in the analysis and reporting of data.

Educational and Experience Qualifications:

Requires an Associate's Degree and 5 - 7 years of progressively responsible administrative support experience including 2-3 years of lead or supervisory experience, or an equivalent combination of education and experience. Federal Emergency Management Agency (FEMA) Incident Command System (ICS) and National Incident Management System (NIMS) Certifications preferred.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

PHYSICAL REQUIREMENTS:

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.
- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES:

Essential functions are typically performed without exposure to adverse environmental conditions. Occasional exposure to adverse environmental conditions may be necessary.

*Disclaimer: The above information has been designed to represent the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive description of all duties, responsibilities and qualifications requires of employee assigned to this position.

I have read and accept the responsibilities outlined above.

Signature

Date

Printed name



Isle of Palms Position Description

Position Title: **Public Works Maintenance & Facilities Supervisor**
Department: Public Works
Reports To: Public Works Director
Employment Status: Full -Time / Exempt
Date: July 2018

General Summary:

The Maintenance and Facilities Supervisor is a supervisory position assisting the Public Works Director with Public Works Administration, Engineering, Drainage, Stormwater, Underground Infrastructure and facilities maintenance. Supervisor has the responsibility for effective utilization of staff, temporary labor and contractors. The Supervisor performs technical and administrative duties and assists the Public Works Director with all aspects and duties related to the implementation and management of the City's *Stormwater Management, and National Pollutant Discharge Elimination System (NPDES) and the South Carolina Department of Health and Environmental Control (SCDHEC)*. Performs inspection services and assists on a wide range of City projects and contracts such as landscaping, drainage, storm water, buildings and other improvements. Assists with creating, coordinating and presenting educational materials and programs to citizens and City employees.

Essential Job Functions: *

- Responsible for performing technical and administrative duties in support of the City's Code, policies and procedures
- Performs general civil engineering work for projects
- Provides complex technical, administrative and other support to the Public Works Director as needed
- Employee must possess comprehensive knowledge of principles, practices and techniques of public works maintenance and construction. Must be well versed in the materials, supplies, tools and equipment used in the public works maintenance and repairs
- Reinforces OSHA regulation and safety initiatives. Conducts on-site investigations pertaining to accidents, injury, liability, or incidents
- Oversees, coordinates and performs maintenance, renovations, repairs and projects of City facilities including the scheduling of outside contractors to fix problems or emergencies as needed
- Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards
- Assists in developing, presenting and administering operating budgets

- Maintains a current working knowledge of regulatory requirements related to Stormwater on National, Regional, State and City levels
- Receives information from City staff regarding operations and assists in managing and prioritizing needs
- Interacts and communicates effectively with the City Administrator, City Council members, Mayor, departmental supervisors and employees, co-workers, contractors, other government agencies, external organizations and the public
- Assists the Public Works Director in developing legal documents, ordinances, programs and department policies in conjunction with the proper legal consultation
- Represents the Department and Director during meetings and conferences
- Performs other duties as required and assigned

Knowledge, Skills and Abilities:

Knowledge of applicable federal, state and local rules and regulations;

Work requires the exercise of considerable judgment and initiative;

Knowledge of street drainage construction, repair and maintenance methods;

Knowledge of DHEC regulations regarding solid wastes, OSHA regulations, and their implementation;

Ability to plan, organize and supervise the activities of others;

Knowledge of city procurement procedures and practices;

Knowledge of applicable occupational hazards and safety procedures;

Skills in operating computers and office software;

Ability to manage multiple tasks in a detailed and accurate manner;

Knowledge of Engineering practices, principles, terminology and methods;

Ability to discern when information should be conveyed or retained;

Filing and organizational skills are of paramount importance;

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex engineering reports; review and check engineering designs; plans and studies;

Assists in developing programs, goals, budgets, training courses, and safety programs;

Must stay well-informed of current developments in the field by attending related classes, meetings and conferences;

Working knowledge of applicable OSHA, EPA, and DOT safety regulations;

Educational and Experience Qualifications:

Bachelor's degree in Civil Engineering or a closely related field and 5 years of experience in general municipal engineering, including 2 years of supervisory experience; or, an equivalent combination of education, training and experience.

Possession of a valid driver's license.

Possession or the ability to become a Class AB Underground Storage Tank (UST) Operator within 6 months.

This position must have the license and the ability to operate construction equipment and vehicles.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

Physical Requirements:

Must have proficiency and be physically able to operate various types of machinery as related to the operation of public works construction and maintenance equipment.

Must have manual dexterity, full range of motion and the ability to perform vigorous physical activity including climbing, crawling, sitting, kneeling, standing, reaching, twisting, and bending.

Ability to lift fifty (50) pounds continuously in varying weather conditions.

Environmental exposures include daily exposure to extreme temperature, wetness and/or humidity.

Exposure to various industrial hazards may include but not limited to: chemical hazard and electrical hazards.

Skilled in written and oral communication.

***Disclaimer:** The above information has been designed to represent the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive description of all duties, responsibilities and qualifications requires of employee assigned to this position.

I have read and accept the responsibilities outlined above.

Signature

Date

Printed name