

Ordinance #126

An ordinance for the Town of Ashland City creating and establishing a pay plan which includes job descriptions associated with such pay

Be it ordained by the Town of Ashland City that the following shall consist of:

Section I: Purpose: The purpose of the ordinance is to set forth fair and equal pay for employees of the Town of Ashland City and to establish such pay scales that provide fair compensation to each employee. (Section II) This ordinance also provides basic job descriptions for each of the City's non-exempt employees (FLSA). (Section III) (NOTE: Job Descriptions for department heads and compensation for same will be in a later ordinance).

SECTION II:  
**JOB DESCRIPTIONS AND DUTIES**

CLASSIFICATION NO.: \_\_\_\_\_

CLASSIFICATION TITLE: Accounting Clerk

FLSA CATEGORY: NON-EXEMPT

EEO CATEGORY: \_\_\_\_\_

**Accounting Clerk**

Employees in this position are under the general supervision of the City Recorder. Duties of this position consists of applying bookkeeping principles to the keeping of fiscal records of the City and related work as applies to billing and receipting water usage for the Water Department. This employee may be designated Deputy Recorder in the Recorder's absence.

REQUIRED KNOWLEDGE and ABILITIES include the following, but are not limited to:

1. Knowledge of principals and methods of bookkeeping.
2. Knowledge of business English and mathematics.
3. Knowledge of computer accounting and word processing.
4. The ability to work with the general public in an informed and courteous manner.
5. The ability to work without constant direct supervision.

Some of the duties of this position are, but are not limited to:

1. Maintain all information concerning customer water bills, both in the meter reader's book and in the computer.
2. Receive and receipt monies from customers for water bills, property taxes, electrical permits, court cost, building permits, accident reports, etc.
3. Post and record all monies in computer, including water bills.
4. Balance cash drawer daily.
5. Make bank deposits.
6. Balance check books for any or all accounts.
7. Write work orders for maintenance and water departments.
8. Prepare cut-off list for Water department.
9. May be required to assist City Recorder in special studies or as required.

QUALIFICATIONS for this position requires high school diploma or GED, general knowledge of computers, general knowledge of accounting and bookkeeping, and experience in general office work. A physical examination and drug screening by a licensed physician is required prior to employment.

## JOB DESCRIPTIONS AND DUTIES

CLASSIFICATION NO.: \_\_\_\_\_

CLASSIFICATION TITLE: Plant Technician

FLSA CATEGORY: Non-Exempt

EEO CATEGORY: \_\_\_\_\_

### Water Department / Plant Technician

Employees in this position are under the general supervision of the Plant Chief Operator. Duties in general consist of cleaning and maintaining the Streaming Current Monitor (SCM), basins, mixers, turbidimeters and various other equipment, including all pumps and motors. General housekeeping at the water plant is also required.

REQUIRED KNOWLEDGE and ABILITIES include the following, but are not limited to:

1. A working knowledge of data collection and log sheet procedures.
2. The ability to perform mathematical computations, and to interpret gauges and charts correctly.
3. The ability to check and maintain proper levels of chemicals used in the treatment of water.
4. The ability to collect samples and perform various chemical analysis.
5. A basic knowledge of water treatment and the knowledge of State standards.
6. The ability understand and follow oral and written instructions.
7. The ability to establish and maintain an effective working relationship with other employees.

Some of the duties of this position are, but are not limited to:

1. Collect samples and perform required chemical analysis.
2. Operate PH meter, SCM, analytical scales and other laboratory equipment.
3. Maintain complete records and make reports as required.
4. Performs housekeeping duties and other work as assigned.
5. This employee works closely with the Operator to learn all aspects of the plant.

Duties associated with the Street department include, but are not limited to:

1. Road repair (fill potholes, repair shoulder).
2. Mow City's right-of-way and grass at various city buildings and water tanks.
3. Make and install street signs.
4. Clean and repair culverts and storm drains.
5. Repair traffic signals.
6. Service and maintain City vehicles.
7. Install and remove Christmas decorations.
8. Salt streets during snow.
9. Empty trash cans at the City parks
10. Run the City's chipper machine.

QUALIFICATIONS for this position require a high school diploma or GED, general knowledge of public works, and be of good physical health. A physical examination and drug screening by a licensed physician is required prior to employment. A valid Tennessee drivers license required and the ability to operate construction equipment would be beneficial. A Commercial Drivers License (CDL) may be required.

WORKING CONDITIONS for this position include duties which may require strenuous physical effort (walking, climbing, bending, stooping, and/or lifting). Work will be performed both inside and outdoors, and the employee will be exposed to weather extremes. This position may be exposed to electrical, hydraulic, and chemical hazards. Employees in this position may be required to work rotating shifts.

## JOB DESCRIPTIONS AND DUTIES

CLASSIFICATION NO.: \_\_\_\_\_

CLASSIFICATION TITLE: Plant Operator

FLSA CATEGORY: Non-Exempt

EEO CATEGORY: \_\_\_\_\_

### Water Department / Plant Operator

Employees in this position are under the general supervision of the Director of Public Works. Duties in general consist of performing skilled work involved in the operation of a water plant including the chemical analysis of water products, performing all State required test, recording test results and other pertinent data.

REQUIRED KNOWLEDGE and ABILITIES include the following, but are not limited to:

1. Knowledge of materials, methods, and equipment required in the operation, maintenance and repair of a water treatment plant.
2. The ability to perform mathematical computations, and to interpret gauges and charts correctly.
3. Knowledge of federal and state regulations and standards regarding proper operation of water treatment plants.
4. The ability to evaluate and maintain proper levels of chemicals used in the treatment of water.
5. The ability to collect samples and perform various chemical analysis.
6. The ability understand and follow oral and written instructions.
7. The ability to establish and maintain an effective working relationship with other employees.
8. The ability to train employees.
9. The ability to evaluate the situation and adopt an effective solution quickly.

Some of the duties of this position are, but are not limited to:

1. Collect samples and perform required chemical analysis.
2. Operate analytical scales and other laboratory equipment.
3. Maintain complete records and make reports as required.
4. Conduct inspections and initiate prescribed procedures.
5. Monitor panel boards and make adjustments.

## JOB DESCRIPTIONS AND DUTIES

CLASSIFICATION NO.: \_\_\_\_\_

CLASSIFICATION TITLE: Plant Technician

FLSA CATEGORY: Non-Exempt

EEO CATEGORY: \_\_\_\_\_

### Sewer Department / Plant Technician

Employees in this position are under the general supervision of the Plant Chief Operator. Duties in general consist of maintaining plant records, performing various tests required by State, clean and maintain equipment, including all pumps and motors as required. General housekeeping at the sewer plant is also required.

REQUIRED KNOWLEDGE and ABILITIES include the following, but are not limited to:

1. A working knowledge of data collection and log sheet procedures.
2. The ability to perform mathematical computations, and to interpret gauges and charts correctly.
3. The ability to check and maintain proper levels of chemicals used in the treatment wastewater.
4. The ability to collect samples and perform various chemical analysis.
5. A basic knowledge of wastewater treatment and the knowledge of State standards.
6. The ability understand and follow oral and written instructions.
7. The ability to establish and maintain an effective working relationship with other employees.

Some of the duties of this position are, but are not limited to:

1. Collect samples and perform required chemical analysis.
2. Operate microscope, incubators, analytical scales and other laboratory equipment.
3. Maintain complete records and make reports as required.
4. Performs housekeeping duties including cleaning filters, pumps, motors, and other work as assigned.
5. This employee works closely with the Operator to learn all aspects of the plant.

QUALIFICATIONS for this position requires a high school diploma or GED. The applicant must pass a medical examination and drug screen by a license physician. The applicant must have a valid Tennessee driver's license, and will be expected to

QUALIFICATIONS for this position requires a high school diploma or GED. The applicant must pass a physical examination and drug screen by a licensed physician. The applicant must have a valid Tennessee driver's license. The applicant will have attended and passed courses at the Tennessee Water/Wastewater School and received a Class III or higher certification.

WORKING CONDITIONS for this position include duties which may require strenuous physical effort (walking, climbing, bending, stooping, and/or lifting). Work will be performed both inside a plant and outdoors, and will be exposed to weather extremes. This position may be exposed to electrical, hydraulic, and chemical hazards. Employees in this position may be required to work rotating shifts.

## JOB DESCRIPTION AND DUTIES

CLASSIFICATION NO.: \_\_\_\_\_

CLASSIFICATION TITLE: Public Works Maintenance Worker

FLSA CATEGORY: Non-Exempt

EEO CATEGORY: \_\_\_\_\_

### Public Works Department Worker

Employees in this department are required to assist in maintaining city streets, water and sewer lines, and perform various other duties. Employees in this department work under the supervision of the Director of Public Works. A non-exempt working leader may be designated by the Director as Supervisor to assist him with the daily operation of this department.

REQUIRED KNOWLEDGE AND ABILITIES include, but are not limited to:

1. A knowledge of City and State traffic regulations.
2. The ability to follow oral and written instructions.
3. The ability to establish and maintain an effective working relationship with other employees and with the general public.
4. The ability to crawl, squat, lift and/or carry heavy objects.

DUTIES OF THIS POSITION include, but are not limited to the following for the Water department:

1. Install, remove, and/or read water meters.
2. Install and maintain water lines.
3. Install and maintain fire hydrants.
4. Handle cut-off list prepared by Billing department.
5. Clean and repair water pump stations.
6. Assist in backflow prevention program.

Duties associated with the Sewer department include, but are not limited to the following:

1. Make sewer taps.
2. Repair and maintain sewer lines.
3. Clean and repair sewer lift stations.
4. Make smoke test on sewer lines.
5. Repair and maintain sewer grinder stations.



WORKING CONDITIONS

## JOB DESCRIPTIONS AND DUTIES

CLASSIFICATION NO.: \_\_\_\_\_

CLASSIFICATION TITLE: Court Clerk

FLSA CATEGORY: Non-Exempt

EEO CATEGORY: \_\_\_\_\_

### City Court Clerk/Magistrate

Employees in this position are under the general supervision of the City Judge. Duties in general consist of the performing responsible clerical work in the judicial department some of which are guided by specific regulations.

REQUIRED KNOWLEDGE and ABILITIES include the following, but are not limited to:

1. A knowledge of City ordinances and State laws.
2. The ability to work with the general public in an informed and courteous manner.
3. The ability to work without constant direct supervision.
4. Computer skills and a knowledge of mathematics.

Some of the duties of this position are, but are not limited to:

1. Answer telephone, provide information, assist the public.
2. Process incoming mail related to City Court
3. Attend all sessions of City Court and collect and receipt court fines and cost.
4. Performs other clerical and record keeping duties for the City Judge.
5. Issues all warrants for City Police Department.

(Ref.: TCA 40-6-101--215)

QUALIFICATIONS for this position requires a high school diploma or GED. The applicant must be a U.S. citizen, and must not have been convicted of a felony or serious misdemeanor involving moral turpitude as the term is defined by law, and not have been released or discharged under any other than honorable conditions from the U.S. Armed Forces. The applicant must pass a physical examination and drug screen by a licensed physician. The applicant must have a general knowledge of the Court system and a general knowledge of business practices and procedures. The applicant must have a valid Tennessee driver's license.

attend and pass courses given at the Tennessee Water/Wastewater School.

WORKING CONDITIONS for this position include duties which may require strenuous physical effort (walking, climbing, bending, stooping and/or lifting). Work will be performed both inside a plant and outdoors, and will be exposed to weather extremes. This position may be exposed to electrical, hydraulic, and chemical hazards. Employees in this position may be required to work rotating shifts.

## JOB DESCRIPTIONS AND DUTIES

CLASSIFICATION NO.: \_\_\_\_\_

CLASSIFICATION TITLE: Plant Operator

FLSA CATEGORY: Non-Exempt

EEO CATEGORY: \_\_\_\_\_

### Sewer Department / Plant Operator

Employees in this position are under the general supervision of the Director of Public Works. Duties in general consist of performing skilled work involved in the operation of a wastewater plant including the chemical analysis of wastewater products, performing all State required test, recording test results and other pertinent data.

REQUIRED KNOWLEDGE and ABILITIES include the following, but are not limited to:

1. Knowledge of materials, methods, and equipment required in the operation, maintenance and repair of a wastewater treatment plant.
2. The ability to perform mathematical computations, and to interpret gauges and charts correctly.
3. Knowledge of federal and state regulations and standards regarding proper operation of wastewater treatment plants.
4. The ability to evaluate and maintain proper levels of chemicals used in the treatment of wastewater.
5. The ability to collect samples and perform various chemical analysis.
6. The ability understand and follow oral and written instructions.
7. The ability to establish and maintain an effective working relationship with other employees.
8. The ability to train employees.
9. The ability to evaluate the situation and adopt an effective solution quickly.

Some of the duties of this position are, but are not limited to:

1. Collect samples and perform required chemical analysis.
2. Operate analytical scales and other laboratory equipment.
3. Maintain complete records and make reports as required.
4. Conduct inspections and initiate prescribed procedures.
5. Tests all wastewater as prescribed by federal and state regulations.

QUALIFICATIONS for this position requires a high school diploma or GED. The applicant must pass a physical examination and drug screen by a licensed physician. The applicant must have a valid Tennessee driver's license. The applicant will be expected to attend and pass courses given at the Tennessee Water/Wastewater School.

WORKING CONDITIONS for this position include duties which may require strenuous physical effort (walking, climbing, bending, stooping, and/or lifting). Work will be performed both inside a plant and outdoors, and will be exposed to weather extremes. This position may be exposed to electrical, hydraulic, and chemical hazards. Employees in this position may be required to work rotating shifts.

## JOB DESCRIPTIONS AND DUTIES

CLASSIFICATION NO.: \_\_\_\_\_

CLASSIFICATION TITLE: Chief Operator

FLSA CATEGORY: Non-Exempt

EEO CATEGORY: \_\_\_\_\_

### Sewer Department / Plant Chief Operator

Employees in this position are under the general supervision of the Director of Public Works. Duties in general consist of performing skilled work involved in the operation of a wastewater plant including the chemical analysis of wastewater products, performing all State required test, recording test results and other pertinent data.

REQUIRED KNOWLEDGE and ABILITIES include the following, but are not limited to:

1. Knowledge of materials, methods, and equipment required in the operation, maintenance and repair of a wastewater treatment plant.
2. The ability to perform mathematical computations, and to interpret gauges and charts correctly.
3. Knowledge of federal and state regulations and standards regarding proper operation of wastewater treatment plants.
4. The ability to evaluate and maintain proper levels of chemicals used in the treatment of wastewater.
5. The ability to collect samples and perform various chemical analysis.
6. The ability understand and follow oral and written instructions.
7. The ability to establish and maintain an effective working relationship with other employees.
8. The ability to train employees.
9. The ability to evaluate the situation and adopt an effective solution quickly.

Some of the duties of this position are, but are not limited to:

1. Collect samples and perform required chemical analysis.
2. Operate analytical scales and other laboratory equipment.
3. Maintain complete records and make reports as required.
4. Conduct inspections and initiate prescribed procedures.
5. Tests all wastewater as prescribed by federal and state regulations.

QUALIFICATIONS for this position requires a high school diploma or GED. The applicant must pass a physical examination and drug screen by a licensed physician. The applicant must have a valid Tennessee driver's license. The applicant will have attended and passed courses at the Tennessee Water/Wastewater School and have received a Class III or higher wastewater certification.

WORKING CONDITIONS for this position include duties which may require strenuous physical effort (walking, climbing, bending, stooping, and/or lifting). Work will be performed both inside a plant and outdoors, and will be exposed to weather extremes. This position may be exposed to electrical, hydraulic, and chemical hazards. Employees in this position may be required to work rotating shifts.

## JOB DESCRIPTIONS AND DUTIES

CLASSIFICATION NO.: \_\_\_\_\_

CLASSIFICATION TITLE: Chief Operator

FLSA CATEGORY: Non-Exempt

EEO CATEGORY: \_\_\_\_\_

### Water Department / Chief Plant Operator

Employees in this position are under the general supervision of the Director of Public Works. Duties in general consist of performing skilled work involved in the operation of a water plant including the chemical analysis of water products, performing all State required test, recording test results and other pertinent data.

REQUIRED KNOWLEDGE and ABILITIES include the following, but are not limited to:

1. Knowledge of materials, methods, and equipment required in the operation, maintenance and repair of a water treatment plant.
2. The ability to perform mathematical computations, and to interpret gauges and charts correctly.
3. Knowledge of federal and state regulations and standards regarding proper operation of water treatment plants.
4. The ability to evaluate and maintain proper levels of chemicals used in the treatment of water.
5. The ability to collect samples and perform various chemical analysis.
6. The ability understand and follow oral and written instructions.
7. The ability to establish and maintain an effective working relationship with other employees.
8. The ability to train employees.
9. The ability to evaluate the situation and adopt an effective solution quickly.

Some of the duties of this position are, but are not limited to:

1. Collect samples and perform required chemical analysis.
2. Operate analytical scales and other laboratory equipment.
3. Maintain complete records and make reports as required.
4. Conduct inspections and initiate prescribed procedures.
5. Monitor panel boards and make adjustments.



QUALIFICATIONS for this position requires a high school diploma or GED. The applicant must pass a physical examination and drug screen by a licensed physician. The applicant must have a valid Tennessee driver's license. The applicant will have attended and passed courses at the Tennessee Water/Wastewater School and received a Class III or higher certification.

WORKING CONDITIONS for this position include duties which may require strenuous physical effort (walking, climbing, bending, stooping, and/or lifting). Work will be performed both inside a plant and outdoors, and will be exposed to weather extremes. This position may be exposed to electrical, hydraulic, and chemical hazards. Employees in this position may be required to work rotating shifts.

SECTION III

PAY SCHEDULES

**SALARY SCHEDULE**

**POLICE DEPARTMENT:**

CLASSIFICATION NO. \_\_\_\_\_

CLASSIFICATION TITLE: Police Officer

FLSA CATEGORY: Non-Exempt

EEO CATEGORY \_\_\_\_\_

	PER HOUR RATE
START-----	\$ 9.08
END OF 90 DAY PROBATION PERIOD	9.36
END OF 12TH MONTH	10.36
END OF 24TH MONTH	10.86
END OF 36TH MONTH	11.36
END OF 48TH MONTH	11.86
END OF 60TH MONTH	12.36
END OF 72ND MONTH	12.97

Cost of Living Adjustments may be added to these rates.

The difference between steps will be adjusted to reflect the COLA.

**SALARY SCHEDULE**

**POLICE DEPARTMENT:**

**CLASSIFICATION NO.** \_\_\_\_\_

**CLASSIFICATION TITLE:** Police Detective

**FLSA CATEGORY:** Non-Exempt

**EEO CATEGORY** \_\_\_\_\_

	<b>PER HOUR RATE</b>
<b>START-----</b>	<b>\$ 10.00</b>
<b>END OF 90 DAY PROBATION PERIOD</b>	<b>10.30</b>
<b>END OF 12TH MONTH</b>	<b>10.50</b>
<b>END OF 24TH MONTH</b>	<b>11.00</b>
<b>END OF 36TH MONTH</b>	<b>11.50</b>
<b>END OF 48TH MONTH</b>	<b>12.50</b>
<b>END OF 60TH MONTH</b>	<b>13.50</b>
<b>END OF 72ND MONTH</b>	<b>14.15</b>

**Cost of Living Adjustments may be added to these rates.**

**The difference between steps will be adjusted to reflect the COLA.**

SALARY SCHEDULE

POLICE DEPARTMENT:

CLASSIFICATION NO. \_\_\_\_\_

CLASSIFICATION TITLE: Administrative Assistant (incl'g  
City Court Clerk)

FLSA CATEGORY: Non-Exempt

EEO CATEGORY \_\_\_\_\_

	PER HOUR RATE
START-----	\$ 7.00
END OF 90 DAY PROBATION PERIOD	7.25
END OF 12TH MONTH	7.54
END OF 24TH MONTH	8.54
END OF 36TH MONTH	9.04
END OF 48TH MONTH	10.54
END OF 60TH MONTH	11.34
END OF 72ND MONTH	12.12

Cost of Living Adjustments may be added to these rates.

The difference between steps will be adjusted to reflect the COLA.

**SALARY SCHEDULE**

**POLICE DEPARTMENT:**

CLASSIFICATION NO. \_\_\_\_\_

CLASSIFICATION TITLE: Administrative Assistant(incl'g  
City Court Clerk)

FLSA CATEGORY: Non-Exempt

EEO CATEGORY \_\_\_\_\_

	PER HOUR RATE
START-----	\$ 7.00
END OF 90 DAY PROBATION PERIOD	7.25
END OF 12TH MONTH	7.54
END OF 24TH MONTH	8.04
END OF 36TH MONTH	9.04
END OF 48TH MONTH	10.04
END OF 60TH MONTH	11.04
END OF 72ND MONTH	11.54

Cost of Living Adjustments may be added to these rates.

The difference between steps will be adjusted to reflect the COLA.

**SALARY SCHEDULE**  
**PUBLIC WORKS DEPARTMENT**

**CLASSIFICATION NO.** \_\_\_\_\_

**CLASSIFICATION TITLE:** Mechanic

**FLSA CATEGORY:** Non-Exempt

**EEO CATEGORY** \_\_\_\_\_

	<b>PER HOUR RATE</b>
<b>START-----</b>	<b>\$ 7.11</b>
<b>END OF 90 DAY PROBATION PERIOD</b>	<b>7.39</b>
<b>END OF 12TH MONTH</b>	<b>7.61</b>
<b>END OF 24TH MONTH</b>	<b>8.07</b>
<b>END OF 36TH MONTH</b>	<b>8.56</b>
<b>END OF 48TH MONTH</b>	<b>9.00</b>
<b>END OF 60TH MONTH</b>	<b>9.43</b>
<b>END OF 72ND MONTH</b>	<b>9.81</b>

**Cost of Living Adjustment may be added to these rates.**

**The difference between steps will be adjusted to reflect the COLA.**

SALARY SCHEDULE

PUBLIC WORKS DEPARTMENT

CLASSIFICATION NO. \_\_\_\_\_

CLASSIFICATION TITLE: Public Works and Utility worker

FLSA CATEGORY: Non-Exempt

EEO CATEGORY \_\_\_\_\_

	PER HOUR RATE
START-----	\$ 7.94
END OF 90 DAY PROBATION PERIOD	8.25
END OF 12TH MONTH	8.50
END OF 24TH MONTH	9.00
END OF 36TH MONTH	9.50
END OF 48TH MONTH	10.00
END OF 60TH MONTH	10.50
END OF 72ND MONTH	10.95

Cost of living adjustments may be added to these rates.

The difference between steps will be adjusted to reflect the COLA.

An employee designated "supervisor or job leader" may receive a deferential of up to 10% of the maximum hourly wage.



SALARY SCHEDULE

SEWER DEPARTMENT

CLASSIFICATION NO. \_\_\_\_\_

CLASSIFICATION TITLE: Sewer Plant Operator-CERTIFIED

FLSA CATEGORY: Non-Exempt

EEO CATEGORY \_\_\_\_\_

	PER HOUR RATE
START-----	\$ 7.11
END OF 90 DAY PROBATION PERIOD	7.39
END OF 12TH MONTH	7.61
END OF 24TH MONTH	8.07
END OF 36TH MONTH	8.56
END OF 48TH MONTH	9.00
END OF 60TH MONTH	9.43
END OF 72ND MONTH	9.81

Cost of living adjustments may be added to these rates.

The difference between steps will be adjusted to reflect the COLA.

**SALARY SCHEDULE**

**SEWER DEPARTMENT**

CLASSIFICATION NO. \_\_\_\_\_

CLASSIFICATION TITLE: Sewer Plant CHIEF OPERATOR

FLSA CATEGORY: Non-Exempt

EEO CATEGORY \_\_\_\_\_

	PER HOUR RATE
START-----	\$ 8.21
END OF 90 DAY PROBATION PERIOD	8.46
END OF 12TH MONTH	8.71
END OF 24TH MONTH	9.24
END OF 36TH MONTH	9.79
END OF 48TH MONTH	10.28
END OF 60TH MONTH	10.79
END OF 72ND MONTH	11.05

Cost of living adjustments may be added to these rates.

The difference between steps will be adjusted to reflect the COLA.

SALARY SCHEDULE

SEWER DEPARTMENT

CLASSIFICATION NO. \_\_\_\_\_

CLASSIFICATION TITLE: Sewer Plant TECHNICIAN

FLSA CATEGORY: Non-Exempt

EEO CATEGORY \_\_\_\_\_

	PER HOUR RATE
START-----	\$ 6.00
END OF 90 DAY PROBATION PERIOD	6.25
END OF 12TH MONTH	6.43
END OF 24TH MONTH	6.82
END OF 36TH MONTH	7.23
END OF 48TH MONTH	7.59
END OF 60TH MONTH	7.93
END OF 72ND MONTH	8.25

Cost of living adjustments may be added to these rates.

The difference betw                      the COLA.

SALARY SCHEDULE

WATER DEPARTMENT

CLASSIFICATION NO. \_\_\_\_\_

CLASSIFICATION TITLE: Water Plant TECHNICIAN

FLSA CATEGORY: Non-Exempt

EEO CATEGORY \_\_\_\_\_

	PER HOUR RATE
START-----	\$ 6.00
END OF 90 DAY PROBATION PERIOD	6.25
END OF 12TH MONTH	6.43
END OF 24TH MONTH	6.82
END OF 36TH MONTH	7.23
END OF 48TH MONTH	7.59
END OF 60TH MONTH	7.93
END IF 72ND MONTH	8.25

Cost of Living Adjustments may be added to these rates.

The difference between steps will be adjusted to reflect the COLA.

**SALARY SCHEDULE**

**WATER DEPARTMENT**

**CLASSIFICATION NO.** \_\_\_\_\_

**CLASSIFICATION TITLE:** Water Plant Operator-CERTIFIED

**FLSA CATEGORY:** Non-Exempt

**EEO CATEGORY** \_\_\_\_\_

	<b>PER HOUR RATE</b>
<b>START-----</b>	<b>\$ 7.11</b>
<b>END OF 90 DAY PROBATION PERIOD</b>	<b>7.39</b>
<b>END OF 12TH MONTH</b>	<b>7.61</b>
<b>END OF 24TH MONTH</b>	<b>8.07</b>
<b>END OF 36TH MONTH</b>	<b>8.56</b>
<b>END OF 48TH MONTH</b>	<b>9.00</b>
<b>END OF 60TH MONTH</b>	<b>9.43</b>
<b>END OF 72ND MONTH</b>	<b>9.81</b>

**Cost of Living Adjustment may be added to these rates.**

**The difference between steps will be adjusted to reflect the COLA.**

**SALARY SCHEDULE  
RECORDER'S OFFICE**

CLASSIFICATION NO. \_\_\_\_\_

CLASSIFICATION TITLE: Accounting Clerk

FLSA CATEGORY: Non-Exempt

EEO CATEGORY \_\_\_\_\_

	PER HOUR RATE
START-----	\$ 7.00
END OF 90 DAY PROBATION PERIOD	7.25
END OF 12TH MONTH	7.46
END OF 24TH MONTH	7.92
END OF 36TH MONTH	8.39
END OF 48TH MONTH	8.81
END OF 60TH MONTH	9.37
ENE OF 72ND MONTH	9.87

Cost of Living Adjustments may be added to these rates.

The difference between steps will be adjusted to reflect the COLA.

This ordinance is required by Ordinance #120.

This ordinance shall be effective twenty days from and after its first passage or upon final passage, which ever is later the public welfare requiring it.

Passed 1st reading December 13, 1994

Passed 2nd reading January 10, 1995

Mary Grey Jenkins  
Mary Grey Jenkins, Mayor

Demetra O'Neal  
Demetra O'Neal, City Recorder

## **JOB DESCRIPTIONS AND DUTIES**

**CLASSIFICATION NO.:** \_\_\_\_\_

**CLASSIFICATION TITLE:** Administrative Assistant

**FLSA CATEGORY:** Non-Exempt

**EEO CATEGORY:** \_\_\_\_\_

### **Police Department Administrative Assistant**

Employees in this position are under the general supervision of the Chief of Police. Duties in general consist of the performing responsible clerical work in the police department, some of which are guided by specific regulations.

**REQUIRED KNOWLEDGE and ABILITIES** include the following, but are not limited to:

1. A knowledge of City ordinances and State laws.
2. The ability to react quickly and calmly in case of emergency situations and to determine the proper course of action.
3. The ability to work with the general public in an informed and courteous manner.
4. The ability to work without constant direct supervision.

Some of the duties of this position are, but are not limited to:

1. Answer telephone, provide information, assist the public.
2. Operate law enforcement computer equipment.
3. Enter all City citations and arrest warrants into the Police Department computer.
4. Performs other clerical and record keeping duties for the Police Department.
5. Accompanies Police Officers when apprehending a female subject or when a child/children are involved in police matters.

**A COMPLETE, DETAILED, DESCRIPTION OF THIS JOB IS ON FILE WITH THE CHIEF OF POLICE.**

**QUALIFICATIONS** for this position requires a high school diploma or GED. The applicant must be a U.S. citizen, and must not have been convicted of a felony or serious misdemeanor involving moral turpitude as the term is defined by law, and not have been released or discharged under any other than honorable conditions from the U.S. Armed Forces. The applicant must pass a physical examination and drug screen by a licensed



## **JOB DESCRIPTIONS AND DUTIES**

**CLASSIFICATION NO.:** \_\_\_\_\_

**CLASSIFICATION TITLE:** Patrolman

**FLSA CATEGORY:** Non-Exempt

**EEO CATEGORY:** \_\_\_\_\_

### **Police Officer/Patrolman**

Employees in this position are under the general supervision of the Chief of Police. Duties in general consist of the enforcement of State laws and City ordinances, patrolling the city streets, and investigating accidents within the City.

**REQUIRED KNOWLEDGE and ABILITIES** include the following, but are not limited to:

1. A knowledge of City ordinances and State laws.
2. The ability to react quickly and calmly in case of emergency situations and to determine the proper course of action.
3. The knowledge of the court system and presentation of evidence.
4. The ability to work with the general public in an informed and courteous manner.
5. The knowledge of operating and/or using various law enforcement equipment.

Some of the duties of this position are, but are not limited to:

1. Direct and control traffic.
2. Maintain law enforcement equipment, including recorders, cameras, computers, fingerprinting equipment, etc.
3. Testify in court or legal proceedings.
4. Keep correct, neat, and legible records.
5. Assist other departments or agencies with law enforcement activities.

**A COMPLETE, DETAILED, DESCRIPTION OF THIS JOB IS ON FILE WITH THE CHIEF OF POLICE.**

**QUALIFICATIONS** for this position requires a high school diploma or GED. The applicant must be a U.S. citizen, and must not have been convicted of a felony or serious misdemeanor involving moral turpitude as the term is defined by law, and not have been released or discharged under any other than honorable conditions from the U.S. Armed Forces. The applicant must pass a physical examination and drug screen by a licensed