

1 Introduced December 11, 2007, by Councilman  
2 Kingston, seconded by Councilman Canada,  
3 (by request of Administration)

4 **Item No. 07-12-2697**

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6 **ORDINANCE NO. 3447**


7  
8 An ordinance amending Ordinance No. 3402, adopted May 24, 2007,  
9 creating the position of Assistant Director of Public Operations (Grade 15) in the Public  
10 Operations Department.


11 WHEREAS, the Civil Service Board, at its meeting on July 11, 2007, voted  
12 unanimously to create the position of Assistant Director of Public Operations (Grade 15) in  
13 the Public Operations Department; and

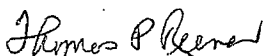
14  
15 WHEREAS, this position was funded with the FY 2008 budget.

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17 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that it does  
18 hereby amend Ordinance No. 3402, adopted May 24, 2007, to create the position of  
19 Assistant Director of Public Operations (Grade 15) in the Public Operations Department,  
20 and does further approve the attached job description for the Assistant Director of Public  
21 Operations.  
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25 **ADOPTED** this 8th day of January, 2008.

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29 Raymond H. Canada  
30 President of the Council  
31 Councilman, District E

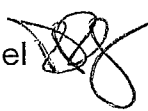
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35 Ben O. Morris  
36 Mayor

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38 Thomas P. Reeves  
39 Council Administrator

DELIVERED	2:00 p.m.
1/10/08	to the Mayor
RECEIVED	3:50 p.m.
1/15/08	from the Mayor

# CIVIL SERVICE PERSONNEL MEMORANDUM



**To:** Tommy Reeves, Council Administrator  
**From:** D. René Johnson, Director of Civil Service Personnel   
**Date:** July 13, 2007  
**Subject:** Request for Creation of New Position of Asst. Director of Public Operations

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The Civil Service Board, at its meeting on July 11, 2007, voted unanimously to create the new position of Asst. Director of Public Operations at grade 15. The position will be posted next week for internal applicants to apply.

This position was funded with the FY 2008 Budget. Please notify the Council of this Civil Service Board action.

Thank you for your assistance, and please give me a call if you have any questions or need further information.

**DRJ**

Attachments

cc: Robert Dunbar, Chief of Staff  
Michael Noto, Director Public Operations  
Sharon Howes, Finance Director

## POSITION DESCRIPTION

**Class Title:** Assistant Director of Public Operations    **Effective Date:** July 11, 2007  
**Department:** Public Operations    **Pay Grade:** 15  
**FLSA Status:** E

### GENERAL PURPOSE

Assist the Director of Operations in coordinating, planning, and directing the activities of several large groups of maintenance and construction crews engaged in performing highly specialized and difficult construction and maintenance activities. Responsible for Emergency Management Planning and Operations for the City of Slidell. Coordinates Emergency Management Training, Planning, and Procedures with the Louisiana Office of Emergency Preparedness and St. Tammany Parish Office of Emergency Preparedness.

### SUPERVISION RECEIVED

Works under the supervision of the Director of Public Operations

### SUPERVISION EXERCISED

Exercises supervision of the Superintendents of Public Works, Public Utilities, and Water Treatment Plant; Assistant Superintendents of Public Utilities, and Public Works; Fleet Manager; Chief Electrician; Electricians; Senior Crew Chiefs; Heavy Equipment Operators; Heavy Equipment Mechanics; Mechanics; Equipment Operators; Maintenance Technicians; Group Maintenance crews; and Laborers. Also exercises supervision over Administrative Staff and/or other temporary staff assigned.

Responsible for the administration of line personnel functions, including selection, discipline, grievances, and formal performance evaluations of one hundred forty-one (141) employees.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, directs, manages, and supervises the Wastewater Treatment Division, the Public Works and Public Utilities Divisions.
2. Coordinates with the Director of Operations regarding division recommendations; programs and policies; prepares status reports as requested; performs the duties of the Director of Operations in his/her absence.
3. Inspects major construction and maintenance projects.
4. Assist the Director of Operations in preparing and reviewing the yearly budget, projecting costs for major construction equipment and the day-to-day materials necessary for crews to carry out job assignments.
5. Works with Superintendents to plan the work schedules and assignments of the employees on routing any major construction and maintenance projects to obtain maximum production while maintaining the highest standards of performance. Adjust employees into crews according to the scope of work with consideration of the personnel available to do the required jobs.
6. Supervises and evaluates subordinate employees; resolves employee grievances; disciplines employees when necessary; approves compensation and leave requests.
7. Resolves citizens and other employees complaints regarding City infrastructure problems.

8. Responsible for prescribing procedures, methods, materials, and formats used in recurring projects of particular areas of work involving one hundred forty-one (141) employees, which supervision also includes training of other employees, in particular work methods and procedures.
9. Responsible for providing direction and guidance for recurring work projects or activities involving those one hundred forty-one (141). Supervises projects and work in which activities are assigned and monitored, and the tasks and duties performed by other employees are reviewed, including contractors.
10. Responsible for calculating materials and managing personnel according to job requirements.
11. Assist the Director of Operations in refining the Emergency Preparedness Plans from the previous year, taking the latest information from the Hurricane Preparedness sites hosted by FEMA and the Louisiana Office of Emergency Preparedness. Makes changes in a timely manner to ensure smooth coordination between departments and personnel.
12. Works with the Superintendent of Public Works and Public Utilities in preparing the Hurricane Work Schedule and the Hurricane Essential Personnel List and distributing them to all employees in Public Operations, notifying them well in advance of the shift to which they have been assigned.
13. Coordinates emergency operations with Public Works, Vehicle Maintenance, Public Utilities, Engineering, and the Administrative branch of city government, directing emergency preparations and emergency response within the Department of Public Operations.
14. Responsible for communicating accurately when working with other department heads, contractors, and employees in the process of job coordination.
15. Regularly and frequently has contact with the Louisiana Department of Transportation, parish officials, and council members with St. Tammany Parish in order to schedule work when necessary. Regular and frequent contact is made with citizens of the City of Slidell in response to work orders and complaint resolution.
16. Initiates and responds to contacts in order to view the latest in equipment technology.
17. Responsible for all Department of Public Operation work order distribution, prioritization, and tracking.
18. Ordering and maintaining all materials, supplies, equipment, and tools for job completions.
19. Scheduling and overseeing all job completions for the following departments and shops: Street Department, Water Department, Drainage Department, Sewer Department, Electrical Department, Meter Department, Vehicle Maintenance Department, Treatment Plant, Heavy Equipment Shop, General Maintenance/Auditorium, Sign Shop, Maintenance Technicians- Airport, Welding Shop, Carpenter Shop, Tool Room.
20. Responsible for all Public Operations Department On-Call personnel. This includes scheduling and organizing work crews 24 hours a day, 365 days a year.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

1. Valid driver's license.
2. Graduation from a high school or GED equivalent.
3. Associate's Degree required; Two years of experience may be substituted for each year of degree.
4. Minimum of 7 years of related experience with at least 4 years at the managerial level.

### Necessary Knowledge, Skills, and Abilities:

1. Knowledge of engineering concepts used to formulate, evaluate, and administer public operations activities.
2. Knowledge of management principles and practices.
3. Knowledge of City budgeting and purchasing procedures.
4. Knowledge of City personnel policies.
5. Knowledge of modern construction and maintenance techniques and approved safety standards.
6. Knowledge of the principles and practices of organization and personnel management as related to the City public operations administration.
7. Knowledge of accounting principles and practices.
8. Skill in planning, assigning, managing, and instructing the work of technical personnel.
9. Skill in the use of computer and general office equipment.
10. Skill in public and interpersonal relations.
11. Skill in oral and written communication.

## **SPECIAL REQUIREMENTS**

None

## **TOOLS AND EQUIPMENT USED**

Computer, calculator, various measuring tools, engineering transit for measuring horizontal angles, record-keeping "LOG" books.

**PHYSICAL DEMANDS**

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

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up to 50 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an indoor, climate-controlled office. The noise level in the work environment is usually moderately quiet.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

Approval: \_\_\_\_\_  
Civil Service Personnel Director

Approval: \_\_\_\_\_  
Department Director