

1 **CITY COUNCIL OF THE CITY OF ANNAPOLIS**

2
3 **RESOLUTION NO. R-08-09**

4 **Introduced by Mayor Moyer**

5
6

LEGISLATIVE HISTORY			
First Reader:	Public Hearing:	Fiscal Impact Note:	120 Day Rule:
01/26/09	N/A	N/A	05/26/09
Referred to:	Meeting Date:	Action Taken:	
Finance Committee	02/25/09	Favorable	

7
8 **A RESOLUTION** concerning

9
10 **Job Description and Pay Grade for Public Works Maintenance Worker II**

11
12 **FOR** the purpose of approving the new job description for the Public Works Maintenance
13 Worker II position.

14
15 **WHEREAS**, Section 3.12.020 of the Annapolis City Code provides that the City Council
16 shall adopt job descriptions by Resolution after consideration of the
17 recommendations of the Civil Service Board; and

18
19 **WHEREAS**, the Annapolis City Council received the October 20, 2008, minutes of the Civil
20 Service Board (copy attached) which favorably approved the Public Works
21 Maintenance Worker II job description (Pay Grade A-5); and

22
23 **WHEREAS**, pursuant to Resolution R-03-08 Revised approved January 28, 2008, the City
24 Council adopted the official Job Description Manual providing specifications
25 for each position of employment with the City; and

26
27 **WHEREAS**, it is necessary to incorporate job descriptions for any new positions adopted
28 by the City Council into the official Job Description Manual.

29
30 **NOW, THEREFORE, BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the
31 new job description for the Public Works Maintenance Worker II at Pay Grade A-5 (copy of
32 job description is attached) is hereby adopted and included as part of the official Job
33 Description Manual for the City of Annapolis.

1 **ADOPTED** this 9th day of March, 2009.

2
3
4
5
6
7
8

ATTEST:

THE ANNAPOLIS CITY COUNCIL

Regina C. Watkins-Eldridge, CMC
City Clerk

BY: _____
ELLEN O. MOYER, MAYOR

Public Works Maintenance Worker II

Job Class Code: 7002
Pay Grade: 5
FLSA: Non-Exempt
Updated: 10/08

GENERAL STATEMENT OF DUTIES: Performs manual labor of more than ordinary difficulty which often involves the use of acquired skills; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves the use of some skills acquired by experience or on-the-job instruction. The work may require more than usual physical strength and endurance, and/or level of responsibility and skills. A Public Works Maintenance Worker II normally works under the direction of a supervisor who issues oral work orders and inspects work frequently. Employees in this class may be assisted by one or more unskilled laborers. ~~In addition, employees in this class are called upon to operate equipment and substitute for equipment operators to a greater extent than laborers.~~

EXAMPLES OF WORK: (Illustrative only)

- ▶ Works as helper on refuse or recycling truck, picking up trash and dumping on truck ~~and serves as substitute driver;~~
- ▶ Performs a variety of semi-skilled building maintenance, pipe laying, carpentry, painting and masonry tasks;
- ▶ Acts as helper to mechanics, carpenters, painters and other tradesmen where special skills are not usually required;
- ▶ Digs sewer and water lines and ditches;
- ▶ Raises and lowers manhole frame and covers, and performs the rough masonry work involved;
- ▶ Builds forms for sidewalks and works as a rough cement finisher;
- ▶ Assists in routine operation of water treatment plant such as washing tanks, tending and filling lime and alum machines and storing chemicals and supplies;
- ▶ Prepares soil, plants and cultivates flowers, grass and shrubs and cuts grass and trees;
- ▶ Operates a light truck and other equipment that does not require a commercial driver license;
- ▶ ~~Operates dump and tank trucks, snow plows, fork lifts, front-end loaders, backhoes and other equipment in a part-time capacity as assigned;~~
- ▶ Operates chain saws, jackhammers and related equipment;
- ▶ Performs other general maintenance and labor duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of a variety of skilled and semi-skilled maintenance and manual tasks; ability to understand and follow oral and written instructions; ability to read and write; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition. Possession of a valid driver's license.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in performing semi-skilled maintenance or construction tasks and completion of a standard grade school course, preferably high school graduation; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities Possession of a valid driver's license.

AMERICANS WITH DISABILITIES ACT:

Physical ability: Physical ability: strength and agility sufficient to lift and maneuver heavy objects such as heavy tools and equipment, to climb into and operate large equipment, trucks, etc.; ability to withstand working outside in all extreme weather conditions.

Visual ability: sufficient to operate heavy equipment and trucks by both day and night, to observe unsafe conditions of roadways, to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone, over a radio.

Freedom from mental disorders which would interfere with performance of duties as described.

**THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES**

October 20, 2008

MEMBERS PRESENT: Clifton A. **JOHNSON**, Acting **Chairperson**
Anthony F. **CHRISTHILF**
Roberto **VELOSO**
Sherry **YANGIA**

STAFF PRESENT: Paul **RENSTED**, Recruitment/Employee
Relations
Administrator, Human Resources
Tira **KIMBO**, Training Administrator, Human
Resources
Lt. Brian **DELLA**, Police Department
Michael **MALLINOFF**, Director, DNEP
Marcia **PATRICK**, Assistant to PW Director
Rose Mary **BLOUIN**, Human Resources

A quorum being present, the Acting Chairperson called the meeting to order at 8:03 a.m.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of Grants Coordinator - Police Department.

Lt. Brian Della stated that writing, managing and administering grants is currently assigned to various personnel throughout the Police Department. It is currently a contractual position with an annual salary of approximately \$62,000 which the Police Department would like placed in the Civil Service. After reviewing the job description, the Board recommended the job description be sent back to APD for some corrections and clarification to examples of work. They also would like a fiscal impact statement as well as a formal recommendation from the Human Resources Director. The position and supporting documentation should be re-submitted to the Board at the November 17, 2008 meeting.

ISSUE BEFORE THE BOARD: Request to place into the Civil Service the position of Sediment, Erosion and Sustainability Inspector.

Mr. Mallinoff stated that currently there are two positions; a contractual building inspector and a sustainability inspector. He wants to combine the two into one full time position with more emphasis on sustainability. The Board wants examples of work re-worded on the job description and replace the ADA section. The Board also wants recommendations from Finance and Human Resources. Resubmit at November meeting.

ISSUE BEFORE THE BOARD: Request to reclassify the position of Senior Property Maintenance Inspector.

Mr. Mallinoff stated that the scope and amount of work has increased. This position now enforces the International Property Maintenance Code which has been incorporated in the City Code and supervises four inspectors. The Board would like #3 under examples of work re-written, documentation that job grade is

where it is suppose to be.

The Board approved this position with minor corrections to the job description.

Ms. Yaniga stated that she would have preferred to wait in order to ensure that the placement in grade was in the appropriate place based on Hendricks Study.

ISSUE BEFORE THE BOARD: Request to reclassify the position of Storm Water Management Engineer.

Mr. Mallinoff stated that during the Hendricks Study this position was contractual and was not reviewed by Hendricks. He also said that this was originally a function of Public Works and that positions with equivalent requirements in Public Works are at Grade 15. He stated that the Mayor and Finance Director support this change.

The Board approved this position with minor corrections to the job description.

ISSUE BEFORE THE BOARD: Request to adopt minor revisions to the job description for Public Works Maintenance Worker II position.

Ms. Patrick stated that minor revisions to the job description were needed. In order to have examples of work no longer include items that require a commercial drivers license, since such a requirement was not a part of the job description.

The Board unanimously approved the minor corrections to the job description.

ISSUE BEFORE THE BOARD: Immediate amendment to the City of Annapolis Personnel Rules and Regulations, Section 6-2 "Sick Leave", pursuant to recently enacted Maryland Law.

Mr. Rensted presented a memo from Kimla Milburn, Director of Human Resources explaining The Flexible Leave Act that became law in Maryland on October 1, 2008. As a result of this law, the current City policy must be modified to allow City employees to use any form of paid leave for the illness of an immediate family.

The Board wants wording for any leave category that the legislation may cover placed in the appropriate places in the Personnel Rules and Regulations. These categories would include annual leave, sick leave, and personal leave.

The Board requested that updated draft language be submitted for its review at the November meeting.

ISSUE BEFORE THE BOARD: Update on Samuel Cyrus matter.

Mr. Rensted stated that no court date has been set for his appeal.

ISSUE BEFORE THE BOARD: Update on Personnel Rules and

Regulations.

Mr. Rensted stated that the Rules and Regulations have been forwarded by former Acting City Attorney Andreeze Williams to the new Acting City Attorney Steve Kling for his review. Mr. Kling indicated that he planned on presenting his feedback at the November meeting.

ISSUE BEFORE THE BOARD: Suggestions for Procedures on Establishing New Positions or Reclassify an Existing Position.

The Board presented suggestions for formal procedures for departments to follow when establishing a new position or reclassifying an existing position. The Board suggested having a conference call with Ms. Milburn to review these guidelines prior to the next meeting.

The meeting adjourned approximately at 9:35 a.m.

FOR THE BOARD:

Clifton A. Johnson
Acting Chairperson

cc: Board Members
Mayor
Aldermen