

necessary. Shall perform such other duties as may be assigned by the City Manager, Police Chief or Police Sergeant.

Clerk Typist – Police Department

Assists with general office work including customer service, receiving payments, word processing, data entry, filing and photocopying. Shall perform such other duties as may be assigned by the City Manager, Police Chief or Police Sergeant.

Fire Chief

The Fire Chief is charged with the prevention and extinguishment of fires, the protection of life and property against fire; the removal of hazards, the performance of other public services of an emergency nature assigned to it, and conducts an educational fire prevention program. The Fire Chief shall cause rules and regulations for Department to be adopted, and furnished to members of the Department. The Fire Chief shall be responsible for the maintenance and care of all property and equipment used by the Fire Department. The Fire Chief shall designate assistants, deputies, captains and other officers with the approval of the Manager. Shall perform such other duties as may be assigned by the City Manager.

Building Inspector

The Building Inspector is responsible for the issuance of permits and the inspection of all work involved in construction under the provisions of the adopted Codes of the City, the safety inspection of all premises, including structures thereon, and the enforcement of zoning regulations of the City. Investigates complaints, prepares a variety of reports and assists residents with questions regarding related codes. Shall perform such other duties as may be assigned by the City Manager.

Clerk/Typist – Building Department

Responsible for processing and maintaining related records and accounts. Assists with general office work including customer service, receiving payments, word processing, data entry, filing and photocopying. Shall perform such other duties as may be assigned by the City Manager or Building Inspector.

Superintendent of Public Works

The Superintendent of Public Works is responsible for all matters relating to the management, maintenance and operation of the physical properties of the City, including the construction and maintenance of sewer and water mains, the construction and maintenance of all improved and unimproved street surfaces, the cleaning of improved streets, the removal of snow, the construction and maintenance of sidewalks, the operation of the Garbage and Rubbish Collection and Disposal Service of the City. Shall perform such other duties as may be assigned by the City Manager.

Foreman – DPW

Serves as working supervisor. Responsible for coordinating or instructing other workers and participating in the work associated with general public works activities.

Shall perform such other duties as may be assigned by the City Manager or Superintendent of Public Works.

Crew Leader

Oversees the work crews and is assigned to operate trucks, heavy equipment and other power equipment. Participates in a wide range of manual labor and skilled tasks in support of public works operations. Shall perform such other duties as may be assigned by the City Manager, Superintendent of Public Works or DPW Foreman.

Laborer

Performs a wide range of manual labor and skilled tasks in support of public works operations and parks maintenance. Operate trucks, heavy equipment and other power equipment. Shall perform such other duties as may be assigned by the City Manager, Superintendent of Public Works, Superintendent of Parks or DPW Foreman.

Mechanic

Performs a variety of skilled repair and maintenance tasks on equipment, vehicles, engines, tools and machinery. Shall perform such other duties as may be assigned by the City Manager, Superintendent of Public Works, or DPW Foreman.

Water Distribution Operator

Responsible for the operation and maintenance of City water mains, connections and other facilities pertaining to the Water Distribution System. Shall perform other such duties as may be assigned by the City Manager, Superintendent of Public Works or DPW Foreman.

Superintendent of Parks

Responsible for the control and regulation of the planting of trees; planning, development, maintenance, management and operation of parks, boulevards and recreation facilities. Supervises, plans and coordinates the operation, maintenance and repair of the municipal parks and directs personnel in parks projects. Responsible for all work at the municipal cemetery including coordinating the opening, closing and maintenance activities. Monitors operations and facilities. Shall perform such other duties as may be assigned by the City Manager.

Wages1. For Employees in the position prior to July 1, 2012:

	07/01/12	07/01/13	07/01/14
PUBLIC SERVICE WORKER			
0-6 months	\$18.72	18.72	18.72
7-12 months	20.11	20.11	20.11
13-18 months	22.20	22.20	22.20
19 plus months	23.89	23.89	23.89

CREW LEADER - PUBLIC WORKS	24.80	24.80	24.80
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MECHANIC			
0-6 months	24.10	24.10	24.10
7-12 months	24.45	24.45	24.45
13-plus months	24.80	24.80	24.80

CREW LEADER – WATER DEPARTMENT - LEAD WATER TREATMENT PLANT OPERATOR – minimum D-2 and S-2 operator license required

0-6 months	26.19	26.19	26.19
7-12 months	26.69	26.69	26.69
13+ months	27.19	27.19	27.19

2. For Employees hired or promoted after July 1, 2012:

PUBLIC SERVICE WORKER			
	7/1/2012	7/1/2013	7/1/2014
≤ 2 years	\$16.25	\$16.25	\$16.25
≤ 3 years	\$17.50	\$17.50	\$17.50
≤ 4 years	\$18.80	\$18.80	\$18.80

≤ 5 years	\$20.07	\$20.07	\$20.07
≤ 6 years	\$21.34	\$21.34	\$21.34
≤ 7 years	\$22.62	\$22.62	\$22.62
≥ 8 years	\$23.89	\$23.89	\$23.89

CREW LEADER – PUBLIC WORKS

Rate for illustrative purposes

≤ 6 months	102% of top public service worker rate	\$24.37
≤ 1 year	103% of top public service worker rate	\$24.61
≤ 5 years	104% of top public service worker rate	\$24.85
≥ 5 years	105% of top public service worker rate	\$25.08

*No public services worker shall take a pay cut to promote into this position; however the base rate of pay shall not exceed the top pay rate. Any certifications for which the employee is compensated for shall be reviewed by the City and at the City's sole discretion it shall be determined if the certification pay will remain after promotion. A Crew Leader that holds the position prior to July 1, 2012, is entitled to the new rate once they hit the established thresholds from the date of their original appointment to Crew Leader. For example, if an existing Crew Leader was promoted to the position in July 2010, he would be entitled to the "< 5 years" rate now and the "> 5 years" rate July 2015.

CREW LEADER - PARKS

Rate for illustrative purposes

≤ 6 months	102% of top public service worker rate	\$24.37
≤ 1 year	103% of top public service worker rate	\$24.61
≤ 5 years	104% of top public service worker rate	\$24.85
≥ 5 years	105% of top public service worker rate	\$25.08

*No public services worker shall take a pay cut to promote into this position; however the base rate of pay shall not exceed the top pay rate. Any certifications for which the employee is compensated for shall be reviewed by the City and at the City's sole discretion it shall be

determined if the certification pay will remain after promotion. A Crew Leader that holds the position prior to July 1, 2012, is entitled to the new rate once they hit the established thresholds from the date of their original appointment to Crew Leader. For example, if an existing Crew Leader was promoted to the position in July 2010, he would be entitled to the “< 5 years” rate now and the “> 5 years” rate July 2015.

**This position will only be active, and this pay rate shall only be applied during the months of May, June, July, August and September. During the months of January, February, March, April, October, November and December the position pay rate shall be the top public service worker rate.

LICENSED MECHANIC

Starting wage will be initially set based on needs of City and qualifications

BACK-UP WATER TREATMENT PLANT OPERATOR (MINIMUM D-4 and S-4 OPERATOR LICENSE REQUIRED)

	7/1/2012	7/1/2013	7/1/2014
≤ 1 year	\$19.11	\$19.11	\$19.11
≤ 3 years	\$20.65	\$20.65	\$20.65
≤ 5 years	\$22.74	\$22.74	\$22.74
≥ 7 years	\$24.80	\$24.80	\$24.80

*No public services worker shall take a pay cut to promote into this position; however the base rate of pay shall not exceed the top pay rate. Any certifications for which the employee is compensated for shall be reviewed by the City and at the City’s sole discretion it shall be determined if the certification pay will remain after promotion. Only certifications higher than the minimum requirements for this position will be considered for compensation.

LEAD WATER TREATMENT PLANT OPERATOR (MINIMUM D-2 AND S-2 OPERATOR LICENSE REQUIRED)

Rate for illustrative purposes

≤ 6 months	102% of Backup Operator rate	\$24.92
≤ 1 year	103% of Backup Operator rate	\$25.16
≤ 5 years	104% of Backup Operator rate	\$25.41
≥ 5 years	105% of Backup Operator rate	\$25.65

*No public services worker or back-up water treatment plant operator shall take a pay cut to promote into this position; however the base rate of pay shall not exceed the top pay rate. Any certifications for which the employee is compensated for shall be reviewed by the City and at the City's sole discretion it shall be determined if the certification pay will remain after promotion. Only certifications higher than the minimum requirements for this position will be considered for compensation.

3. Wage adjustments made due to length of service will be made effective to the nearest complete pay period.

4. Certifications – Employees who receive additional State Licenses or recognized certifications above and beyond the licenses or certifications required for their positions shall receive additional an additional \$0.20 per hour, up to a maximum of \$1.00 per hour. Only licenses or certifications which are specifically approved by the City for testing and compensation will be considered. It is the City's sole right to approve or deny certification compensation for any license or certification for any reason at any time.

5. Wage Condition – If after June 30, 2013 the City, by resolution, awards its entire Non-Union employee group or the POAM group a wage increase, each member of the AFSCME employee group shall receive a wage increase, in an amount to be determined by the City, but not less than the lowest across the board increase for either the Non-Union employee group or the POAM group for the same fiscal year. This clause expires at the conclusion of this contract.