



# **Compensation Plan**

**Effective November 1, 2020**

## **Executive Summary**

### **Purpose**

The purpose of the Compensation Plan is to define the philosophy of compensation in the City of Smithville for regular employees, and to specifically define how compensation increases for various job classifications are determined, in accordance with Article 6 of the Employee Handbook. In order to attract and retain qualified personnel at all levels of the organization, it is the policy of the City of Smithville to maintain fair and competitive salary ranges consistent with the economic constraint of the City and the labor market in which we compete.

### **Effective Date**

This compensation plan is effective November 1, 2020. It will remain in effect until such time a subsequent compensation plan supersedes it.

### **Industry Comparison**

As stated in the purpose, it is the policy of the City of Smithville to maintain fair and competitive salary ranges consistent with the economic constraints of the City and the labor market in which we compete to attract and retain qualified personnel at all levels of the organization. As such, the City participates in an annual salary survey coordinated by Mid America Regional Council (MARC). The industry comparison figures on the pay scale summary page are the median salary for each position of comparable municipalities in the Kansas City area that also participate in the annual salary survey.

### **Cost of Living Allocations**

It is the intent of the City of Smithville to provide cost of living adjustments to the pay scale by the rate of the yearly increase in the consumer price index, subject to the discretion of the Board of Aldermen. For the purposes of this section, "consumer price index" means, for any fiscal year, the previous year's total consumer price index from July 1 through June 30, using the official current base, compiled by the bureau of labor statistics, United States department of labor for all urban consumers (CPI-U) for the Midwest Region. The Consumer Price Index for the period of July 1, 2019 through June 30, 2020 was 0.4%. The 2020-2021 compensation plan reflects a 0% cost of living adjustment to the pay ranges.

### **Merit Increases**

It is the intent of the City of Smithville to provide compensation based on a merit-based system with salary increases occurring consistent with successful performance reviews. The 2020-2021 budget includes a recommended 3% merit pool which will be allocated to employees based on individual performance reviews.

### **Off Duty Secondary Employment of Police Officers**

Pursuant to 29 CFR § 553.227 Outside employment, Police Officers may, at their own option, perform special duty work in law enforcement or related activities for a separate and independent employer during their off-duty hours. The hours of work for the separate and independent employer are not combined with the hours worked for the primary public agency employer for purposes of overtime compensation. The City of Smithville shall facilitate the

employment of such employees. The City of Smithville shall receive their pay for the special details through the City's payroll system. The rate at which Police Officers shall be paid by the City's payroll system for the purposes of this compensation plan shall be \$35.00 per hour, for a minimum of four (4) hours.

		Smithville Pay Range	
Department	Position	Low	High
Elected Officials	Mayor	3,600.00	3,600.00
	Aldersperson	1,800.00	1,800.00
Administration	City Administrator	107,960.58	128,524.50
	Assistant City Administrator	77,114.44	97,931.34
	Management Assistant	46,737.60	57,990.40
	City Clerk	49,542.74	61,479.86
Development	Development Director	68,468.14	96,242.38
	Permit Technician	35,370.43	52,243.89
	Building Inspector III	59,924.80	65,894.40
	Building Inspector II	53,934.40	59,904.00
	Building Inspector I	49,004.80	53,913.60
	Code Inspector II	44,366.40	48,796.80
	Code Inspector I	40,331.20	44,345.60
Finance	Finance Director	68,468.14	96,242.38
	Finance Specialist II	44,096.00	56,180.80
	Finance Specialist I	39,665.60	44,075.20
Police	Chief of Police	77,114.44	97,931.34
	Police Captain	69,138.68	85,798.70
	Police Sergeant II	56,638.40	62,857.60
	Police Sergeant I	50,398.40	56,617.60
	Prosecuting Attorney (Part-Time)	15,253.16	17,795.44
	Prosecutor's Assistant & Police Administrative Coord.	43,971.20	56,180.80
	Police Officer II	46,321.60	51,272.00
	Police Officer I	41,308.80	46,300.80
	Police Academy Recruit	37,107.20	37,107.20
Parks and Recreation	Parks and Recreation Director	68,468.14	96,242.38
	Recreation and Marketing Manager	48,278.88	60,199.62
	Parks Maintenance Crew Leader	45,947.20	56,180.80
	Parks Maintenance Worker II	39,104.00	45,926.40
	Parks Maintenance Worker I	32,260.80	39,083.20
	Parks Maintenance Seasonal Worker (Part-Time; Hourly)	10.00	15.00
Public Works	Public Works Director	77,114.44	97,931.34
	Street Superintendent	52,811.20	65,540.80
	Street Administrative Assistant (Part-Time; Hourly)	15.83	19.36
	Street Maintenance Crew Leader	44,720.00	52,790.40
	Street Maintenance Worker II	38,064.00	44,699.20
	Street Maintenance Worker I	31,387.20	38,043.20
	Utilities Superintendent	70,241.60	77,292.80
	Utilities Administrative Coordinator	32,926.40	40,248.00
	Utilities Inspector II	53,705.60	59,030.40
	Utilities Inspector I	48,817.60	53,684.80
	Utilities Operations Manager	58,073.60	63,876.80
	Utilities Specialist V	49,940.80	54,433.60
	Utilities Specialist IV	45,780.80	49,920.00
	Utilities Specialist III	41,620.80	45,760.00
	Utilities Specialist II	37,460.80	41,600.00
	Utilities Specialist I	32,156.80	37,440.00
	Water Treatment Plant Manager	58,656.00	64,521.60
	Water Plant Operator V	46,841.60	53,830.40
	Water Plant Operator IV	41,620.80	46,800.00
	Water Plant Operator III	37,460.80	41,600.00
	Water Plant Operator II	33,300.80	37,440.00
	Water Plant Operator I	31,387.20	33,280.00
	Waste Water Treatment Plant Operator V	46,841.60	53,830.40
	Waste Water Treatment Plant Operator IV	41,620.80	46,800.00
	Waste Water Treatment Plant Operator III	37,460.80	41,600.00
	Waste Water Treatment Plant Operator II	33,300.80	37,440.00
Waste Water Treatment Plant Operator I	31,387.20	33,280.00	



**SMITHVILLE**  
**CITY ADMINISTRATOR**

**DEFINITION**

Under policy direction, to plan, direct, manage and review the activities and operations of the City of Smithville; to coordinate City services and activities among City departments and with outside agencies; and to provide highly responsible and complex administrative support to the Board of Alderman.

**SUPERVISION EXERCISED**

Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.

**IMPORTANT AND ESSENTIAL DUTIES**

Direct and manage the development and implementation of City goals and objectives; recommend and administer policies, procedures, and priorities for all service areas; allocate resources accordingly.

Provide highly responsible administrative staff assistance to the Board of Alderman; confer with the Board of Alderman regarding a wide variety of municipal government issues; recommend policies, procedures and actions to be taken by the Board of Alderman; carry out Board of Alderman decisions or directives.

Oversee and participate in the development and administration of the City budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; submit annual operating and capital budget to Board of Alderman; administer approved budget; implement midyear adjustments.

Plan, direct and manage the City's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate program goals and objectives.

Continuously monitor and evaluate the efficiency and effectiveness of City service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

## **IMPORTANT AND ESSENTIAL DUTIES**

Represent the City to other public agencies, community based organizations, elected officials, outside agencies, and the mass media; explain, interpret, justify and defend City programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Respond to and resolve difficult and sensitive citizen inquiries and complaints; assign departments to resolve citizen complaints and concerns in a timely manner.

Select, train, motivate and evaluate City management and administrative staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Participate on a variety of boards and commissions; attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of public administration.

Maintains excellent report with community by meeting with citizens and advisory groups including reaching out to resolve concerns and settling disputes.

## **OTHER JOB-RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Modern and highly complex principles and practices of municipal government management, administration, and organization.

Role and function of a Board of Alderman in a Missouri municipal government.

Current social, political and economic trends and operating challenges of municipal government.

Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.

Principles and practices of municipal government budget preparation and administration, including Priority Based Budgeting.

Principles of personnel management including supervision, training, and performance evaluation.

Research and reporting methods, techniques and procedures.

**Knowledge of:**

Sources of information related to a broad range of municipal programs, services and administration.

Pertinent Federal, State and local laws, codes and regulations.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide effective leadership to and coordinate the activities of a municipal organization.

Effectively administer a variety of City-wide programs and administrative activities.

Identify and respond to public and Board of Alderman issues and concerns.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Effectively and fairly negotiate appropriate solutions and contracts.

Gain cooperation through discussion and persuasion.

Select, supervise, train and evaluate assigned staff.

Prepare and administer a large municipal budget; allocate limited resources in a cost-effective manner.

Establish and administer effective financial controls for the management of City revenues and resources.

Recommends programs and services by studying the changing needs of the City, identifying and anticipating community service trends; evaluating and offering options to the Board of Aldermen.

Evaluate and develop improvements in operations, procedures, policies, or methods.

**Ability to:**

Prepare clear and concise reports and develop appropriate recommendations.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Five years of increasingly responsible experience in a local public agency in an administrative and managerial capacity involving the development and administration of organization-wide policies and procedures and the supervision of management level employees.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field. A Masters degree is highly desirable.

**Age:**

25 years of Age

**License or Certificate:**

Possession of, or must obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** October 24, 2017



## SMITHVILLE

### ASSISTANT CITY ADMINISTRATOR

#### **DEFINITION**

Provides professional, strategic assistance to the City Administrator, Mayor, Board of Aldermen, City departments and City boards and commissions, on a wide variety of administrative tasks. Oversees human resources functions, economic development initiatives and serves as the Acting City Administrator in the Administrator's absence.

#### **IMPORTANT AND ESSENTIAL DUTIES**

- Assists the City Administrator, Mayor, and Board of Aldermen with developing and maintaining strategic plans, including evaluating operations and functions, developing strategic initiatives, generating ideas and plans for improvements, developing and implementing new procedures and policies, analyzing financial and operations data, and related activities.
- Assists the City Administrator and the Board of Aldermen in developing the City's short and long-range goals, and anticipates and resolves organizational and community issues, concerns and opportunities for improvement.
- Provides strategic advice to the City Administrator, department heads, and other City management staff in accomplishing the City's goals and addressing a wide variety of complex daily operational challenges.
- Assumes the responsibilities of the City Administrator in his/her absence.
- Fulfills the role of Human Resources Manager, coordinating recruiting, training, and other human resources functions among City departments.
- Evaluates the effectiveness of major line departments. Audits operations, performance benchmarks, management reports, budgetary allocations, organization of functions, and survey satisfaction levels; interviews key personnel and advisors to identify strategies and tactics for improvement.
- Assists the City Administrator in planning, organizing and directing economic development and business activities including development and implementation of strategies and programs included in the Economic Development Strategic Plan.
- Serve as staff liaison to the Economic Development Committee.
- Assists existing, new, and prospective businesses in the City with various needs, including land, labor and capital resources as well as City-sponsored services.
- Negotiates complex contracts, franchises, multi-agency coordination initiatives, and joint powers agreements.

## **IMPORTANT AND ESSENTIAL DUTIES**

Analyzes contracts, reports, bids and similar items; directs high profile administrative studies, investigations and surveys; develops and presents recommendations for the Board of Aldermen on a wide variety of subjects.

Researches, interprets, and stays current with national, state, and local legislative and political initiatives and changes, as well as business developments and opportunities, and summarizes and shares information and analysis with the City's senior management and elected officials.

Oversees basic administrative functions of the organization, including but not limited to public correspondence, general department oversight and guidance, assists with organizational strategy and communication with the Board of Aldermen.

Participates in community events and partnerships, serves on community boards, committees, or groups, and speaks at events and local meetings.

Oversees special projects at the direction of the City Administrator focused on priorities of the Mayor and Board of Aldermen.

## **OTHER JOB-RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Modern and highly complex principles and practices of municipal government management, administration, and organization.

Role and function of a Board of Alderman in a Missouri municipal government.

Current social, political and economic trends and operating challenges of municipal government.

Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.

Principles and practices of municipal government budget preparation and administration, including Priority Based Budgeting.

Principles of personnel management including supervision, training, and performance evaluation.

Research and reporting methods, techniques and procedures.

Sources of information related to a broad range of municipal programs, services and administration.

Pertinent Federal, State and local laws, codes and regulations.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software. Operate a motor vehicle safely.

**Ability to:**

Provide effective leadership to and coordinate the activities of a municipal organization.

Effectively administer a variety of City-wide programs and administrative activities. Identify and respond to public and Board of Alderman issues and concerns.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Effectively and fairly negotiate appropriate solutions and contracts.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Prepare clear and concise reports and develop appropriate recommendations. Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Three years of progressively responsible and directly related local government experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, public affairs, city planning or a related field. A Master's degree is highly desirable.

**Age:**

25 years of Age

**License or Certificate:**

Possession of, or must obtain, an appropriate, valid driver's license.

**Special Requirements:**

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

## Management Assistant

**DEPARTMENT:** Administration

**SUPERVISOR:** Assistant City Administrator

### **SUMMARY:**

Under the direction of the Assistant City Administrator, the Management Assistant is responsible for providing analytical management assistance in support of the organization.

The Management Assistant is expected to perform analytical work requiring knowledge of administrative principles and analytical practices. The incumbent will provide needed analysis of City operations, functions and programs; participate in and/or lead a variety of projects contributing to the continued success of organization-wide initiatives; and will work closely with all City department employees as well as Governing body members and the public.

### **DUTIES & RESPONSIBILITIES:**

- Assist the City Administrator in coordinating the Board of Alderman agenda packets, including review of submitted documents and creation, distribution and posting of digital agenda packets.
- Conduct analytical research for various city operations, functions and programs.
- Utilize advanced knowledge to collect, organize, analyze, and interpret information from various sources, facts or circumstances. Analyze processes to identify opportunities for improvement and present findings.
- Respond to public inquiries; provide information within the area of assignment; distribute and receive forms and documents related to departmental business; assist the public in filling out forms; receive fees and payments for departmental services or businesses as appropriate.
- Oversee the City's special events process. Maintain a calendar of activities, meetings and various events for City Hall; make appointments; plan, coordinate and oversee the activities for special meetings and events.
- Under the direction of the Finance Director, assist with budget preparation and monitoring, including, but not limited to:
  - Assist with the City's performance measurement and benchmarking initiatives; including recommending performance measures; data collection and analysis; collaborating with departments to research, analyze and develop performance

- improvements; and participating in a network for performance improvement professionals.
  - Develop analytical tools to be used in making financial projections and recommendations.
- Assist other departmental personnel in collecting data for a variety of research projects and programs; assist in the analysis and preparation of a variety of reports.
- Administer the content of the City Website.
- Conduct a wide variety of reporting tasks which may include grant writing, monitoring and reporting.
- Assist with research regarding economic development projects and strategies.
- Manage special projects as directed by the City Administrator, Assistant City Administrator, and Department Directors.
- Assist in implementation of the City's strategic planning initiatives.
- Coordinate with staff to ensure appropriate office and other supplies are procured.
- Answer the telephone and provide assistance to the general public as needed; assist with providing information on departmental and city policies and procedures as required; assist staff as needed with information, assist City Hall visitors and other public contacts.
- File documents, reports and correspondence for departments or assigned area; maintain filing system, maintain records for departments; purge files as appropriate.
- Perform other duties and responsibilities as assigned.

**REQUIREMENTS:**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, public affairs, city planning or a related field. A Master's degree is highly desirable.
- Two years of experience in related work preferred but not required.
- Ability to organize materials and maintain accurate electronic and hard copy records.
- High level of public relations skills for daily interaction with citizens.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## City Clerk

**DEPARTMENT:** Administration

**REPORTS TO:** Board of Aldermen

### **SUMMARY:**

The City Clerk shall be responsible for administrative work in the maintenance of records documents for the Board of Aldermen and a wide variety of clerical activities pertaining to the operation of the City government.

### **DUTIES & RESPONSIBILITIES:**

- Attend and keep minutes of all meetings of the Board of Aldermen, supervise the filing of minutes, records and other official documents.
- Sign and certify city ordinances, resolutions, contracts, reports and other documents and supervise their transmittal and filing in appropriate books.
- The City Clerk shall supervise the custody and keeping of all records of the City and shall devise, develop, and maintain a system that will make ordinances, maps and other documents and records of the City readily accessible.
- Take custody of the corporate seal and official documents; attach seal to bonds, deeds, contracts, notes and other city documents as required.
- Answer a wide variety of personal, telephone and written questions from citizens regarding operations of City government as necessary.
- Administer official oaths.
- Perform all duties in association with City elections and interact with the County election authority as needed.
- All other responsibilities and tasks assigned.

### **REQUIREMENTS:**

- Considerable knowledge of the legal requirements relating to the keeping and preserving of board meetings and records.
- Considerable knowledge of the municipal laws, policies, codes and regulations.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Ability to prepare clear and concise reports and to maintain minutes and important records efficiently and accurately.

## Development Director

**DEPARTMENT:** Development

**SUPERVISOR:** City Administrator

### **JOB SUMMARY:**

The Development Director shall have ultimate responsibility for the enforcement of all rules, regulations, codes, and ordinances as they relate to issues of planning & zoning and construction in the City of Smithville.

### **DUTIES & RESPONSIBILITIES:**

- Enforce all codes, regulations and ordinances formally adopted by the City of Smithville with regard to buildings and structures, all phases of commercial and residential construction, and all facets of sign regulations.
- Enforce all codes, regulations, and ordinances formally adopted by the City of Smithville with regard to planning and zoning.
- Serve as staff representative at planning and zoning meetings and Board of Aldermen meetings.
- Coordinate and facilitate the actions of the planning commission through the scheduling of meetings, drafting agendas, monitoring submittal deadlines for all items to come before planning and zoning, submission of necessary public notices to the newspaper, preparation of necessary information for the Planning Commission and the Board of Aldermen with regard to planning and zoning issues.
- Oversee the voluntary annexation process.
- Upon request, make detailed recommendations to the Planning Commission and Board of Aldermen.
- Answer questions by phone or in person regarding the different codes such as UBC, UMC, NEC, APWA and the City of Smithville's codes, ordinances and comprehensive plan.
- Coordinate with the Public Works Director to monitor construction and development activities in the community to insure compliance with all applicable regulations.
- Monitor compliance with the City of Smithville's sign ordinance.
- Answer questions by phone or in person about planning and zoning issues.
- Conduct staff site plan review for new business.

- Maintain detailed records of all inspections plat submissions and related items with regard to all construction, development and planning and zoning activities in the City of Smithville.
- Assists the City Administrator in the preparation of the department's annual budget estimate.
- Other duties as assigned by the City Administrator.

**TRAINING & EXPERIENCE:**

- Comprehensive knowledge of and experience with Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, National Electric Code, and American Public Works Associations Codes, the City of Smithville's codes and ordinances and the City of Smithville's comprehensive plan.
- High level of public relations skills for daily interaction with citizens and builders.
- Qualified applicants must have comprehensive knowledge and understanding of urban and rural planning as well as related disciplines. The Director will ensure that technical and legal requirements of all projects are met successfully. Educational requirements include a degree in planning, public administration or related field with significant professional experience, preferably in the public sector.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Permit Technician

**DEPARTMENT:** Development

**SUPERVISOR:** Development Director

### **SUMMARY:**

Performs varied and complex technical, administrative, and customer service work to support the smooth functioning of the Development Department, including receiving, reviewing, and approving/rejecting building permits in accordance with ICC requirements. Assists in providing staff support to the Planning Commission.

### **DUTIES & RESPONSIBILITIES:**

- Provides comprehensive customer service at the Development Department counter, including receiving and assisting applicants with completing permit applications, educating customers regarding process requirements and terminology, researching prior and current licenses, reviewing paperwork and supporting documentation, and approving or rejecting permit applications in accordance to the Internal Code Council (ICC) requirements.
- Enters, verifies, and reconciles information and data into applicable software applications and data systems.
- Balances daily monies received, assigning to proper accounts, reconciling deposits to cash register, balancing cash drawer and closing the day's receipts.
- Receives requests for inspections, schedules inspections, assigning the appropriate inspector, and assists requestors with information regarding policies, regulations, and codes applicable to inspections.
- Independently answers questions, approves both routine and non-routine requests, and resolves customer concerns and complaints based on knowledge of departmental policies, rules, procedures, as well as all applicable regulations and codes, and refers highly unusual or special situations to appropriate departmental staff.
- Drafts correspondence and reports related to customer requests and complaints, using applicable software and systems.
- Creates and maintains departmental files, tracking sheets, databases, and similar documentation of transactions and activities, using applicable software and systems.
- Processes, compiles, and researches information and statistics, prepares and verifies data, reports, correspondence, and other documents, utilizing applicable software and systems, and assists with compiling and producing the department's annual report and similar documents.
- Performs a variety of administrative support to department managers including scheduling and maintaining department calendars, sorting and processing incoming and outgoing mail, preparing routine and non-routine correspondence on behalf of department personnel,

scheduling travel, preparing travel authorization forms, auditing travel reimbursement reports, monitoring and maintaining an appropriate level of supplies and materials, reviews budget and expenditure requests, and similar activities.

- Participates in maintaining web page(s) for assigned area of responsibility.
- Participates in/on a variety of meetings, including regular Planning Commission meetings, which may include scheduling, preparing agendas, and taking and distributing meeting minutes.
- Uses a wide variety of office machines such as printers, personal computers, facsimile machine, postage machine, adding machine, scanners, and copiers.
- Explores and brings forth new ways to improve efficiency in the workplace.
- May be involved in additional work outside of those described above, as part of cross-training efforts and career development opportunities.
- Assists with special projects and performs other similar duties as assigned.

#### **REQUIREMENTS:**

- High school diploma or GED required.
- Two (2) years previous administrative and/or secretarial work required.
- Ability to organize materials and maintain accurate electronic and hard copy records.
- High level of public relations skills for daily interaction with citizens.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## **Building Inspector III**

**DEPARTMENT:** Development

**SUPERVISOR:** Development Director

### **SUMMARY:**

A Building Inspector III shall perform technical inspection and Plan Review for new building construction for the Development Department to protect the life and safety of the citizens of Smithville.

### **DUTIES & RESPONSIBILITIES:**

- Enforce all codes, regulations and ordinances formally adopted by the City of Smithville with regard to building and structures, all phases of commercial and residential construction.
- Employee will inspect for and enforce all codes, regulations and ordinances and monitor all phases of construction within the City that are related to Residential and Commercial Structures; Answer questions by phone or in person, regarding the different and current codes being used to govern construction and the municipal codes, zoning and subdivision ordinances within the City of Smithville; Review applications and plans for and issue construction permits for any new or additions to residential or commercial construction projects; Review applications and administer the Floodplain Development Regulations. Assist in enforcement of property maintenance codes; and other tasks assigned by his/her superior.

### **REQUIREMENTS:**

- Members may meet the requirements for Building Inspector III; however, the final decision shall be made by the Development Director. Failure to maintain Building Inspector III standards may result in the loss of Building Inspector III status.
- Shall be thoroughly familiar with the City and shall know the pertinent Federal, State, and local laws, codes, and regulations governing construction and the related principles, practices, and techniques and inspections.
- Hold a valid driver's license.
- Works independently; seeks guidance as necessary for performance of duties.
- Must be a Certified Residential and Commercial Building Code Inspector.
- High level of public relations skills for daily interaction with the public.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## **Building Inspector II**

**DEPARTMENT:** Development

**SUPERVISOR:** Development Director

### **SUMMARY:**

A Building Inspector II shall perform technical inspection and Plan Review for new building construction for the Development Department to protect the life and safety of the citizens of Smithville.

### **DUTIES & RESPONSIBILITIES:**

- Enforce all codes, regulations and ordinances formally adopted by the City of Smithville with regard to building and structures, all phases of commercial and residential construction.
- Employee will inspect for and enforce all codes, regulations and ordinances and monitor all phases of construction within the City that are related to Residential and Commercial Structures; Answer questions by phone or in person, regarding the different and current codes being used to govern construction and the municipal codes, zoning and subdivision ordinances within the City of Smithville; Review applications and plans for and issue construction permits for any new or additions to residential or commercial construction projects; Review applications and administer the Floodplain Development Regulations. Assist in enforcement of property maintenance codes; and other tasks assigned by his/her superior.

### **REQUIREMENTS:**

- Members may meet the requirements for Building Inspector II; however, the final decision shall be made by the Development Director. Failure to maintain Building Inspector II standards may result in the loss of Building Inspector II status.
- Shall be thoroughly familiar with the City and shall know the pertinent Federal, State, and local laws, codes, and regulations governing construction and the related principles, practices, and techniques and inspections.
- Hold a valid driver's license.
- Works independently; seeks guidance as necessary for performance of duties.
- Must be a Certified Residential Building Code Inspector.
- High level of public relations skills for daily interaction with the public.
- Obtain certification in at least one element of Commercial building code inspections

within 18 months of appointment, and continue to obtain additional certifications required to become fully certified as a Commercial and Residential building code inspector.

- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## **Building Inspector I**

**DEPARTMENT:** Development

**SUPERVISOR:** Development Director

### **SUMMARY:**

A Building Inspector I shall perform technical inspection and Plan Review for new building construction for the Development Department to protect the life and safety of the citizens of Smithville.

### **DUTIES & RESPONSIBILITIES:**

- Enforce all codes, regulations and ordinances formally adopted by the City of Smithville with regard to building and structures, all phases of commercial and residential construction.
- Employee will inspect for and enforce all codes, regulations and ordinances and monitor all phases of construction within the City that are related to Residential and Commercial Structures; Answer questions by phone or in person, regarding the different and current codes being used to govern construction and the municipal codes, zoning and subdivision ordinances within the City of Smithville; Review applications and plans for and issue construction permits for any new or additions to residential or commercial construction projects; Review applications and administer the Floodplain Development Regulations. Assist in enforcement of property maintenance codes; and other tasks assigned by his/her superior.

### **REQUIREMENTS:**

- Shall be thoroughly familiar with the City and shall know the pertinent Federal, State, and local laws, codes, and regulations governing construction and engineering and the related principles, practices, and techniques and inspections.
- Hold a valid driver's license.
- Works independently; seeks guidance as necessary for performance of duties.
- High level of public relations skills for daily interaction with the public.
- Obtain Certification in at least one element of residential building code inspections within 18 months of appointment, and continue to obtain additional certifications required to become fully certified as a Residential Building Code Inspector.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Code Inspector II

**DEPARTMENT:** Development

**SUPERVISOR:** Development Director

### **SUMMARY:**

A Code Inspector II shall perform Code Enforcement Inspections using City Ordinances and the adopted International Property Maintenance Code and assist with other inspections as assigned.

### **DUTIES & RESPONSIBILITIES:**

- Employee will enforce all codes, regulations and ordinances formally adopted by the City of Smithville with regard to matters contained in the International Property Maintenance Code, Sign Code, and any other codes adopted by the City (excluding Police and traffic); Answer questions by phone or in person, regarding the different and current codes being used to govern all aspects of property maintenance and the municipal codes within the City of Smithville.
- Monitor and assist compliance with the City of Smithville's sign ordinance; Maintain detailed files on all cases and document all violations; Testify in Municipal Court concerning pending cases.
- Assist with Utilities inspections and all other tasks as assigned by his/her superior.

### **REQUIREMENTS:**

- Members may meet the requirements for Code Inspector II; however, the final decision shall be made by the Development Director. Failure to maintain Code Inspector II standards may result in the loss of Code Inspector II status.
- Shall be thoroughly familiar with the City and shall know the pertinent Federal, State, and local laws, codes, and regulations which apply thereto.
- Hold a valid driver's license.
- Works independently; seeks guidance as necessary for performance of duties.
- Must be a Certified Property Maintenance & Housing Inspector.
- High level of public relations skills for daily interaction with the public.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Code Inspector I

**DEPARTMENT:** Development

**SUPERVISOR:** Development Director

### **SUMMARY:**

A Code Inspector I shall perform Code Enforcement Inspections using City Ordinances and the adopted International Property Maintenance Code and assist with other inspections as assigned.

### **DUTIES & RESPONSIBILITIES:**

- Employee will enforce all codes, regulations and ordinances formally adopted by the City of Smithville with regard to matters contained in the International Property Maintenance Code, Sign Code, and any other codes adopted by the City (excluding Police and traffic); Answer questions by phone or in person, regarding the different and current codes being used to govern all aspects of property maintenance and the municipal codes within the City of Smithville.
- Monitor and assist compliance with the City of Smithville's sign ordinance; Maintain detailed files on all cases and document all violations; Testify in Municipal Court concerning pending cases.
- Assist with Utilities inspections and all other tasks as assigned by the Development Director.

### **REQUIREMENTS:**

- Shall be thoroughly familiar with the City and shall know the pertinent Federal, State, and local laws, codes, and regulations which apply thereto.
- Hold a valid driver's license.
- Works independently; seeks guidance as necessary for performance of duties.
- High level of public relations skills for daily interaction with the public.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## **Finance Director**

**DEPARTMENT:** Finance

**SUPERVISOR:** City Administrator

### **SUMMARY:**

The Finance Director serves as the director of the department with highly responsible managerial and supervisory work in planning, organizing and directing all activities in the Finance Department. Under the Direction of the City Administrator, performs professional administrative duties; exercises either direct or functional control over such functions as accounting, auditing, financial planning and reporting, investments disbursements. utility billing and revenue collection. Prepares and assists in the administration of the organization budget(s) and capital improvement plan. Performs research and analysis on policies and procedures.

### **DUTIES & RESPONSIBILITIES:**

- Assume full management responsibility for all Finance Department services and activities including cash flow management, revenue collections, debt management, bank relationships and investments.
- Supervises the Finance staff, including the revenue collection, payroll, procurement, and customer service, and utility billing.
- Supervise the issuance of all licenses, permits and receipts in the name of the City, and the collection and accounting for funds thereof.
- Supervise maintenance of appropriate accounting records.
- Prepares, analyzes, and interprets financial statements and reports as necessary to ensure sound financial management and appropriate transparency in the handling of government funds.
- Oversee administration and application of Tax Increment Financing (TIF) and Community Improvement District (CID) funds and any other future special districts.
- Administers the City's insurance policies in coordination with Human Resources.
- Assist the City Administrator with the Budget and capital improvement plan preparation and implementation process.
- Ability to maintain regular contact with consultants, City, County, State and Federal agencies, professional and technical groups, and the general public and state committees.
- Coordinates the City's benchmarking/performance measurement efforts.

- Attend Board of Aldermen meetings and provide staff support to the Board and other committees as needed.
- Other duties as assigned by the City Administrator.

**REQUIREMENTS:**

- Graduation from a college or university with a bachelor's degree in finance, accounting, business administration or some other related field; and five to seven (5-7) years of related experience; or an equivalent combination of education and experience.
- Comprehensive knowledge of and experience with public finance.
- Ability to plan, lay out, assign, supervise and review the work of financial staff in the performance of varied duties.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Ability to be bonded.

## Finance Specialist II

**DEPARTMENT:** Finance

**SUPERVISOR:** Finance Director

### **SUMMARY:**

Under the direction of the Finance Director, performs a variety of full performance level, complex clerical and accounting functions as required to monitor and maintain financial computerized records. Resolves routine customer inquiries and complaints while providing efficient and courteous service. Monitors customer questions and complaints. Performs routine and complex data entry on the computer. Maintains appropriate records. Perform typing, word processing assignments and related clerical duties. Resolves customer requests for adjustments billing.

### **DUTIES & RESPONSIBILITIES:**

- Acts as the secondary receptionist, answering telephone calls and addressing those with questions or concerns related to billing processes and procedures, as well as costs of licenses and permits.
- Performs accounts receivable duties for utility account billings; prepares monthly late fee assessments and shut-off of services for delinquent accounts and corresponds with service crews to reconnect when paid; processes bad-debt write-offs.
- Processes payroll including paid time, time off, deductions, and direct deposit; prepares bi-weekly and monthly payments related to payroll including federal taxes, state taxes, insurance, state retirement, unemployment compensation, garnishments, etc.; prepares monthly, quarterly, and yearly financial reports including issuance of employee W-2s and 1095-Cs.
- Assist in the annual worker's compensation audit.
- Responds to employment questionnaires and surveys; completes or responds to employment verification requests from various lending institutions, local agencies or other organizations; processes and follows-up on wage garnishments and levies by federal, state, and county court orders.
- Conducts regular and surprise audits of cash drawers in relation to the Cash Management Policy.
- Assists Human Resources and the Finance Director with human resources related tasks including insurance elections, letters, and notification of state agencies and insurance carriers. Occasionally serves as back up for human resource tasks.

- Completes monthly bank reconciliations of all City accounts, ensuring proper documentation is retained for annual audit.
- Assist other departmental personnel in collecting data for a variety of research projects and programs; assist in the analysis and preparation of a variety of reports.
- Serves as the backup to Finance Specialist I and Finance Director.
- All other responsibilities and tasks assigned by his/her supervisor.

**REQUIREMENTS:**

- High school diploma or GED required.
- An equivalent combination of education and experience consisting of the following: five (5) years utility billing experience, five (5) years payroll experience, five (5) years accounting/bookkeeping experience, and/or an Bachelor's Degree in a related field.
- High level of public relations skills for daily interaction with citizens.
- Ability to organize materials and maintain accurate electronic and hard copy records.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Finance Specialist I

**DEPARTMENT:** Finance

**SUPERVISOR:** Finance Director

### **JOB SUMMARY:**

Under the direction of the Finance Director, performs a variety of mid-level clerical and accounting functions as required to monitor and maintain financial computerized records. Resolves routine customer inquiries and complaints while providing efficient and courteous service. Monitors customer questions and complaints. Posts and validates cash receipts and disbursements. Performs routine data entry on the computer. Maintains appropriate records. Perform typing, word processing assignments and related clerical duties.

### **DUTIES & RESPONSIBILITIES:**

- Acts as the primary receptionist, answering telephone calls and addressing those with questions or concerns related to billing processes and procedures, as well as costs of licenses and permits.
- Specifically assists customers with utility billing questions and information including rates, abnormal or erroneous readings, requests for changes in services, new services, coordinates with utility service crews in connecting new services or disconnections/terminations of service.
- Performs weekly accounts payable duties, including entering invoices into the computer system; printing and mailing checks; processing annual vendor 1099s; maintaining vendor files including accurate and up-to-date supporting tax documents.
- Receives, opens, and distributes incoming mail; prepares outgoing mail.
- Receives payments from public for all utility bills; issues receipts and distributes to appropriate funds by accurately entering information into the cash receipting system(s); sets up payment plans when applicable.
- Coordinates issuance of business licenses, liquor licenses and fireworks permits.
- Coordinates the Meals on Wheels program, including reconciliation of monthly invoicing and billing of meals.  
  
Coordinates all aspects of senior center rentals
- Copies and distributes correspondence, memoranda, reports and other related materials.
- Assist other departmental personnel in collecting data for a variety of research projects and programs; assist in the analysis and preparation of a variety of reports.

- Serves as the backup to Finance Specialist II.
- All other responsibilities and tasks assigned by his/her supervisor.

**REQUIREMENTS:**

- High school diploma or GED required.
- An equivalent combination of education and experience consisting of the following: two (2) years utility billing experience, two (2) years accounts receivable experience, and/or an Associate's Degree in a related field.
- High level of public relations skills for daily interaction with citizens.
- Ability to organize materials and maintain accurate electronic and hard copy records.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Chief of Police

**DEPARTMENT:** Police

**SUPERVISOR:** City Administrator

### **SUMMARY:**

The Chief of Police shall have ultimate responsibility for the operation and management of the police department of the City of Smithville. Such responsibility shall include but not be limited to personnel, financial, supervisory, and planning activities.

### **DUTIES & RESPONSIBILITIES:**

- The Chief of Police shall have control of the assignments, stationing, and transfer of all police officers and civilian employees in the department.
- The Chief of Police shall organize, direct, and control all resources of the department for the most efficient discharge of its duty to preserve the peace, protect persons and property, and obey and enforce all ordinances of the City of Smithville, and all criminal laws of the State of Missouri and the United States of America.
- The Chief of Police shall develop the organizational structure of the department in accordance with professional standards, and by consideration of sound management techniques and principles, integrate related activities under the control of intermediate supervisors and hold them accountable for effective conduct of such activities.
- The Chief of Police shall plan and execute a police service program designed to prevent and repress crime, apprehend and prosecute offenders, recover and return property, and regulate certain non-criminal conduct. The Chief of Police shall modify the program to combat current trends as revealed by analysis of records and reports.
- The Chief of Police shall establish and maintain high ethical standards for department personnel, and exercise the vigilance necessary to sustain observance of such standards.
- The Chief of Police shall cause an adequate and progressive program of employee training to be organized and conducted.
- The Chief of Police shall always keep informed of the affairs of the department, and be assured that the duties of subordinates are properly discharged.
- The Chief of Police shall maintain suitable and productive relationships between the department and other governmental agencies/private organizations, especially those concerned with traffic control, crime prevention, and the administration of justice.

- The Chief of Police shall report to the City Administrator, in such form and detail as to clearly depict conditions and police action, which adequately presents the problems, services, and activities of the police department.
- The Chief of Police shall ensure the prompt reporting of any important matter to other city departments when it falls within their jurisdiction.
- The Chief of Police shall maintain active alliance with professional police authorities, and participate in programs for the mutual improvement of proficiency in combating crime and traffic problems.
- The Chief of Police shall develop or adopt new techniques to improve the department's effectiveness in the discharge of primary police obligations.
- The Chief of Police shall assist the City Administrator in the preparation of the department's annual budget estimate.
- The Chief of Police shall administer the department's fiscal affairs in a manner calculated to convert available resources into optimum police service that is economically employed in areas of need.

**REQUIREMENTS:**

- A comprehensive knowledge of the principles and practices of modern police administration; thorough knowledge of the organization of a police department and its administrative practices.
- A thorough knowledge of Federal/State laws and City ordinances.
- A high degree of administrative and executive ability.
- A demonstrated ability to command and direct personnel.
- Holds a valid driver's license.
- High level of public relations skills for daily interaction with the public.
- Five (5) years experience as a Police Captain (or equivalent) required.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Captain

**DEPARTMENT:** Police

**SUPERVISOR:** Chief of Police

### **SUMMARY:**

Under the general direction of the Chief of Police, this position is responsible for; the day to day operational mission of the Police Department; identifies needs, develops statistics and writes reports; provides resource information to the Chief of Police, related to the Patrol Divisions, Investigations and other community safety related needs; Direct supervisor for all Police Sergeants and Investigative Sergeant.

### **DUTIES & RESPONSIBILITIES:**

Any one Captain position may not include all of the duties listed below.

- Administering the training program for patrol division personnel.
- Maintenance of a reporting system: police reports, accident reports, report review, U.C.R., monthly and daily reports.
- The Captain shall be responsible for appropriate scheduling.
- Administrative duties include planning, organization, coordination and direction of the activities of assigned personnel and maintaining harmonious relationships with other police elements and allied agencies.
- The Captain shall maintain hours of duty in accordance with the needs of his/her bureau and always be available for duty in an emergency.
- The Captain shall analyze data concerning crime to develop and utilize resources and direct operations through the use of intelligence and statistical data.
- The Captain shall examine, or cause to be examined, reports concerning personnel under his/her command that are necessary to insure their proper deployment, supervision and control.
- The Captain shall be diligent in enforcing the observance of high ethical standards in the operations and conduct of bureau personnel.
- The Captain shall ensure the legal and civil treatment and protection of the rights of all persons within the scope of police authority, and investigate all cases of alleged misconduct of division personnel. The Captain shall personally ensure that the Chief of Police is briefed on all such accusations.

- The Captain shall exercise general supervision and inspection of all public places within the City of Smithville and cause the laws and ordinances pertinent to their operation, but with emphasis upon voluntary compliance through education and guidance of the public.
- A secondary duty is that The Captain shall always be available, ready, and capable and informed enough to step into the position of Chief of Police (at the Chief of Police's designation) in the absence of the Chief.
- The Captain shall ensure prompt reporting of any instance of negligence, violations of the law, or other matters falling within the jurisdiction of any other city, state or federal agencies.
- The Captain shall submit to the Chief of Police in the prescribed form and detail, such reports as may be required to reflect the problems and services of the division.
- The Captain shall coordinate, assign and supervise the work of subordinate police officers and other department personnel under his/her command prepare and maintain various records and reports and perform administrative duties as required.
- The Captain shall enforce or cause to be enforced the laws and ordinances of the City of Smithville and the State of Missouri.
- The Captain will testify in court as required.
- The Captain will assist the Chief of Police in carrying out the administrative duties of the department and any other related work as required for the efficient operation of the department.
- Other duties as assigned.

**REQUIREMENTS:**

- The Captain shall have such training and experience to be sufficiently able to command and coordinate all functions of his/her division. The Captain shall have a thorough knowledge of city ordinances, state laws, and the regulations of the department. The Captain shall possess administrative ability, an ability to meet and deal with the public successfully, and an ability to command. The Captain shall have good judgment, integrity, high moral standards and good personal appearance.
- Accepts shift scheduling and on-call as scheduled.
- Holds a valid driver's license.
- Employees may meet the requirements for Captain; however, the final decision shall be made by the Chief of Police. Failure to maintain Captain standards may result in the loss of Captain status.

- Minimum five (5) years of experience as a sergeant with Smithville Police Department or with another full-time police service agency as determined at the time of promotion by the Chief of Police, with a minimum of twenty-four months experience with the Smithville Police Department.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Ability to develop and improve subordinates for future advancement.
- Any combination of education and experience that would likely provide the required knowledge and abilities to qualify.
- Must have three (3) consecutive yearly performance evaluations at or above the Successful rating.
- Must maintain a Successful or higher rating on all annual performance reviews.

## Sergeant II

**DEPARTMENT:** Police  
**SUPERVISOR:** Captain  
**INDIRECT SUPERVISION:** Chief of Police

### **SUMMARY:**

A Police Sergeant supervises, assigns, reviews and participates in the work of sworn and non-sworn staff responsible for providing patrol, traffic, investigations, crime prevention, dispatch, records, community relations, training, and/or related services and activities; acts as a watch commander as assigned; ensures work quality and adherence to established policies and procedures; participates in community based police activities and programs; performs a variety of technical and administrative tasks in support of law enforcement services and activities; and performs related work as required.

### **DUTIES & RESPONSIBILITIES:**

Any one Sergeant position may not include all of the duties listed below.

- The Police Sergeant must be able to meet all the requirements of a Police Officer.
- The Sergeant has personal direction and supervision over all personnel assigned to his/her shift. In the absence of an immediate supervisor, the Sergeant shall assume all of the authority, duties and responsibilities of the next higher rank, and by virtue of the requirements that are inherent in the position of one who is in control of others, be responsible as a planner, teacher, director, and disciplinarian. The Sergeant is directly responsible to the Captain for not only his/her personal performance, but also for the performance of his/her shift. The Sergeant executes the service program within his/her area of responsibility, providing for: Protection of life and property; prevention and suppression of criminal activity and disturbances; recovery and return of stolen property, apprehension of offenders and assistance in their prosecution; prevention of accidents and the regulation of traffic; preservation of the peace; enforcement of all regulatory measures; other services to the public as needed or requested.
- Ensures officers are adequately trained in all areas, including departmental policies and procedures. The Sergeant shall be particularly responsible for the training of new personnel to the shift.
- Reports incidents relative to the conduct of personnel. Such incidents are to include infractions of department rules that do not warrant further disciplinary action, or for commendatory acts that do not justify an official commendation or meritorious mention.

- Uses diplomacy, tact and personal knowledge in handling situations arising between the department and the public in order to build a favorable public appreciation of the objectives and performance of the department.
- Contributes to the morale of the department by correcting, if possible, those conditions, (both tangible and intangible) which tend to cause lowered morale. The Sergeant shall strive to achieve a high level of morale among department employees.
- Observes the efficiency of all officers assigned to his/her shift. By complete recognition of the value of observation for rating and their fair and impartial application, the Sergeant shall always remember that the duties of a Supervisor are to lead, assist, instruct and discipline.
- Makes frequent and continuing inspections during his/her tour of duty to observe conditions, efficiency, effectiveness of operation, conformity with regulations and orders; initiate any necessary corrective action, and provide leadership for subordinates.
- Ensures civil treatment and the protection of the rights of all persons within the scope of police authority.
- Promotes a cooperative and harmonious working relationship with other personnel in the interest of an efficient and effective overall operation directed toward the accomplishment of primary police objectives.
- Renders credible testimony in a court of law.
- Effectively uses and qualifies with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Other duties as assigned.

#### **REQUIREMENTS:**

- Members may meet the requirements for Sergeant II; however, the final decision shall be made by the Chief of Police. Failure to maintain Sergeant II standards may result in the loss of Sergeant II status.
- Minimum four (4) years experience as a sergeant with Smithville Police Department or with another full-time police service agency as determined at the time of promotion by the Chief of Police, with a minimum of twenty-four months experience with the Smithville Police Department.
- MO POST Class A Certification.
- Post or other approved training courses relating to First Line Supervisor, Instructor Development, and Internal Affairs.

- No substantiated disciplinary actions within the past 36 months.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Ability to develop and improve subordinates for future advancement.

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Two year degree or higher in Police Science, Criminal Justice, Law Enforcement, sociology, psychology or related field.

**OR**

- Forty-five college semester hours in Police Science, Criminal Justice, Law Enforcement, sociology, psychology or related field.

**AND**

- Completion of the F.B.I. Law Enforcement Executive Development Seminar, or equivalent training.

**SPECIAL ASSIGNMENTS:**

Special assignments will be at the discretion of the Chief of Police. These assignments will be made to satisfy the best interests of the Police Department.

**INVESTIGATIONS:**

- Criminal Investigations
  - Conducts a variety of criminal investigations as assigned; conducts covert and undercover investigations as assigned; gathers evidence and prepares cases for prosecution; prepares investigative reports and case information;
  - Coordinates multi-jurisdictional investigations;
  - Interrogates and interviews informants, suspects, witnesses, and victims;
  - Identifies, locates, screens, protects, and prepares witnesses for criminal proceedings.
- Monitoring Activity/Surveillance

- Monitors and regulates local pawnshop activities; tracks sales; separates sales from pawns; tracks multiple sellers; establishes patterns associated with burglaries and thefts;
- Conducts visual and audio surveillance to establish criminal behavior and probable cause and reason to believe a crime may be committed.
- Evidence Protection, Collection and Handling
  - Recognizes, identifies, collects, preserves, and prepares evidence for use in court and other criminal procedures;
  - Photographs crime scenes and specialized evidence; collects photographic film from crime scenes, and other sources; has photographic film processed; dispenses prints to officers, attorneys, and outside agencies; prepares photographs for courtroom presentation.
- Prepare and Execute Legal Documents
  - Prepares and executes a variety of legal documents including search warrants, investigative subpoenas, medical waivers, arrest warrants, summons, and extradition processes.
- Equipment Maintenance
  - Maintains photographic records and inventories; maintains and repairs photographic equipment.

## Sergeant I

**DEPARTMENT:** Police

**SUPERVISOR:** Captain

**INDIRECT SUPERVISION:** Chief of Police

### **SUMMARY:**

A Police Sergeant supervises, assigns, reviews and participates in the work of sworn and non-sworn staff responsible for providing patrol, traffic, investigations, crime prevention, dispatch, records, community relations, training, and/or related services and activities; acts as a watch commander as assigned; ensures work quality and adherence to established policies and procedures; participates in community based police activities and programs; performs a variety of technical and administrative tasks in support of law enforcement services and activities; and performs related work as required.

### **DUTIES & RESPONSIBILITIES:**

Any one Sergeant position may not include all of the duties below.

- The Police Sergeant must be able to meet all the requirements of a Police Officer.
- The Sergeant has personal direction and supervision over all personnel assigned to his/her shift. In the absence of an immediate supervisor, the Sergeant shall assume all of the authority, duties and responsibilities of the next higher rank, and by virtue of the requirements that are inherent in the position of one who is in control of others, be responsible as a planner, teacher, director, and disciplinarian. The Sergeant is directly responsible to the Captain for not only his/her personal performance, but also for the performance of his/her shift. The Sergeant executes the service program within his/her area of responsibility, providing for: Protection of life and property; prevention and suppression of criminal activity and disturbances; recovery and return of stolen property, apprehension of offenders and assistance in their prosecution; prevention of accidents and the regulation of traffic; preservation of the peace; enforcement of all regulatory measures; other services to the public as needed or requested.
- Ensures officers are adequately trained in all areas, including departmental policies and procedures. The Sergeant shall be particularly responsible for the training of new personnel to the shift.
- Reports incidents relative to the conduct of personnel. Such incidents are to include infractions of department rules that do not warrant further disciplinary action, or for commendatory acts that do not justify an official commendation or meritorious mention.

- Uses diplomacy, tact and personal knowledge in handling situations arising between the department and the public in order to build a favorable public appreciation of the objectives and performance of the department.
- Contributes to the morale of the department by correcting, if possible, those conditions, (both tangible and intangible) which tend to cause lowered morale. The Sergeant shall strive to achieve a high level of morale among department employees.
- Observes the efficiency of all officers assigned to his/her shift. By complete recognition of the value of observation for rating and their fair and impartial application, the Sergeant shall always remember that the duties of a Supervisor are to lead, assist, instruct and discipline.
- Makes frequent and continuing inspections during his/her tour of duty to observe conditions, efficiency, effectiveness of operation, conformity with regulations and orders; initiate any necessary corrective action, and provide leadership for subordinates.
- Ensures civil treatment and the protection of the rights of all persons within the scope of police authority.
- Promotes a cooperative and harmonious working relationship with other personnel in the interest of an efficient and effective overall operation directed toward the accomplishment of primary police objectives.
- Renders credible testimony in a court of law.
- Effectively uses and qualifies with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Other duties as assigned.

**REQUIREMENTS:**

- Members may meet the requirements for Sergeant I; however, the final decision shall be made by the Chief of Police. Failure to maintain Sergeant I standards may result in the loss of Sergeant I status.
- Minimum four (4) years' experience as an officer with Smithville Police Department or with another full-time police service agency as determined at the time of promotion by the Chief of Police.
- Must have three (3) consecutive yearly performance evaluations at or above the Successful rating.
- MO POST Class A Certification.

- Post or other approved training courses relating to First Line Supervisor, Instructor Development, or Internal Affairs.
- No substantiated disciplinary actions within the past 36 months.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Ability to develop and improve subordinates for future advancement.

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Two-year degree or higher in Police Science, Criminal Justice, Law Enforcement, sociology, psychology or related field.

**OR**

- Forty-five college semester hours in Police Science, Criminal Justice, Law Enforcement, sociology, psychology or related field.

**OR**

- 750 hours of in-service training, not including POST Basic Training.

**SPECIAL ASSIGNMENTS:**

Special assignments will be at the discretion of the Chief of Police. These assignments will be made to satisfy the best interests of the Police Department.

**INVESTIGATIONS:**

- Criminal Investigations
  - Conducts a variety of criminal investigations as assigned; conducts covert and undercover investigations as assigned; gathers evidence and prepares cases for prosecution; prepares investigative reports and case information;
  - Coordinates multi-jurisdictional investigations;
  - Interrogates and interviews informants, suspects, witnesses, and victims;
  - Identifies, locates, screens, protects, and prepares witnesses for criminal proceedings.

- Monitoring Activity/Surveillance
  - Monitors and regulates local pawnshop activities; tracks sales; separates sales from pawns; tracks multiple sellers; establishes patterns associated with burglaries and thefts;
  - Monitors subversive group activities;
  - Conducts visual and audio surveillance to establish criminal behavior and probable cause and reason to believe a crime may be committed.
- Evidence Protection, Collection and Handling
  - Recognizes, identifies, collects, preserves, and prepares evidence for use in court and other criminal procedures;
  - Photographs crime scenes and specialized evidence; collects photographic film from crime scenes, and other sources; has photographic film processed; dispenses prints to officers, attorneys, and outside agencies; prepares photographs for courtroom presentation.
- Prepare and Execute Legal Documents
  - Prepares and executes a variety of legal documents including search warrants, investigative subpoenas, medical waivers, arrest warrants, summons, and extradition processes.
- Equipment Maintenance
  - Maintains photographic records and inventories; maintains and repairs photographic equipment.

## Prosecuting Attorney

**DEPARTMENT:** Police

**REPORTS TO:** Mayor

### **SUMMARY:**

The Prosecuting Attorney prosecutes all violations of the City's ordinances before the Municipal Judge, or before any Circuit Judge hearing violations of the City's ordinances in which the City is concerned.

### **DUTIES & RESPONSIBILITIES:**

- The Prosecuting Attorney prosecutes forfeited recognizance's and action for the recovery of debts, fines, penalties and forfeitures accruing to the City. If any case is taken to the Court of Appeals by appeal, he/she shall represent the City in the case in the court and make out and cause it to be printed, all necessary abstracts of record and briefs, and if necessary appear in the court in person.

### **REQUIREMENTS:**

- The Prosecuting Attorney must be a licensed attorney, qualified to practice law within the State of Missouri.
- Must be at least 21 years of age.
- Must have five or more years of progressively responsible related experience in municipal law.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## **Prosecutor's Assistant and Police Administrative Coordinator**

**DEPARTMENT:** Police

**SUPERVISOR:** Chief of Police

### **SUMMARY:**

Under the general supervision of the Chief of Police, this is a position which coordinates and performs a wide variety of responsible, confidential, and complex administrative support duties for the Municipal Prosecutor and the Police Department. The purpose of this position is to perform public reception, record keeping, clerical work, and maintaining prosecutorial records as assigned. Serves as a point of contact for the Municipal Prosecutor.

### **DUTIES AND RESPONSIBILITIES:**

- Attend scheduled court sessions as required by the Municipal Prosecutor.
- Handles all correspondence and phone calls for the Municipal Prosecutor. Responds to all information and calls within defined parameters.
- Retrieves citations from the Police Department and Code Enforcement to process such documents in accordance with the Municipal Prosecutor's policies.
- Prepares, competes, and maintains a variety of reports, forms and office files (both digital and physical) for the Municipal Prosecutor, Police Department, and various other entities, both internal and external.
- Assist the Prosecutor as needed in preparation for motion hearings and trials.
- Relays prosecutorial decisions to defendants, attorneys, and other appropriate parties as directed.
- Attends specialized meetings and training as necessary.
- Files completed and executed motions, memorandums, fully-executed plea agreements and other pleadings with the Municipal Court.
- Makes necessary requests and communicate with the Police Department's evidence technicians to ensure relevant evidence is available for trial and discovery requests.
- Directs and coordinates the review of all incoming written correspondence daily

for the Municipal Prosecutor and the Police Department.

- Must maintain confidentiality regarding police reports, CJIS information and all other police matters deemed confidential.
- Work requires extensive knowledge of current laws governing the release of police reports, records and information; and advises others accordingly.
- Meets the public directly and by telephone and provides approved information or resolves minor problems.
- Performs work and other duties as required and assigned.

**REQUIREMENTS:**

- High school diploma or GED required.
- Must be twenty-one years of age, possess the qualifications to be bonded.
- Ability to work effectively with others to achieve personal, team, department and City-wide goals.
- Ability to obtain REJIS Certification.
- Ability to obtain all necessary certifications relative to job functions.
- Comprehensive knowledge of the role of Prosecutor in Municipal government settings.
- Two years of clerical/customer service experience.
- Municipal experience.
- Ability to render credible testimony in a court of law.
- Have regular and predictable attendance.
- Ability to maintain the trust, faith, and confidence of the Chief of Police and administrative staff.
- Ability to work independent of direct supervision.
- Ability to work in an environment which may include exposure to firearms; potentially violent or emotionally distraught persons; life threatening situations;

or graphics photos and language.

- Exemplify the Department values.
- Necessity for frequent sitting for extended periods of time.
- Exposure to close contact with computer monitors.
- Ability to communicate clearly and concisely, orally and in writing, using the English language.
- Ability to carry out orders and directives of the Department.
- Ability to understand and carry out complex oral and written directions.
- Skill in the use of computer application programs such as electronic spreadsheets and word processors.
- Ability to maintain confidentiality of sensitive records and materials.
- Ability to organize, instruct and assign production work to subordinates.
- Ability to have a flexible schedule as the position requires.

## Police Officer I

**DEPARTMENT:** Police

**SUPERVISOR:** Sergeant

**INDIRECT SUPERVISION:** Captain

### **SUMMARY:**

Under general supervision, the Police Officer I performs duties in the protection of life and property through the enforcement of laws and ordinances, performs related work as required.

### **DUTIES & RESPONSIBILITIES:**

Any one Police Officer I position may not include all of the duties listed below.

- Must be able to render credible testimony in a court of law.
- Performs preventive patrol and actively enforces laws, statutes and ordinances.
- Identifies potential and actual police hazards and determines an appropriate response or enforcement activity.
- Provides emergency assistance to injured.
- Protects accident and/or crime scene to ensure evidence control.
- Directs and controls traffic to ensure safe and efficient movement of vehicles and pedestrians.
- Conducts traffic enforcement activities to reduce accidents and discourage unlawful driving behavior.
- Conducts preliminary investigations of suspects and/or criminal activities/persons.
- The position regularly requires the handling of confidential or sensitive information and also requires periods of physical effort and constant periods of mental effort.
- Responds to routine, urgent and emergency calls for service.
- Establishes and maintains an effective working relationship with the general public; with other Department employees on a constant basis; and with other City employees on an occasional basis.
- Other duties as assigned.

## REQUIREMENTS:

- Ability to effectively perform required duties for extended periods while exposed to the elements; hazardous situations; with limited privacy, and without posing a direct threat to the health or safety of self or others.
- Ability to patrol, respond, assess, repress and prevent criminal activities, investigate offenses, apprehend offenders and furnish and determine appropriate day-to-day enforcement.
- Ability to safely, effectively and appropriately use lethal and nonlethal weapons.
- A working knowledge of the court system, and the ability to testify effectively in a court of law.
- Work involves some risk to personal safety and may involve increased exposure to communicable diseases.
- Must be able to work days, evenings, nights as well as holidays and weekends.
- Must be able to work a rotating shift.
- Must possess a Basic Law Enforcement Certification from an accredited law enforcement academy in the State of Missouri, or the ability to satisfy the State of Missouri Peace Officers Standards to obtain the certification.
- Must be a citizen of the United States, and a citizen of the State of Missouri.
- Must possess a high School diploma or GED.
- Must be at least 21 years of age.
- Must be available to work irregular hours and maintain a telephone for emergency contact.
- Must have a Motor Vehicle Operator's License valid in the State of Missouri.
- Must have dependable transportation.
- Must be able to pass an extensive background investigation and drug screen.
- Must reside within a reasonable response time to the City Limits of Smithville.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps or poles using feet and legs and/or hands and arms.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or erratically moving surfaces.
- Kneeling: Bending legs at knees to come to rest on knee or knees.
- Stooping: Bending downward and forward by bending spine at waist.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- Fingering: Picking, punching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Talking: Expressing or exchanging ideas by means of the spoken word. Conveying detailed or important spoken instructions to other people, accurately, clearly, loudly or quickly.
- Standing: Particularly for sustained periods of time.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- Lifting: Raising objects from a lower to higher position or moving objects horizontally from position-to-position.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shapes, temperature or texture by touching with skin, particularly that of fingertips.
- Hearing: Must have acceptable hearing to hear well on the telephone, radio and in public contacts.
- Visual: Must have visual acuity to identify individuals, describe clothing and vehicles by shape, color, and design either in daytime or nighttime under various lighting conditions. Must be able to run from dark to light or light to dark.

## **SPECIAL ASSIGNMENTS:**

Special assignments will be at the discretion of the Chief of Police. These assignments will be made to satisfy the best interests of the Police Department.

## **SCHOOL RESOURCE OFFICER:**

- Performs full range of Police Officer duties for designated school and area immediately surrounding it; patrols school functions, such as football games, basketball games, playoff games or other school-related functions involving large crowds.
- Serves as the point of contact for students, faculty, staff, parents and neighbors of the school; serves as student advocate on various school and personal matters; counsels students on personal matters; works with parents on various parenting and child-related issues; works with Juvenile Authorities.
- Serves as Division of Family Services (DFS) student-parent liaison.
- Maintains contact with appropriate school officials regarding potential law enforcement problems and preserves good relationships with the school; takes an active role in areas of education relative to crime and crime prevention.
- Attends and speaks at meetings when topic involves school law enforcement.
- Develops school security and safety systems.
- Selects students for and coordinates alcohol sting project.

## Police Officer II

**DEPARTMENT:** Police

**SUPERVISOR:** Sergeant

**INDIRECT SUPERVISION:** Captain, Chief of Police

### **SUMMARY:**

Under general supervision, the Police Officer II performs duties in the protection of life and property through the enforcement of laws and ordinances, performs related work as required.

### **DUTIES & RESPONSIBILITIES:**

Any one Police Officer II position may not include all of the duties listed below.

- Performs preventive patrol and actively enforces laws, statutes and ordinances.
- Identifies potential and actual police hazards and determines an appropriate response or enforcement activity.
- Provides emergency assistance to injured.
- Protects accident and/or crime scene to ensure evidence control.
- Directs and controls traffic to ensure safe and efficient movement of vehicles and pedestrians.
- Conducts traffic enforcement activities to reduce accidents and discourage unlawful driving behavior.
- Conducts preliminary investigations of suspects and/or criminal activities/persons.
- Responds to routine, urgent and emergency calls for service.
- Patrols, responds, assesses, represses and prevents criminal activities, investigates offenses, apprehends offenders and furnishes and determines appropriate day-today enforcement.
- Safely, effectively and appropriately uses lethal and nonlethal weapons.
- Other duties as assigned.

## REQUIREMENTS:

- Must possess a Basic Law Enforcement Certification from an accredited law enforcement academy in the State of Missouri, or the ability to satisfy the State of Missouri Peace Officers Standards to obtain the certification.
- Must be a citizen of the United States, and a citizen of the State of Missouri.
- Must possess a High School diploma or GED.
- Must be at least 21 years of age.
- Must be available to work irregular hours and maintain a telephone for emergency contact.
- Must have a Motor Vehicle Operator's License valid in the State of Missouri.
- Must have dependable transportation.
- Must be able to pass an extensive background investigation and drug screen.
- Must reside within a reasonable response time to the City Limits of Smithville.
- Minimum four (4) years experience as an officer either with Smithville Police Department or with another full-time police service agency.
- Must have two (2) consecutive yearly performance evaluations at or above the Successful rating.
- Post or other approved training courses relating to: First Line Supervisor, Instructor Development, or Internal Affairs.
- No substantiated disciplinary actions within the past 36 months.
- Two-year degree or higher in Police Science, Criminal Justice, Law Enforcement, sociology, psychology or related field; or Forty-five college semester hours in Police Science, Criminal Justice, Law Enforcement, sociology, psychology or related field; or 600 hours of in-service training, not including POST Basic Training.
- Members may meet the requirements for Police Officer II; however, the final decision shall be made by the Chief of Police. Failure to maintain Police Officer II standards may result in the loss of Police Officer II status.
  - A Police Officer II is expected to maintain a high standard in all assignments, activities and duties.

- Maintain a Successful or higher rating on all annual performance reviews.
- A Police Officer II is expected to be a mentor to less experienced Officers, and to present a professional image of the Smithville City Police Department.
- Must be able to work days, evenings, nights as well as holidays and weekends.
- Must be able to work a rotating shift.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps or poles using feet and legs and/or hands and arms.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or erratically moving surfaces.
- Kneeling: Bending legs at knees to come to rest on knee or knees.
- Stooping: Bending downward and forward by bending spine at waist.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- Fingering: Picking, punching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Talking: Expressing or exchanging ideas by means of the spoken word. Conveying detailed or important spoken instructions to other people, accurately, clearly, loudly or quickly.
- Standing: Particularly for sustained periods of time.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- Lifting: Raising objects from a lower to higher position or moving objects horizontally from position-to-position.
- Grasping: Applying pressure to an object with the fingers and palm.

- Feeling: Perceiving attributes of objects, such as size, shapes, temperature or texture by touching with skin, particularly that of fingertips.
- Hearing: Must have acceptable hearing to hear well on the telephone, radio and in public contacts.
- Visual: Must have visual acuity to identify individuals, describe clothing and vehicles by shape, color, and design either in daytime or nighttime under various lighting conditions. Must be able to run from dark to light or light to dark.

**SPECIAL ASSIGNMENTS:**

Special assignments will be at the discretion of the Chief of Police. These assignments will be made to satisfy the best interests of the Police Department.

**SCHOOL RESOURCE OFFICER:**

- Performs full range of Police Officer duties for designated school and area immediately surrounding it; patrols school functions, such as football games, basketball games, playoff games or other school-related functions involving large crowds.
- Serves as the point of contact for students, faculty, staff, parents and neighbors of the school; serves as student advocate on various school and personal matters; counsels students on personal matters; works with parents on various parenting and child-related issues; works with Juvenile Authorities.
- Serves as Division of Family Services (DFS) student-parent liaison.
- Maintains contact with appropriate school officials regarding potential law enforcement problems and preserves good relationships with the school; takes an active role in areas of education relative to crime and crime prevention.
- Attends and speaks at meetings when topic involves school law enforcement.
- Develops school security and safety systems.
- Selects students for and coordinates alcohol sting project.

**INVESTIGATIONS:**

- Criminal Investigations
  - Conducts a variety of criminal investigations as assigned; conducts covert and undercover investigations as assigned; gathers evidence and prepares cases for prosecution; prepares investigative reports and case information;

- Coordinates multi-jurisdictional investigations;
- Interrogates and interviews informants, suspects, witnesses, and victims;
- Identifies, locates, screens, protects, and prepares witnesses for criminal proceedings.
- Monitoring Activity/Surveillance
  - Monitors and regulates local pawnshop activities; tracks sales; separates sales from pawns; tracks multiple sellers; establishes patterns associated with burglaries and thefts;
  - Conducts visual and audio surveillance to establish criminal behavior and probable cause and reason to believe a crime may be committed.
- Evidence Protection, Collection and Handling
  - Recognizes, identifies, collects, preserves, and prepares evidence for use in court and other criminal procedures;
  - Photographs crime scenes and specialized evidence; collects photographic film from crime scenes, and other sources; has photographic film processed; dispenses prints to officers, attorneys, and outside agencies; prepares photographs for courtroom presentation.
- Prepare and Execute Legal Documents
  - Prepares and executes a variety of legal documents including search warrants, investigative subpoenas, medical waivers, arrest warrants, summons, and extradition processes.
- Equipment Maintenance
  - Maintains photographic records and inventories; maintains and repairs photographic equipment.

## **Police Academy Recruit**

**DEPARTMENT:** Police

**SUPERVISOR:** Policy Academy Staff

**INDIRECT SUPERVISION:** Captain

### **SUMMARY:**

Under Policy Academy staff and general supervision, a Police Academy Recruit actively engages in comprehensive training provided through an approved Police Academy to obtain P.O.S.T. certification and prepare for the position of Police Officer I.

### **DUTIES & RESPONSIBILITIES:**

- Attends formal classroom and practical training through an approved Police Academy, receiving comprehensive instruction from a curriculum dealing with a wide variety of law enforcement issues in order to successfully complete the P.O.S.T. certified police training academy.
- Learns and interprets municipal and state laws, criminal and civil laws, court decisions, regulations, policies and procedures with particular reference to the laws of arrest, use of force, custody, search and seizure, juvenile laws and procedures, property crimes, crimes against persons, crimes against children, sex crimes, domestic violence, missing persons, weapons violations, alcohol, and controlled substances.
- Demonstrates the ability to learn and implement crime scene management, forensics, collection, preservation, and presentation of evidence; identification techniques including discovering and preserving fingerprints; and interviewing and interrogation techniques for witness, victims, suspects, and other persons.
- Demonstrates the ability to learn and implement police methods and procedures including patrol techniques, vehicle stops, response to crimes in progress, apprehension of suspects and arrest procedures, defensive tactics, search and seizure, traffic enforcement, collision investigation, pursuit driving, prisoner handling, and preparing for testimony in court.
- Learns and applies community-oriented policing techniques regarding dispute mediation, conflict de-escalation, analysis of neighborhood problems, behavior management, and crime prevention.
- Learns the use and care of firearms, chemical agents, and other weapons and successfully complete all firearms qualification testing.

- Learns first aid, CPR, hazardous materials awareness, emergency management, and breathalyzer testing equipment to be able to properly use in the role of Police Officer.
- Learns and demonstrates competency in report writing methods and procedures, including writing clearly, comprehensively, accurately, and legibly, with correct grammar and spelling.
- Participates in and successfully completes a standardized physical conditioning program, including areas of strength, agility, and endurance to improve and prepare for the Police Officer position.
- Learns appropriate use and procedures of police radio communications equipment.
- Learns to drive and operate police motor vehicles including automobiles, vans, and trucks under normal and emergency conditions safely.
- Learns to establish and maintain effective working relationships and understands principles and practices of effective interpersonal communication and excellent customer service.

#### **REQUIREMENTS:**

- Must be a high school graduate or have a G.E.D.
- Must possess a valid vehicle operator's license.
- Walk, run, jump, twist, climb, bend, squat, kneel; hold & grip objects; reach to both ground level and overhead.
- Sit and stand for long periods of time.
- Must have ability to operate a computer keyboard, mouse and/or other computer technology required for job assignment.
- Lift, carry, push, pull, or drag up to 180 pounds.
- Must acquire and maintain a Type III license of operation and testing of breathalyzer equipment within the probationary period.
- Must become certified through the Missouri Department of Public Safety as a peace officer.
- Must pass state exam and meet P.O.S.T. requirements.
- Pass pre-employment drug test.

- Pass post-offer medical and psychological evaluation.
- Have knowledge of principles relating to behavioral sciences; report writing methods; communication techniques; equipment involved in police work; community oriented policing techniques; and applicable federal, state, and local laws.
- Must be able to provide credible testimony in a court of law, successfully complete intensive training course in the principles and methodologies of law enforcement; memorize, retain, and recall information; maintain peace and order during potentially violent or disruptive situations; possess appropriate judgment to react quickly and calmly under stress and when making daily decisions; utilize police equipment and protective clothing in a manner consistent with safety principles; follow oral and written instructions; communicate effectively both verbally and in writing; write police reports effectively and efficiently; perform effectively as a member of a team in providing quality service to the community through personal integrity, fairness, open communication, and a helpful attitude; effectively welcome and embrace differences among employees and citizens; deal courteously but firmly in a professional manner with the general public; work effectively and courteously with associates; and perform the essential functions of the job without posing a direct threat to the health and safety of self or others.

## **Parks and Recreation Director**

**DEPARTMENT:** Parks and Recreation

**SUPERVISOR:** City Administrator

### **SUMMARY:**

The Parks and Recreation Director serves as the director of the department with highly responsible managerial and supervisory work in planning, organizing and directing all activities in the department. Coordinates with the Board of Aldermen, Parks and Recreation Committee, and public to implement recommendations of the Parks and Recreation Master Plan and Strategic Plan.

### **DUTIES & RESPONSIBILITIES:**

- Overall maintenance and planning responsibilities for all City recreational facilities, parkland and other City-owned properties.
- Maintain and improve parks, recreational areas, and all facilities located within the park system to insure adequate, appropriate, and safe recreational opportunities for the enjoyment and pleasure of all residents and visitors of the City. Ensure all department parks and facilities are inspected for safety, cleanliness and compliance with maintenance standards.
- Work with the Board of Aldermen and Parks and Recreation Committee to implement recommendations from the Parks and Recreation Master Plan and Strategic Plan.
- Coordinate recreation staff and services; monitor program status; identify community interest and needs; develop and enhance recreation opportunities, partnerships, and sponsorships.
- Responsible for selection and supervision of campground hosts for Smith's Fork Campground. Coordinate with camp hosts to oversee Smith's Fork Campground including but not limited to scheduling camping clubs, special events, collection of campground fees, ice and firewood sales, and maintenance of all facilities in the campground.
- Under the guidance of the City Administrator, develop and prepare the annual Parks Department budget and provide continual monitoring of expenditures in relation to the annual budget.
- Coordinate with Parks Crew Leader to address requests for information, determine relevancy and schedule work associated with requests for service.
- Supervise park department employees and conduct annual performance reviews.

- Coordinate purchases, process bills and other financial obligations as prescribed by the City of Smithville Purchasing Policy.
- Develop, coordinate, and implement trail plans and trail maintenance.
- Supervise park construction projects.
- Coordinate the efforts of set-up and on-site assistance for special events on City property at the direction of the Assistant City Administrator.
- Develop and maintain a preventative maintenance program for city owned equipment, tools, and supplies utilized by the department.
- Coordinate and participate in snow removal operations for City Hall and other City property.
- Perform other duties as assigned by the City Administrator.

**REQUIREMENTS:**

- College or university graduate with a bachelor's degree in park management, recreation, landscape architecture or related fields and four to five (4-5) years of experience or an equivalent combination of education and experience.
- A high level of public relations skills for daily interaction with the public and for the promotion of the park facilities.
- A demonstrated ability to meet and successfully work with the public.
- A demonstrated ability to schedule projects and the work of field crews to ensure the efficiency and effectiveness of the department.
- Attitude and ability consistent with the physical nature of the job.
- Ability to perform work with minimal guidance.
- Effective time and resource management skills.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Recreation and Marketing Manager

**DEPARTMENT:** Parks and Recreation

**SUPERVISOR:** Parks and Recreation Director

### **JOB SUMMARY:**

Under the direction of the Parks and Recreation Director, performs a variety of duties related to planning, organizing and directing the recreation department. Manages multi-faceted operations which includes some or all of the following: arts/crafts/dance classes, athletic classes, cross-age classes, cultural facilities, lighted ballfields, outdoor/environmental programs, personal improvement/growth classes, pre- and after-school programs, recreation centers, senior center, special population programs (physically or developmentally disabled, economically disadvantaged), sports leagues, tennis courts, and trail interpretive programs. This position may be assigned to a flexible schedule as work will be required in the evenings and on weekends.

### **DUTIES & RESPONSIBILITIES:**

- Recruits program staff including coordinators, officiators, coaches, referees etc.; hires, trains, and terminates recreation staff with approval of department director. Makes decisions affecting staff recruiting, retention, advancement or discharge.
- Performs full performance level clerical support and customer service duties. Acts as cashier, performs registration and general public relations duties, answers phone and visitor inquiries, and performs general administrative duties.
- Performs a variety of full performance level, general administrative and technical duties as needed to coordinate the day-to-day operation of one or more recreation program(s).
- Initiates and coordinates the daily follow-up and implementation activities as needed to assure timely delivery of scheduled events, service projects, classes, league play and Programs.
- Develops program cost projections and recommends budgets; monitors program expenditures to assure compliance with established financial guidelines. Develops and monitors budget(s) and monitors fiscal condition of the department.
- Provides immediate supervision over recreation activities and seasonal, temporary, interns or volunteer personnel; oversees coaches, activity specialists, site supervisors and officiators and conducts training as needed.
- Maintains statistics for leagues and tournaments. Schedules leagues, programs and events; manages the annual and seasonal calendar to assure timeliness of program starting dates and conclusions.

- Assures timely delivery of public notices and announcements as needed to afford target populations opportunity for participation. Assists in public relations by finding volunteer workers and presenting new programs to the general public; conducts program registrations; completes post-program evaluations to assure effectiveness. Carries out publicity programs; utilizes various forms of media, notices, publications, flyers and brochures to promote interest and use of recreation programs. Controls use of equipment by signing out equipment and by scheduling reservations for use of public facilities.
- Writes, submits and follows up to ensure communications posted; included but not limited to physical marketing promotions, social media, community media outlets and website. Broadens social networking and directs social media monitoring process as needed. Maintains email lists for internal and external communications.
- Cultivates and implements sponsorships, fundraising, partnership, memorial opportunities with limited assistance from the Director.
- Handles complaints from coaches, participants, organizations; negotiates to achieve solutions which better the recreation programs and services.
- Performs program contract management, negotiates fees, facilities, and independent contractor services to provide programs or special events.
- Ensures that safety practices are enforced throughout all recreational activities.
- Complete quality assurance inspections on park restrooms and campground.
- Attends meetings as assigned with staff, boards, and community organizations. Some meetings may be scheduled on evenings and weekends.
- Other duties as assigned.

#### **REQUIRMENTS:**

- High school diploma or GED required.
- An equivalent combination of education and experience consisting of the following: two (2) years recreation experience, two (2) years marketing/communications experience, and/or an Associate's Degree in a related field.
- Ability to organize materials and maintain accurate electronic and hard copy records.
- Ability to establish and maintain effective working relationships with work colleagues, participants, community groups, administration, and the general public.
- High level of public relations skills for daily interaction with citizens.

- The ability to work with computer software and hardware for recreation, including internet registration.

**PREFERRED QUALIFICATIONS:**

- Degree in Parks and Recreation or related field.
- Three to five (3-5) years of progressively responsible experience in creating and supervising recreation programs.
- Three (3) years administrative experience including accounts payable, payroll and general accounting practices.

## **Parks Maintenance Crew Leader**

**DEPARTMENT:** Parks and Recreation

**SUPERVISOR:** Parks and Recreation Director

### **SUMMARY:**

A Parks Maintenance Crew Leader performs supervisory duties related to the operation, maintenance and preparation of the park facilities of the City of Smithville.

### **DUTIES & RESPONSIBILITIES:**

- Supervision over Parks Maintenance personnel, under the direction of the Parks and Recreation Director.
- Maintenance of City Parks facilities, including but not limited to mowing, irrigation, turf and equipment repair and maintenance related to the operation and maintenance of City of Smithville park facilities, including buildings, restrooms, athletic fields and campground.
- Janitorial duties related to City Parks facilities to maintain a safe and clean work and public environment.
- Perform major and minor plumbing, electrical, and structural repairs and construction to all City facilities, parks, campgrounds and open spaces.
- Prepare athletic field playing surfaces for leagues as scheduled. Includes dragging, lining, setting bases, repairing fences, trimming, mowing, and trash pick-up.
- Inspect, maintain, and repair playground equipment and park facilities as needed.
- Provide the Director with important information for budgeting, bids, grants, and statistical reports. Compare, shop, and bid out on supplies and equipment.
- Very Heavy Work is required (50 or more pounds of force occasionally).
- Other duties as assigned.

### **REQUIREMENTS:**

- Members may meet the requirements for Parks Maintenance Foreman; however, the final decision shall be made by the Parks and Recreation Director. Failure to maintain Parks Maintenance Crew Leader standards may result in the loss of Parks Crew Leader status.
- Must be 18 years of age.

- Comprehensive knowledge of and experience with materials, methods, practices, and equipment used in grounds maintenance and operation and maintenance requirements of equipment used in grounds maintenance.
- Comprehensive knowledge of and experience with the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to: chainsaws, blowers, string trimmers, welders, oxy-acetylene torches, power saws, drills, sewer snakes, earth drills, aerators, sprayers and spraying equipment.
- Comprehensive knowledge of and experience with the operation and maintenance of heavy equipment such as, but not limited to: mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, aerators, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
- Comprehensive knowledge of and experience with parks and park systems, irrigations systems, trees, shrubs, turf management, other plant material.
- High level of public relations skills for daily interaction with citizens.
- Class A CDL driver's license preferred.
- Pesticide applicator license preferred.
- Certified Playground Safety Inspector certification preferred.
- Previous supervisory experience required.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## **Parks Maintenance Worker II**

**DEPARTMENT:** Parks and Recreation

**SUPERVISOR:** Parks Maintenance Crew Leader

**INDIRECT SUPERVISION:** Parks and Recreation Director

### **SUMMARY:**

A Parks Maintenance Worker II performs mid-level duties related to the operation, maintenance and preparation of the park facilities of the City of Smithville.

### **DUTIES & RESPONSIBILITIES:**

- Maintenance of City Parks facilities, including but not limited to mowing, irrigation, turf and equipment repair and maintenance related to the operation and maintenance of City of Smithville park facilities, including buildings, restrooms and athletic fields.
- Janitorial duties related to City Parks facilities to maintain a safe and clean work and public environment.
- Perform major and minor plumbing, electrical, and structural repairs and construction to all City facilities, parks, campgrounds and open spaces.
- Prepare athletic field playing surfaces for leagues as scheduled. Includes dragging, lining, setting bases, repairing fences, trimming, mowing, and trash pick-up.
- Inspect, maintain, and repair playground equipment and park facilities as needed.
- Very Heavy Work is required (50 or more pounds of force occasionally).
- Other duties as assigned.

### **REQUIREMENTS:**

- Members may meet the requirements for Parks Maintenance II; however, the final decision shall be made by the Parks Superintendent. Failure to maintain Parks Maintenance Worker II standards may result in the loss of Parks Maintenance Worker II status.
- Must be 18 years of age.
- Knowledge of and experience with materials, methods, practices, and equipment used in grounds maintenance and operation and maintenance requirements of equipment used in grounds maintenance.

- Knowledge of and experience with the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to: chainsaws, blowers, string trimmers, welders, oxy-acetylene torches, power saws, drills, sewer snakes, earth drills, aerators, sprayers and spraying equipment.
- Knowledge of and experience with the operation and maintenance of heavy equipment such as, but not limited to: mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, aerators, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
- Knowledge of and experience with parks and park systems, irrigations systems, trees, shrubs, turf management, other plant material.
- High level of public relations skills for daily interaction with citizens.
- Class A CDL driver's license preferred.
- Possession of a pesticide applicator license preferred.
- Possession of a Certified Playground Safety Inspector certification preferred.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## **Parks Maintenance Worker I**

**DEPARTMENT:** Parks and Recreation  
**SUPERVISOR:** Parks Maintenance Crew Leader  
**INDIRECT SUPERVISION:** Parks and Recreation Director

### **SUMMARY:**

A Parks Maintenance Worker I performs entry-level duties related to the operation, maintenance and preparation of the park facilities of the City of Smithville.

### **DUTIES & RESPONSIBILITIES:**

- Maintenance of City Parks facilities, including but not limited to mowing, irrigation, turf and equipment repair and maintenance related to the operation and maintenance of City of Smithville park facilities, including buildings, restrooms and athletic fields.
- Janitorial duties related to City Parks facilities to maintain a safe and clean work and public environment.
- Perform major and minor plumbing, electrical, and structural repairs and construction to all City facilities, parks, campgrounds and open spaces.
- Prepare athletic field playing surfaces for leagues as scheduled. Includes dragging, lining, setting bases, repairing fences, trimming, mowing, and trash pick-up.
- Inspect, maintain, and repair playground equipment and park facilities as needed.
- Very Heavy Work is required (50 or more pounds of force occasionally).
- Other duties as assigned.

### **REQUIREMENTS:**

- Must be 18 years of age.
- A valid driver's license is required.
- Knowledge of materials, methods, practices, and equipment used in grounds maintenance and operation and maintenance requirements of equipment used in grounds maintenance.
- Knowledge of the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to: chainsaws, blowers, string

trimmers, welders, oxy-acetylene torches, power saws, drills, sewer snakes, earth drills, aerators, sprayers and spraying equipment.

- Knowledge of the operation and maintenance of heavy equipment such as, but not limited to: mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, aerators, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
- Knowledge of parks and park systems, irrigations systems, trees, shrubs, turf management, other plant material.
- High level of public relations skills for daily interaction with citizens.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Seasonal Parks Maintenance Worker

**DEPARTMENT:** Parks and Recreation  
**SUPERVISOR:** Parks Maintenance Crew Leader  
**INDIRECT SUPERVISION:** Parks and Recreation Director

### **SUMMARY:**

A Seasonal Parks Maintenance Worker performs temporary entry-level duties related to the operation, maintenance and preparation of the park facilities of the City of Smithville.

### **DUTIES & RESPONSIBILITIES:**

- Maintenance of City Parks facilities, including but not limited to mowing, irrigation, turf and equipment repair and maintenance related to the operation and maintenance of City of Smithville park facilities, including buildings, restrooms and athletic fields.
- Janitorial duties related to City Parks facilities to maintain a safe and clean work and public environment.
- Perform major and minor plumbing, electrical, and structural repairs and construction to all City facilities, parks, campgrounds and open spaces.
- Prepare athletic field playing surfaces for leagues as scheduled. Includes dragging, lining, setting bases, repairing fences, trimming, mowing, and trash pick-up.
- Inspect, maintain, and repair playground equipment and park facilities as needed.
- Very Heavy Work is required (50 or more pounds of force occasionally).

### **REQUIREMENTS:**

- Must be 16 years of age.
- A valid driver's license is required.
- Basic knowledge of materials, methods, practices, and equipment used in grounds maintenance and operation and maintenance requirements of equipment used in grounds maintenance.
- Basic knowledge of the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to: chainsaws, blowers, string trimmers, welders, oxy-acetylene torches, power saws, drills, sewer snakes, earth drills, aerators, sprayers and spraying equipment.

- Basic knowledge of the operation and maintenance of heavy equipment such as, but not limited to: mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, aerators, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
- Basic knowledge of parks and park systems, irrigations systems, trees, shrubs, turf management, other plant material.
- High level of public relations skills for daily interaction with citizens.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Public Works Director

**DEPARTMENT:** Public Works

**SUPERVISOR:** City Administrator

### **JOB SUMMARY:**

The Public Works Director serves as the director of the department with highly responsible managerial and supervisory work in planning, organizing and directing all activities in the Public Works Department. Responsibilities of the director include operation and maintenance of the City's infrastructure system including streets, storm sewers, public buildings, equipment, street lighting, traffic control systems, utilities, and other infrastructure elements. Duties also include floodplain administration, grant writing, budget preparation and management, community relations, and planning and managing capital improvement projects.

### **DUTIES & RESPONSIBILITIES:**

- Assume full management responsibility for all Public Works Department services and activities including maintenance, construction and engineering of streets, bridges, storm sewers, sanitary sewer collection, sanitary sewer treatment, water production and distribution, traffic control plans, facility maintenance, solid waste contract oversight, and recommend and administer policies and procedures for these activities.
- Attend Board of Aldermen meetings and provide staff support to the Board and other committees as needed.
- Establish within City policy and budget appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Ability to maintain regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups, and the general public and state committees.
- Assess and monitor the City's infrastructure to recommend the adequate level of maintenance, both for existing infrastructure and new developments.
- Serve as the City's right-of-way administrator; review and process applications for private use of the public right-of-way and make recommendations regarding the same.
- Prepare National Pollutant Discharge Elimination Systems (NPDES) renewal permits and annual reports.
- Assists the City Administrator in the preparation of the department's annual budget estimate and annual capital improvement plan.

- Develop and maintain a preventative maintenance program for city owned equipment, tools, and supplies utilized by the City.
- Other duties as assigned by the City Administrator.

**TRAINING & EXPERIENCE:**

- Comprehensive knowledge of and experience with public works.
- High level of public relations skills for daily interaction with citizens and professionals.
- Qualified applicants must have comprehensive knowledge and understanding of public works as well as related disciplines. The Director will ensure that technical and legal requirements of all projects are met successfully. Educational requirements include a degree in engineering, public administration or related field with significant professional experience, preferably in the public sector.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Utility Inspector II

**DEPARTMENT:** Public Works

**SUPERVISOR:** Public Works Director

### **SUMMARY:**

A Utility Inspector II shall perform technical inspection duties for new and replacement water, sewer, street and stormwater infrastructure installations by the City and any developer installing infrastructure to be dedicated to the City; perform inspections, data collection and enforcement of Municipal Separate Storm Sewer Permit and codes; administer the Floodplain Management process; perform general Code Enforcement Inspections.

### **DUTIES & RESPONSIBILITIES:**

- Perform all duties of a Utility Inspector I and Code Inspector I.
- Employee will inspect for and enforce all codes, regulations and ordinances and monitor all phases of construction within the City that are related to Street, Stormwater, Water and Sewer systems; Answer questions by phone or in person, regarding the different and current codes being used to govern construction and the municipal codes, zoning and subdivision ordinances within the City of Smithville; Review applications for and issue construction permits for any infrastructure projects or stormwater management projects; Review applications and administer the Floodplain Development Regulations.
- Employee will also monitor construction and development activities in the community to insure compliance with all applicable regulations; Monitor and assist compliance with the City of Smithville's sign ordinance; Maintain detailed records of all inspections and related items with regard to construction activities; All other responsibilities and task assigned by his/her superior.

### **REQUIREMENTS:**

- Members may meet the requirements for Utility Inspector II; however, the final decision shall be made by the Public Works Director. Failure to maintain Utility Inspector II standards may result in the loss of Utility Inspector II status.
- Shall be thoroughly familiar with the City and shall know the pertinent Federal, State, and local laws, codes, and regulations governing construction and engineering and the related principles, practices, and techniques.
- High level of public relations skills for daily interaction with the public.
- Hold a valid driver's license.
- Works independently; seeks guidance as necessary for performance of duties.

- Certified as a Public Infrastructure Inspector.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Utility Inspector I

**DEPARTMENT:** Public Works

**SUPERVISOR:** Public Works Director

### **SUMMARY:**

A Utility Inspector I shall perform technical inspection duties for new and replacement water, sewer, street and stormwater infrastructure installations by the City and any developer installing infrastructure to be dedicated to the City; perform inspections, data collection and enforcement of Municipal Separate Storm Sewer Permit and codes; perform general Code Enforcement Inspections.

### **DUTIES & RESPONSIBILITIES**

- Employee will enforce all codes, regulations and ordinances formally adopted by the City of Smithville with regard to all phases of construction within the City that are related to Street, Stormwater, Water and Sewer systems; Answer questions by phone or in person, regarding the different and current codes being used to govern infrastructure construction and the municipal codes, zoning and subdivision ordinances within the City of Smithville; Review applications for and issue construction and/or Right of Way permits for any infrastructure projects or stormwater management projects; Conduct the following inspections: Development Utilities, City Utilities or Street projects, and Code Enforcement.
- Employee will also monitor construction and development activities in the community to insure compliance with all applicable regulations; Monitor and assist compliance with the City of Smithville's sign ordinance; Maintain detailed records of all inspections and related items with regard to construction activities; All other responsibilities and task assigned by his/her superior.

### **REQUIREMENTS:**

- Shall be thoroughly familiar with the City and shall know the pertinent Federal, State, and local laws, codes, and regulations governing construction and engineering and the related principles, practices, and techniques.
- Hold a valid driver's license.
- Works independently; seeks guidance as necessary for performance of duties.
- High level of public relations skills for daily interaction with the public.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Street Superintendent

**DEPARTMENT:** Public Works

**SUPERVISOR:** Public Works Director

### **SUMMARY:**

The Street Superintendent, under the direction of the City Administrator shall coordinate field crews engaged in the operations and activities of the street maintenance division, including maintenance and construction of streets, alleys, storm sewers, and vehicle maintenance, answer citizen requests for service and information; and to perform a number of technical and support activities for the street department.

### **DUTIES & RESPONSIBILITIES:**

- Schedule projects and coordinate required staffing and equipment to complete those projects; coordinate the work flow of employees from project to project to ensure efficiency and productivity goals are met.
- Under the guidance of the City Administrator, develop and prepare the annual Street Department budget and provide continual monitoring of expenditures in relation to the annual budget.
- As required, submit information, details, and other technical information to City Administrator or designee for preparation of monthly reports, requests for action, ordinances and resolutions, and other documents as required to support the functions of the street department.
- Answer requests for information, determine relevancy and schedule work associated with requests for service, trouble shoot issues associated with various types of requests.
- Supervise street department employees, conduct annual performance reviews, and maintain records of employee attendance and work hours.
- Coordinate purchases, approve payments and other financial obligations as prescribed by the City of Smithville Purchasing Policy.
- Develop and maintain a preventative maintenance program for city owned equipment, tools, and supplies utilized by the department.
- Coordinate snow removal operations for the City; operate snow removal equipment; perform preventive maintenance on snow equipment and vehicles.
- Perform other duties as assigned by the City Administrator.

## **REQUIREMENTS:**

- Five (5) years supervisory experience with street repair and maintenance required.
- High level of public relations skills for daily interaction with the public.
- High school diploma or equivalent.
- Class B Commercial Driver's License (CDL) preferred.
- Job requires significant physical stamina and endurance, including the ability to move materials by hand, operate hand tools, and perform stationary flagging.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## **Street Administrative Coordinator**

**DEPARTMENT:** Public Works

**SUPERVISOR:** Public Works Director

### **SUMMARY:**

The Street Administrative Coordinator serves as receptionist for the Street Department. This position performs administrative duties for the department. Duties and responsibilities include greeting visitors; answering the telephone and relaying messages; preparing, reviewing, disseminating and/or filing routine correspondence and reports; and receiving, processing and distributing mail.

### **DUTIES & RESPONSIBILITIES:**

- Serves as receptionist for the Street department, including but not limited to: greeting visitors and answering incoming telephone calls.
- Prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents.
- Organizing accounts payable invoices for the Street Superintendent approval and submittal to Administration for payment.
- Receives, opens and distributes incoming mail; prepares outgoing mail.
- Other duties as assigned by the Street Superintendent.

### **REQUIREMENTS:**

- High school diploma or GED required.
- Ability to organize materials and maintain accurate electronic and hard copy records.
- High level of public relations skills for daily interaction with citizens.
- Works independently in the absence of supervision.
- Five (5) years previous administrative and/or secretarial work required.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Street Maintenance Crew Leader

**DEPARTMENT:** Public Works

**SUPERVISOR:** Street Superintendent

### **SUMMARY:**

A Street Maintenance Crew Leader performs supervisory duties related to the operation and maintenance of the City's streets.

### **DUTIES & RESPONSIBILITIES:**

- Supervision over Street Maintenance personnel, under the direction of the Street Superintendent.
- Maintains, cleans, and repairs city facilities, including repairing and replacing road signs and guardrails; cleaning curbs and gutters; painting buildings and equipment; and servicing equipment and machinery.
- Operates vehicles to transport employees, equipment, machinery and/or materials, or to warn oncoming traffic, plow snow and spread ice control materials; mows right of way using tractor mower and hand tools; operates auger, trencher, backhoe, unloader and grader, and various trucks (e.g., dump, aerial boom, bucket, and platform).
- Repairs bridge decks (full and partial) and drains, and clean bridge bents/caps at heights on ladders or utilizing scaffolding.
- Installs signs, including structural and large signs at overhead positions, inspect truss signs, pour concrete sign footings, weld and cut steel sign posts, and repair and maintain break away and/or overlay signs.
- Stripes streets, install or remove pavement markings, and clean striping equipment; may operate rollers (glue and tamper), propane torches, shot/turbo blaster, walk behind grinder and other hand tools.
- Performs pavement leveling, sand blasting and mud jacking, as well as concrete mixing, finishing, and replacement; uses various saws (concrete, diamond, wheel), jack hammers, and other pieces of heavy equipment.
- Performs roadside duties, including mowing and spraying; planting grass seed, trees, flowers, or shrubbery; pruning and removal of trees; chipping brush and removing debris.
- Performs signal and lighting duties, including repairing roadway lighting; trenching for conduit installations; installing and maintaining radio equipment; and assisting in installation, repair, and maintenance of camera, message boards, roadway detection

devices, and signal masts, arms, heads, and poles.

- Cleans and performs routine maintenance on vehicles, equipment, buildings and grounds.
- Performs other responsibilities as required or assigned.

#### **REQUIREMENTS:**

- Members may meet the requirements for Street Maintenance Worker III Crew Leader; however, the final decision shall be made by the Street Superintendent. Failure to maintain Street Maintenance Crew Leader standards may result in the loss of Street Maintenance Crew Leader status.
- High School Diploma or GED.
- Class B Commercial Driver's License (CDL) preferred.
- Job requires significant physical stamina and endurance, including the ability to move materials by hand, operate hand tools, and perform stationary flagging.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties in heavy traffic areas, on or near heavy equipment or machinery, and with hazardous chemicals or materials.
- Job may require overtime and nighttime work.
- Job may require operation of vehicles to plow snow and spread ice control materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Street Maintenance Worker II

**DEPARTMENT:** Public Works

**SUPERVISOR:** Street Superintendent or Street Crew Leader

### **JOB SUMMARY:**

A Street Maintenance Worker performs routine, entry-level duties related to the maintenance of the City's streets and facilities. Responsibilities are performed under minimal supervision.

### **DUTIES & RESPONSIBILITIES:**

- Maintains, cleans, and repairs city facilities, including repairing and replacing road signs and guardrails; cleaning curbs and gutters; painting buildings and equipment; and servicing equipment and machinery.
- Operates vehicles to transport employees, equipment, machinery and/or materials, or to warn oncoming traffic, plow snow and spread ice control materials; mows right of way using tractor mower and hand tools; operates auger, trencher, backhoe, unloader and grader roller, and various trucks (e.g., dump, aerial boom, bucket, and platform).
- Repairs bridge decks (full and partial) and drains, and clean bridge bents/caps at heights on ladders or utilizing scaffolding.
- Installs signs, including structural and large signs at overhead positions, inspect truss signs, pour concrete sign footings, weld and cut steel sign posts, and repair and maintain break away and/or overlay signs.
- Stripes streets install or remove pavement markings, and clean striping equipment; may operate rollers (glue and tamper), propane torches, shot/turbo blaster, walk behind grinder and other hand tools.
- Performs pavement leveling, sand blasting and mud jacking, as well as concrete mixing, finishing, and replacement; uses various saws (concrete, diamond, and wheel), jack hammers, and other pieces of heavy equipment.
- Performs roadside duties, including mowing and spraying; planting grass seed, trees, flowers, or shrubbery; pruning and removal of trees; chipping brush and removing debris.
- Performs signal and lighting duties, including repairing roadway lighting; trenching for conduit installations; installing and maintaining radio equipment; and assisting in installation, repair, and maintenance of camera, message boards, roadway detection devices, and signal masts, arms, heads, and poles.
- Cleans and performs routine maintenance on vehicles, equipment, buildings and

grounds.

- Performs other responsibilities as required or assigned.

**REQUIREMENTS:**

- Members may meet the requirements for Street Maintenance Worker II; however, the final decision shall be made by the Street Superintendent. Failure to maintain Street Maintenance Worker II standards may result in the loss of Street Maintenance Worker II status.
- High School Diploma or GED.
- Class B Commercial Driver's License (CDL) preferred.
- Job requires significant physical stamina and endurance, including the ability to move materials by hand, operates hand tools, and performs stationary flagging.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties in heavy traffic areas, on or near heavy equipment or machinery, and with hazardous chemicals or materials.
- Job may require overtime and nighttime work.
- Job may require operation of vehicles to plow snow and spread ice control materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Street Maintenance Worker I

**DEPARTMENT:** Public Works

**SUPERVISOR:** Street Superintendent or Street Crew Leader

### **JOB SUMMARY:**

A Street Maintenance Worker I performs routine, entry-level duties related to the maintenance of the City's streets and facilities. Responsibilities are performed under direct supervision. This is considered a training position until skills are mastered enough to be promoted to a Street Maintenance Worker II.

### **DUTIES & RESPONSIBILITIES:**

- Maintains, cleans, and repairs city facilities, including repairing and replacing road signs and guardrails; cleaning curbs and gutters; painting buildings and equipment; and servicing equipment and machinery.
- Operates vehicles to transport employees, equipment, machinery and/or materials, or to warn oncoming traffic, plow snow and spread ice control materials; mows right of way using tractor mower and hand tools; operates auger, trencher, backhoe, forklift, and various trucks (e.g., dump, aerial boom, bucket, and platform).
- Repairs bridge decks (full and partial) and drains, and clean bridge bents/caps at heights on ladders or utilizing scaffolding.
- Installs signs, including structural and large signs at overhead positions, inspect truss signs, pour concrete sign footings, weld and cut steel sign posts, and repair and maintain break away and/or overlay signs.
- Stripes streets, install or remove pavement markings, and clean striping equipment; may operate rollers (glue and tamper), propane torches, shot/turbo blaster, walk behind grinder and other hand tools.
- Performs pavement leveling, sand blasting and mud jacking, as well as concrete mixing, finishing, and replacement; uses various saws (concrete, diamond, wheel), jack hammers, and other pieces of heavy equipment.
- Performs roadside duties, including mowing and spraying; planting grass seed, trees, flowers, or shrubbery; pruning and removal of trees; chipping brush and removing debris.
- Performs signal and lighting duties, including repairing roadway lighting; trenching for conduit installations; installing and maintaining radio equipment; and assisting in installation, repair, and maintenance of camera, message boards, roadway detection devices, and signal masts, arms, heads, and poles.

- Cleans and performs routine maintenance on vehicles, equipment, buildings and grounds.
- Performs other responsibilities as required or assigned.

**REQUIREMENTS:**

- High School Diploma or GED.
- Holds a valid driver's license.
- Job requires significant physical stamina and endurance, including the ability to move materials by hand, operate hand tools, and perform stationary flagging.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties in heavy traffic areas, on or near heavy equipment or machinery, and with hazardous chemicals or materials.
- Job may require overtime and nighttime work.
- Job may require operation of vehicles to plow snow and spread ice control materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Utilities Superintendent

**DEPARTMENT:** Public Works

**SUPERVISOR:** Public Works Director

### **SUMMARY:**

A Utilities Superintendent shall be responsible for all facets of operation and maintenance of the water and wastewater systems. A Utilities Superintendent shall oversee plant operators, lab technicians, and field crews engaged in water and wastewater operations, maintain preventative maintenance programs for facilities and equipment, answer citizen requests for service and information, other tasks as required; and to perform a number of technical and support activities for the Utilities Department.

### **DUTIES & RESPONSIBILITIES:**

- Oversee daily operation, routine monitoring and maintenance of all portions of the water and waste water systems.
- Schedule projects and coordinate with Utilities Foreman and Lead Plant Operator to ensure required staffing and equipment to complete those projects; coordinate the work flow of line employees from project to project to ensure efficiency and productivity goals are met.
- Under the guidance of the City Administrator, develop and prepare the annual utilities department budget and provide continual monitoring of expenditures in relation to the annual budget.
- As required, submit information, details, and other technical information to City Administrator or designee for preparation of monthly reports, requests for action, ordinances and resolutions, and other documents as required to support the functions of the utilities department.
- Answer requests for information; determine relevancy and schedule work associated with requests for service, trouble shoot issues associated with various types of requests and forward extraordinary and difficult issues to City Administrator for problem solving.
- Supervise utilities department employees, including disciplinary issues, conducting performance reviews, and maintaining records of employee attendance and work hours.
- Coordinate departmental purchase within the parameters of the annual budget, and as prescribed by the City of Smithville Purchasing Policy.
- Provide oversight in the care, maintenance, and repair of tools, equipment and supplies utilized by the department.

- Preparation and submission of reports required by the Missouri Department of Natural Resources.
- Provide oversight with regard to the safety, cleanliness, and appearance of department facilities.
- Provide adequate training for safe and efficient regard to lab testing, chemical handling and other tasks as required. Ensures employees work in a safe manner.
- Proper, polite, and reasonable interaction with the public as it relates to utilities issues.
- Has knowledge of and follows all City policies and procedures.
- Perform other duties as assigned by the City Administrator.

**REQUIREMENTS:**

- A comprehensive knowledge of the principles and practices of waste water treatment systems, waste water collection systems, water treatment, and water distribution systems.
- A thorough knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems.
- Appropriate licenses for the operation and maintenance of the City's water and wastewater systems.
- A demonstrated ability to meet and successfully deal with the public.
- Holds a valid driver's license.
- Accepts shift scheduling and on-call as scheduled.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## **Utilities Administrative Coordinator**

**DEPARTMENT:** Public Works

**SUPERVISOR:** Utilities Superintendent

### **SUMMARY:**

The Utilities Administrative Coordinator serves as receptionist for the Utilities Department. This position performs administrative duties for the department. This position also serves as the animal control coordinator for the City dog pound.

### **DUTIES & RESPONSIBILITIES:**

- Serves as receptionist for the Utilities department, including but not limited to: greeting visitors and answering incoming telephone calls.
- Prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents.
- Organizing accounts payable invoices for the Utilities Superintendent approval and submittal to Administration for payment.
- Coordinates the adoption of unclaimed animals.
- Other duties required for the successful operation of the animal shelter.
- Other duties as assigned by the Utilities Superintendent/Chief of Police.

### **REQUIREMENTS:**

- High school diploma or GED required.
- Ability to organize materials and maintain accurate electronic and hard copy records.
- High level of public relations skills for daily interaction with citizens.
- Works independently in the absence of supervision.
- Previous administrative and/or secretarial work preferred.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.

## Utilities Operations Manager

**DEPARTMENT:** Public Works

**SUPERVISOR:** Utilities Superintendent

### **SUMMARY:**

The Utilities Operations Manager shall be responsible for the operation of the water and sewer distribution/Waste Water Plant systems.

### **DUTIES & RESPONSIBILITIES:**

- Directly supervise all distribution personnel.
- Oversee all aspects of all ongoing programs to include: hydrants, valve, backflow and inventory (repair parts, and bench stock for all aspects of water and waste water distribution), and lift station maintenance.
- Assist the Utilities Superintendent with budget preparation and maintain budget expenditures for all line items pertaining to water and waste water distribution.
- Organize preventative maintenance, checks, and services of vehicles, tools and equipment.
- Produce monthly reports regarding work orders, water breaks, customer assistance and locates.
- Supervise distribution personnel, including scheduling and performance evaluations.

### **REQUIREMENTS:**

- Members may meet the requirements for Utility Foreman; however, the final decision shall be made by the Utilities Superintendent. Failure to maintain Utility Foreman standards may result in the loss of Utility Foreman status.
- A comprehensive knowledge of and extensive experience with the principles and practices of water distribution systems, sewage treatment and sewer collection systems.
- A comprehensive knowledge of extensive experience with Federal, State, County, and Local regulations as they relate to water, and sewer systems.
- Previous supervisory duties desired.
- DS-III Public Drinking Water Distribution System Operator Certification and an B in waste water or time in service to be able to obtain said certification.
- High level of public relations skills for daily interaction with citizens.

- Must be able to be on call on a regularly scheduled basis during weekday evenings, weekends, and holidays.
- Must be 18 years of age.
- A valid driver's license is required.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to retain information.

## **Utilities Specialist V**

**DEPARTMENT:** Public Works  
**SUPERVISOR:** Utilities Operations Manager  
**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Utility Specialist V performs daily tasks as assigned.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Preparation of and maintenance submission of monthly reports to the Missouri Department of Natural Resources.
- Janitorial duties with regard to the Utilities department to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all facilities of the Utilities department.
- Other duties as assigned by the Utilities Operations Manager.

### **REQUIREMENTS:**

- Basic knowledge of the principles and practices of waste water plant, waste water collection system, Lift station repair, water line repairs.
- Basic knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems.
- High level of public relations skills for daily interaction with citizens.
- Must be 18 years of age.
- A valid driver's license is required.
- Must be able to be on call on a regularly scheduled basis during weekday evenings, weekends, and holidays.

- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to obtain proper certificates with The Department of Natural Resources.
- Must be able to be trained in a reasonable time frame and retain information.
- Must have a class A waste water or DS3 License with the Department of Natural Resources MO. or time in service.

## **Utilities Specialist IV**

**DEPARTMENT:** Public Works  
**SUPERVISOR:** Utilities Operations Manager  
**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Utility Specialist IV performs daily tasks as assigned.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Preparation of and maintenance submission of monthly reports to the Missouri Department of Natural Resources.
- Janitorial duties with regard to the Utilities department to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all facilities of the Utilities department.
- Other duties as assigned by the Utilities Operations Manager.

### **REQUIREMENTS:**

- Basic knowledge of the principles and practices of waste water plant, waste water collection system, Lift station repair, water line repairs.
- Basic knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems.
- High level of public relations skills for daily interaction with citizens.
- Must be 18 years of age.
- A valid driver's license is required.
- Must be able to be on call on a regularly scheduled basis during weekday evenings, weekends, and holidays.

- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to obtain proper certificates with The Department of Natural Resources.
- Must be able to be trained in a reasonable time frame and retain information.
- Must have a class B waste water or DS3 License with the Department of Natural Resources MO. or time in service.

## Utilities Specialist III

**DEPARTMENT:** Public Works  
**SUPERVISOR:** Utilities Operations Manager  
**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Utility Specialist III performs daily tasks as assigned.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Preparation of and maintenance submission of monthly reports to the Missouri Department of Natural Resources.
- Janitorial duties with regard to the Utilities department to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all facilities of the Utilities department.
- Other duties as assigned by the Utilities Operations Manager.

### **REQUIREMENTS:**

- Basic knowledge of the principles and practices of waste water plant, waste water collection system, Lift station repair, water line repairs.
- Basic knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems.
- High level of public relations skills for daily interaction with citizens.
- Must be 18 years of age.
- A valid driver's license is required.
- Must be able to be on call on a regularly scheduled basis during weekday evenings, weekends, and holidays.

- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to obtain proper certificates with The Department of Natural Resources.
- Must be able to be trained in a reasonable time frame and retain information.
- Must have a class C waste water or DS2 License with the Department of Natural Resources MO. or time in service.

## Utilities Specialist II

**DEPARTMENT:** Public Works  
**SUPERVISOR:** Utilities Operations Manager  
**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Utility Specialist II performs daily tasks as assigned.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Preparation of and maintenance submission of monthly reports to the Missouri Department of Natural Resources.
- Janitorial duties with regard to the Utilities department to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all facilities of the Utilities department.
- Other duties as assigned by the Utilities Operations Manager.

### **REQUIREMENTS:**

- Basic knowledge of the principles and practices of waste water plant, waste water collection system, Lift station repair, water line repairs.
- Basic knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems.
- High level of public relations skills for daily interaction with citizens.
- Must be 18 years of age.
- A valid driver's license is required.
- Must be able to be on call on a regularly scheduled basis during weekday evenings, weekends, and holidays.

- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to obtain proper certificates with The Department of Natural Resources.
- Must be able to be trained in a reasonable time frame and retain information.
- Must have a class D waste water or DS1 License with the Department of Natural Resources MO. or time in service.

## **Utilities Specialist I**

**DEPARTMENT:** Public Works  
**SUPERVISOR:** Utilities Operations Manager  
**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Utility Specialist I performs daily tasks as assigned.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Preparation of and maintenance submission of monthly reports to the Missouri Department of Natural Resources.
- Janitorial duties with regard to the Utilities department to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all facilities of the Utilities department.
- Other duties as assigned by the Utilities Operations Manager.

### **REQUIREMENTS:**

- Basic knowledge of the principles and practices of waste water plant, waste water collection system, Lift station repair, water line repairs.
- Basic knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems.
- High level of public relations skills for daily interaction with citizens.
- Must be 18 years of age.
- A valid driver's license is required.
- Must be able to be on call on a regularly scheduled basis during weekday evenings, weekends, and holidays.

- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to obtain proper certificates with The Department of Natural Resources.
- Must be able to be trained in a reasonable time frame and retain information.

## **Water Treatment Plant Manager**

**DEPARTMENT:** Public Works

**SUPERVISOR:** Utilities Superintendent

### **SUMMARY:**

The Water Treatment Plant Manager shall perform supervisory level duties related to the operation of the water plant, scheduling employees, plant maintenance, and recordkeeping.

### **DUTIES & RESPONSIBILITIES:**

- Directly supervise water treatment plant personnel including scheduling, assigning duties, and performance reviews.
- Oversee, perform and assign maintenance of equipment, pumps, etc. at the treatment plant and other facilities.
- Monitor and order chemicals, supplies and service needs for treatment and maintenance of the plant.
- Assist the Utilities Superintendent with budget preparation and maintain budget expenditures for water treatment expenditures.
- Prepare required water samples for analysis and testing as required by Federal, State, County, and local agencies.
- Prepare monthly required reports and submit to City, State and Federal agencies.
- Other duties as assigned.

### **REQUIREMENTS:**

- Comprehensive knowledge of and extensive experience with the principles and practices of water treatment, water distribution systems.
- Comprehensive knowledge of and extensive experience with Federal, State, County, and Local regulations as they relate to water systems.
- Must maintain a Class A Public Drinking Water Treatment System Operator Certification with the Missouri Department of Natural Resources or have time in service to obtain an Class A drinking water certification.
- High level of public relations skills for daily interaction with citizens.

- Must be able to be on call on a regularly scheduled basis during week-day evenings, weekends, and holidays.
- A valid driver's license.
- Must understand SCADA systems.
- Must be 18 years of age.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to retain information.

## **Water Plant Operator V**

**DEPARTMENT:** Public Works  
**SUPERVISOR:** Water Treatment Plant Manager  
**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Water Plant Operator V performs high-level duties related to the operation of the water plant and maintenance of the water system.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Janitorial duties with regard to the water treatment facility to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all portions of the water system, including using tools and equipment necessary to complete work. Medium Work is required (50 or more pounds of force occasionally).
- Other duties as assigned by the Water Treatment Plant Manager.

### **REQUIREMENTS:**

- Members may meet the requirements for Water Plant Operator V; however, the final decision shall be made by the Utilities Superintendent. Failure to maintain Water Plant Operator V standards may result in the loss of Water Plant Operator V status.
- Comprehensive knowledge of the principles and practices of water treatment, water distribution systems.
- Comprehensive knowledge of Federal, State, County, and Local regulations as they relate to water systems.
- Class A Public Drinking Water Treatment System Operator Certification.
- High level of public relations skills for daily interaction with citizens.
- A valid driver's license.
- Must be 18 years of age.

- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to retain information.
- Must be able to learn SCADA system.

## **Water Plant Operator IV**

**DEPARTMENT:** Public Works  
**SUPERVISOR:** Water Treatment Plant Manager  
**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Water Plant Operator IV performs mid-level duties related to the operation of the water plant and maintenance of the water system.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Janitorial duties with regard to the water treatment facility to maintain a safe and clean work environment.
- Routine monitoring and maintenance of all portions of the water system, including using tools and equipment necessary to complete work. Medium Work is required (50 or more pounds of force occasionally).
- Other duties as assigned by the Water Treatment Plant Manager.

### **REQUIREMENTS:**

- Members may meet the requirements for Water Plant Operator IV; however, the final decision shall be made by the Utilities Superintendent. Failure to maintain Water Plant Operator IV standards may result in the loss of Water Plant Operator IV status.
- Knowledge of the principles and practices of water treatment, water distribution systems.
- Knowledge of Federal, State, County, and Local regulations as they relate to water systems.
- Class B Public Drinking Water Treatment System Operator Certification.
- High level of public relations skills for daily interaction with citizens.
- Must be able to be on call on a regularly scheduled basis during week-day evenings, weekends, and holidays.
- A valid driver's license.

- Must be 18 years of age.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to retain information.
- Must be able to learn SCADA system.

## **Water Plant Operator III**

**DEPARTMENT:** Public Works  
**SUPERVISOR:** Water Treatment Plant Manager  
**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Water Plant Operator III performs mid-level duties related to the operation of the water plant and maintenance of the water system.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Janitorial duties with regard to the water treatment facility to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all portions of the water system, including using tools and equipment necessary to complete work. Medium Work is required (50 or more pounds of force occasionally).
- Other duties as assigned by the Water Treatment Plant Manager.

### **REQUIREMENTS:**

- Members may meet the requirements for Water Plant Operator III; however, the final decision shall be made by the Utilities Superintendent. Failure to maintain Water Plant Operator III standards may result in the loss of Water Plant Operator III status.
- Knowledge of the principles and practices of water treatment, water distribution systems.
- Knowledge of Federal, State, County, and Local regulations as they relate to water systems.
- Class C Public Drinking Water Treatment System Operator Certification.
- High level of public relations skills for daily interaction with citizens.
- Must be able to be on call on a regularly scheduled basis during week-day evenings, weekends, and holidays.
- A valid driver's license.

- Must be 18 years of age.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to retain information.
- Must be able to operate and maintain SCADA system.

## **Water Plant Operator II**

**DEPARTMENT:** Public Works

**SUPERVISOR:** Water Treatment Plant Manager

**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Water Plant Operator II performs mid-level duties related to the operation of the water plant and maintenance of the water system.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Janitorial duties with regard to the water treatment facility to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all portions of the water system, including using tools and equipment necessary to complete work. Medium Work is required (50 or more pounds of force occasionally).
- Other duties as assigned by the Water Treatment Plant Manager.

### **REQUIREMENTS:**

- Members may meet the requirements for Water Plant Operator II; however, the final decision shall be made by the Utilities Superintendent. Failure to maintain Water Plant Operator II standards may result in the loss of Water Plant Operator II status.
- Knowledge of the principles and practices of water treatment, water distribution systems.
- Knowledge of Federal, State, County, and Local regulations as they relate to water systems.
- Class D Public Drinking Water Treatment System Operator Certification.
- High level of public relations skills for daily interaction with citizens.
- Must be able to be on call on a regularly scheduled basis during week-day evenings, weekends, and holidays.
- A valid driver's license.

- Must be 18 years of age.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to retain information.
- Must be able to learn SCADA system.

## **Water Plant Operator I**

**DEPARTMENT:** Public Works  
**SUPERVISOR:** Water Treatment Plant Manager  
**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Water Plant Operator I performs entry-level duties related to the operation of the water plant and maintenance of the water system.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Janitorial duties with regard to the water treatment facility to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all portions of the water system, including using tools and equipment necessary to complete work. Medium Work is required (50 or more pounds of force occasionally).
- Other duties as assigned by the Water Treatment Plant Manager.

### **REQUIREMENTS:**

- Knowledge of the principles and practices of water treatment, water distribution systems.
- Must be able to learn SCADA system as it pertains to our system.
- Knowledge of Federal, State, County, and Local regulations as they relate to water systems.
- High level of public relations skills for daily interaction with citizens.
- Must be able to be on call on a regularly scheduled basis during week-day evenings, weekends, and holidays.
- Must be 18 years of age.
- A valid driver's license is required.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment,

including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.

- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to learn and retain information.

## Waste Water Treatment Plant Operator V

**DEPARTMENT:** Public Works  
**SUPERVISOR:** Utilities Operations Manager  
**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Waste Water Treatment Plant Operator V performs high-level sewer system operation and maintenance.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Preparation of and maintenance submission of monthly reports to the Missouri Department of Natural Resources.
- Janitorial duties with regard to the waste water treatment plant to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all portions of the waste water system including proper application and disposal of treatment plant sludge from treatment processes.
- Other duties as assigned by the Utilities Operations Manager.

### **REQUIREMENTS:**

- Members may meet the requirements for Waste Water Treatment Plant Operator V; however, the final decision shall be made by the Utilities Superintendent. Failure to maintain Waste Water Treatment Plant Operator V standards may result in the loss of Waste Water Treatment Plant Operator V status.
- A comprehensive knowledge of and extensive experience with the principles and practices of waste water treatment systems, waste water collection systems, water treatment, and water distribution systems.
- A comprehensive knowledge of and extensive experience with Federal, State, County, and Local regulations as they relate to water and sewer systems.
- Class A Wastewater Treatment Plant Operator Certification.
- High level of public relations skills for daily interaction with citizens.

- Must be able to be on call on a regularly scheduled basis during week-day evenings, weekends, and holidays.
- A valid driver's license.
- Must be 18 years of age.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to troubleshoot lift stations and repair.
- Must be able to retain information.

## Waste Water Treatment Plant Operator IV

**DEPARTMENT:** Public Works  
**SUPERVISOR:** Utilities Operations Manager  
**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Waste Water Treatment Plant Operator IV performs mid-level sewer system operation and maintenance.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Preparation of and maintenance submission of monthly reports to the Missouri Department of Natural Resources.
- Janitorial duties with regard to the waste water treatment plant to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all portions of the waste water system including proper application and disposal of treatment plant sludge from treatment processes.
- Other duties as assigned by the Utilities Operations Manager.

### **REQUIREMENTS:**

- Members may meet the requirements for Waste Water Treatment Plant Operator IV; however, the final decision shall be made by the Utilities Superintendent. Failure to maintain Waste Water Treatment Plant Operator IV standards may result in the loss of Waste Water Treatment Plant Operator IV status.
- Extensive knowledge of and direct experience with the principles and practices of waste water collection and treatment systems.
- Extensive knowledge of and direct experience with Federal, State, County, and Local regulations as they relate to water and sewer systems.
- Class B Wastewater Treatment Plant Operator Certification.
- High level of public relations skills for daily interaction with citizens.

- Must be able to be on call on a regularly scheduled basis during week-day evenings, weekends, and holidays.
- A valid driver's license.
- Must be 18 years of age.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to retain information.

## Waste Water Treatment Plant Operator III

**DEPARTMENT:** Public Works  
**SUPERVISOR:** Utilities Operations Manager  
**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Waste Water Treatment Plant Operator III performs mid-level sewer system operation and maintenance.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Preparation of and maintenance submission of monthly reports to the Missouri Department of Natural Resources.
- Janitorial duties with regard to the waste water treatment plant to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all portions of the waste water system including proper application and disposal of treatment plant sludge from treatment processes.
- Other duties as assigned.

### **REQUIREMENTS:**

- Members may meet the requirements for Waste Water Treatment Plant Operator III; however, the final decision shall be made by the Utilities Superintendent. Failure to maintain Waste Water Treatment Plant Operator III standards may result in the loss of Waste Water Treatment Plant Operator III status.
- Knowledge and experience with of the principles and practices of waste water collection and treatment systems.
- Knowledge and experience of Federal, State, County, and Local regulations as they relate to water and sewer systems.
- Class D Wastewater Treatment Plant Operator Certification.
- High level of public relations skills for daily interaction with citizens.

- Must be able to be on call on a regularly scheduled basis during week-day evenings, weekends, and holidays.
- A valid driver's license.
- Must be 18 years of age.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to retain information.
- Must be able to troubleshoot lift stations and repair.

## Wastewater Treatment Plant Operator II

**DEPARTMENT:** Public Works

**SUPERVISOR:** Utilities Operations Manager

**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Waste Water Treatment Plant Operator II performs mid-level sewer system operation and maintenance.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Preparation of and maintenance submission of monthly reports to the Missouri Department of Natural Resources.
- Janitorial duties with regard to the waste water treatment plant to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all portions of the waste water system including proper application and disposal of treatment plant sludge from treatment processes.
- Other duties as assigned by the Utilities Operations Manager.

### **REQUIREMENTS:**

- Members may meet the requirements for Waste Water Treatment Plant Operator II; however, the final decision shall be made by the Utilities Superintendent. Failure to maintain Waste Water Treatment Plant Operator II standards may result in the loss of Waste Water Treatment Plant Operator II status.
- Knowledge of the principles and practices of waste water collection and treatment systems.
- Knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems.
- Class D Wastewater Treatment Plant Operator Certification.
- High level of public relations skills for daily interaction with citizens.

- Must be able to be on call on a regularly scheduled basis during week-day evenings, weekends, and holidays.
- A valid driver's license.
- Must be 18 years of age.
- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to retain information.
- Must be able to troubleshoot lift stations and repair.

## Waste Water Treatment Plant Operator I

**DEPARTMENT:** Public Works  
**SUPERVISOR:** Utilities Operations Manager  
**INDIRECT SUPERVISION:** Utilities Superintendent

### **SUMMARY:**

A Waste Water Treatment Plant Operator I performs entry-level sewer system operation and maintenance.

### **DUTIES & RESPONSIBILITIES:**

- Daily testing and lab work required by Federal, State, County, and local regulations including additional testing as assigned.
- Preparation of and maintenance submission of monthly reports to the Missouri Department of Natural Resources.
- Janitorial duties with regard to the waste water treatment plant to maintain and safe and clean work environment.
- Routine monitoring and maintenance of all portions of the waste water system including proper application and disposal of treatment plant sludge from treatment processes.
- Other duties as assigned by the Utilities Operations Manager.

### **REQUIREMENTS:**

- Basic knowledge of the principles and practices of waste water collection and treatment systems.
- Basic knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems.
- High level of public relations skills for daily interaction with citizens.
- Must be able to be on call on a regularly scheduled basis during week-day evenings, weekends, and holidays.
- A valid driver's license.
- Must be 18 years of age.

- Job requires outdoor work that involves exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment, including risk of physical injury from carrying out duties near heavy equipment or machinery, and with hazardous chemicals or materials.
- Ability to establish and maintain effective working relationships with work colleagues and the general public.
- Must be able to retain information.
- Must be able to troubleshoot and repair lift stations.