

SPECIAL PUBLIC WORKS COMMITTEE

8 a.m., Thursday, March 1, 2018

1. Call to order and acknowledgement that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. PURPOSE

Consideration of staffing needs in the Public Works Department

- a. Full-time, part-time Administrative Assistant
- b. Maintenance and Facilities Supervisor

3. Adjournment



Public Works Department

FY19 Proposal

The Public Works Committee has been discussing the immediate and long-term needs of the department and requested that staff provide more information explaining the approach proposed to address the immediate needs and the associated costs. This document identifies the immediate needs of the facility to be addressed in FY19. This proposal also addresses an emergent need identified in the Continuity Plan for the Public Works Department. The long-term plan would include an additional position to assist with the City's Storm Water component, which would work closely with the County and State.

In collaboration with the Public Works Director, the Building, Planning and Zoning Director and administration, a proposal has been developed to add two (2) positions in order to provide a more efficient work flow and to meet the growing demands on the services of the Public Works Department.

FY19 Budget to include:

Position 1 – Maintenance & Facilities Supervisor/Full Time/Exempt (Job Description Attached)

- Oversee drainage projects as well as the ability to perform work on island drainage when necessary
- Obtain AB UST Operator License, which has been identified as an immediate need
- Assist with city projects such as the Front Beach enhancements
- Oversee and manage beach, drainage and landscaping contracts, as well as other related contracted services
- Perform city building maintenance and/or the coordination of hiring vendors when required
- Assist Director with overall collaboration of responsibilities within the scope of Public Works not related to garbage and debris

Position 2 – Public Works Administrative Assistant/Part Time/ 25 hours per week/pro-rated vacation/sick accruals/no other benefits (Job Description Attached)

- Perform a wide variety of complex administrative support for the Director and the Assistants
- Performs extensive Customer Service for the department, which includes correspondence with residents, businesses, and Local and State entities
- Provides accounting, billing and budgeting assistance; collaborates with finance and other departments

Other items for consideration:

- Renovation of current Public Works facility to accommodate two new positions – estimated at approximately \$175,000 to \$200,000
- Vehicle necessary for PW Maintenance & Facilities Supervisor - \$32,000
- Computer & other related costs, such as licensing - \$3,000

Proposed Compensation:

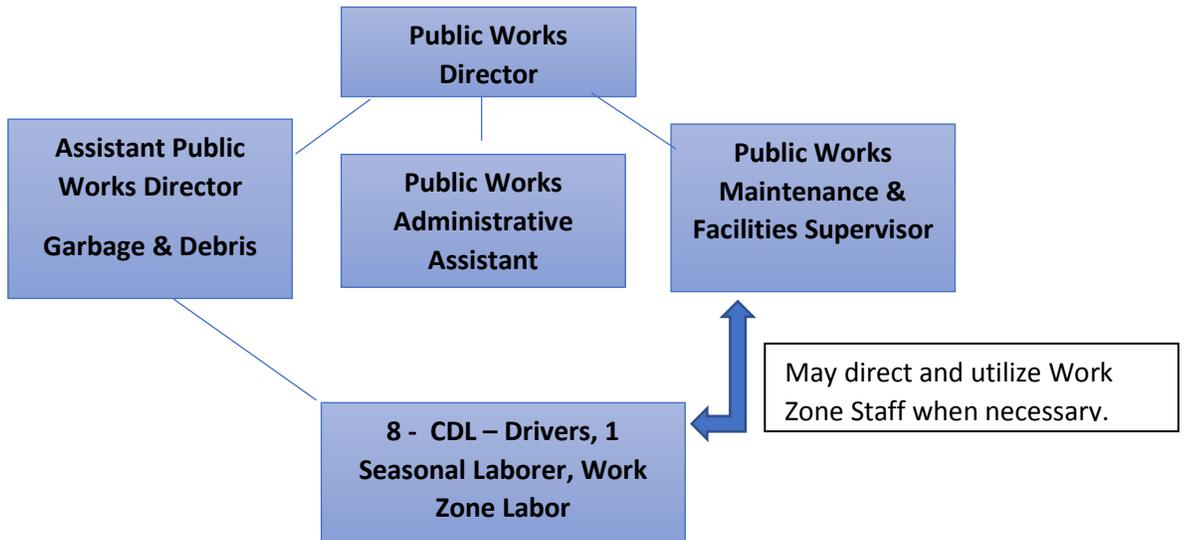
Position 1 - Maintenance and Facilities Supervisor

Salary: Full Time position based on knowledge, skills and abilities/ Exempt position with the education and background required – Low - \$56,160 to Mid - \$70,200 to High - \$87,734

Position 2 - Administrative Assistant

Hourly Rate: Part Time Non-Benefited position \$27.00 per hour based on knowledge, skills and abilities

Organizational Chart including proposed positions:





**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.

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